



## **COVID-19 RESOURCE GUIDE**

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With the ongoing COVID-19 pandemic affecting so many of our member's lives, the [International Headquarters \(IHQ\) professional staff](#) remains dedicated to developing resources and tools to assist through this turbulent time. Members must do their part as well by strictly following guidance from the [Center for Disease Control and Prevention \(CDC\)](#), and strictly following all applicable state and local COVID-19 related laws and orders regarding activities and behavior.

In this guide, you will find topical resources for different areas of chapter operations, as well as some frequently asked questions. If there are items you would like additional resources for, email [support@phisigmakappa.org](mailto:support@phisigmakappa.org).

More than ever before, Phi Sigma Kappa's members must dedicate ourselves to preserve and promote courageously and unselfishly the chosen ideals of our mutual affection and common endeavor.

## **MEMBER HEALTH AND SAFETY**

During this upcoming academic year, it is important that you and your chapter members are informed and up-to-date on the latest information provided by the [Center for Disease Control and Prevention \(CDC\)](#).

### **HOW TO PROTECT YOURSELF AND OTHERS?**

The CDC provides information on [How to Protect Yourself and Others](#).

### **WHAT TO DO IF YOU ARE SICK?**

First, you should [Know the Symptoms of COVID-19](#). Second, the CDC provides information on [What to Do If You are Sick](#).

### **ARE THERE ANY MENTAL HEALTH RESOURCES AVAILABLE?**

Of course! Check out the [Wellbeing Resources](#) we have compiled. Similarly, the CDC has additional resource on [Taking Care of your Emotional Health](#).

## **SOCIALS, EVENTS AND GATHERINGS**

Chapter members should follow local, state and federal guidance on events and gatherings. Campuses are providing guidance based on what is happening locally in your area. Therefore, chapter members should also follow campus event guidance.

Chapter members should discuss, and have knowledge of, the campus, local, state and federal expectations and guidance. Chapter leaders are encouraged to share real-time news with those suggesting social gatherings:

- [Coronavirus Outbreak at USC's Fraternity Row Leaves at Least 40 People Infected](#)
- [Another Round of UC Berkeley COVID-19 Infections Linked to Frat Parties](#)

Additionally, it is advised that chapters continue to utilize software that assist in creating a virtual experience for members, specifically in recruitment, associate member education and brotherhood events.

### **HOW CAN WE HOST EVENTS SAFELY?**

Holmes Murphy has adapted a CDC resource that is perfect for addressing things to consider when [Hosting Events During COVID-19](#).

#### ARE WAIVERS AVAILABLE?

Yes, Holmes Murphy provides a [Participant Release for COVID-19](#) on their resource's website. Please have an attorney in your state review it.

### CHAPTER OPERATIONS

Basic chapter operations should continue as normally as possible, just virtually! It may take some out-of-the-box thinking and brainstorming with your Chapter Adviser/Alumni Advisory Board (AAB) members and IHQ coach, but it is likely the chapter will be able to conduct (almost) all of the business it would in a non-coronavirus year.

#### SHOULD WE HOST CHAPTER/EXECUTIVE BOARD/COMMITTEE MEETINGS?

Yes, you should continue to have these meetings. However, it is recommended that chapters meet virtually wherever possible. Chapters can use online tools, such as [Zoom](#), to host these meetings.

Consider using chapter funds to purchase a full version of Zoom to host longer meetings. This paid version could also be used for brotherhood events or associate member education. Your campus or fraternity/sorority life office may be providing a paid version of Zoom as well.

#### HOW CAN THE OFFICERS/COMMITTEE CHAIRMAN KEEP TRACK OF TASKS AND PROJECTS?

Officers and Committee Chairman can use collaborative tools such as Google Drive for file storing and Google Docs/Sheets/Forms for working on projects. Websites such as [ASANA](#), [Milanote](#) and [Basecamp](#) can help track tasks.

#### HOW CAN CHAPTER MEMBERS VOTE ON AGENDA ITEMS VIRTUALLY?

Programs such as [Mentimeter](#), [SurveyMonkey](#) or [Google Forms](#) can be utilized so that chapter members can vote on chapter business, such as Executive Board elections or budgetary items.

### RECRUITMENT

Chapters are facing an unprecedented recruitment period. While it may seem overwhelming and impossible to recruit members, it might be easier than you think. Through Phi Sigma Kappa's partnership with Phired Up, we are able to provide our members ([FOR FREE!](#)) with a multitude of tools to make recruitment as easy as possible.

#### HOW CAN I LEARN HOW TO RECRUIT IN A VIRTUAL-BASED MODEL?

Phired Up's [Digital Classrooms](#) has a bonus module available in which members will learn the tools and skills needed to recruit virtually. Chapter members can also reference our list of [Recruitment Resources](#) and tips to assist in virtual or hybrid recruitment.

#### WHAT IS THE BEST WAY TO RECRUIT SOMEONE IN PERSON, IF ALLOWABLE?

The same way it always has! Having a one-on-one conversation with someone, getting to know them, and sharing your Phi Sig story will always be the best way to recruit someone to join your chapter. Although in this case, it is recommended that this conversation happens at a socially distant location,

ideally outside and with facial coverings. There are some tips for in person recruitment in the [Recruitment Resources](#) document, as well.

## **FINANCES**

Chapter Executive Board members should examine areas of the budget can be reduced or moved to other areas of the chapter. For example, it is likely that your campus won't be hosting intramural event this year. Consider moving any budgeted intramural dollars to things like brotherhood events.

Our friends at OmegaFi have recorded a webinar to assist in making your chapter's [Budget Pandemic Ready](#).

### **DO WE NEED TO PAY OUR INSURANCE?**

Yes. Every chapter and its members need to maintain liability coverage for the upcoming year. This is not a risk-free year and in fact risk to members has increased in certain aspects.

### **DO DORMANT MEMBERS NEED TO PAY DUES?**

Members who are listed on the chapter's roster as dormant will be billed for, and are expected to pay, national fees (census and insurance). It is at the discretion of the chapter's Executive Board whether or not dormant members should pay local dues.

### **WILL THERE BE ANY FLEXIBILITY OR PAYMENT PLANS IF WE CAN'T PAY ON-TIME?**

The chief administrative officer or designee has the ability to negotiate terms for receivable balances with chapters that will not be able to pay off balances immediately. If the chapter is not in a position to pay an invoice on-time, contact your [chapter's coach](#) as soon as possible.

## **ASSOCIATE MEMBER EDUCATION**

It is still an expectation that chapters which take an associate member class will use the *Brotherhood in Phi Sigma Kappa* program. It is already designed and structured for Inductors to pick up and use, so you don't have to redesign a new associate member program this term, even in virtual or hybrid settings.

### **HOW CAN WE CONDUCT ASSOCIATE MEMBER EDUCATION VIRTUALLY?**

Chapter Inductors should reference the [Associate Member Education During COVID-19](#) document for some tips and guidance.

### **WHERE CAN I FIND THE *BROTHERHOOD IN PHI SIGMA KAPPA* INDUCTOR'S GUIDE MATERIALS?**

All *Brotherhood in Phi Sigma Kappa* program materials can be found in [Officer Portal](#) in the Document Library, as well as on the [Cardinal Journey webpage](#).

### **ARE THERE ANY VIRTUAL OPTIONS FOR THE RITUAL OF ASSOCIATION OR INITIATION?**

Yes, the Grand Council has approved virtual ceremonies that chapters can use if they are unable to host any in-person rituals. Please contact Grant Carpenter, Director of Chapter Services at [grant@phisigmakappa.org](mailto:grant@phisigmakappa.org) to discuss these ceremonies.

## **BROTHERHOOD**

Brotherhood is about belonging. This year, brotherhood events will look different. But that doesn't mean members can't continue to create that sense of belonging with each other. In fact, it's more important than ever.

IHQ Staff has created a [Brotherhood Engagement](#) resource that chapters can utilize to plan brotherhood events in a virtual or socially distanced way.

## PHILANTHROPY AND COMMUNITY SERVICE

Now more than ever, our community, neighbors and friends need our assistance. Chapter leaders should encourage all members to continue to participate in philanthropy and community service events.

### IS THERE A WAY TO CONTINUE TO SUPPORT SPECIAL OLYMPICS?

Yes! Special Olympics has been hosting virtual events to support athletes and their mission. Chapters should check out [Special Olympics website](#) to find out what their state is doing.

### WHAT SOME OTHER EVENTS CAN WE ORGANIZE OR PLACES WHERE WE CAN VOLUNTEER?

- [Find a blood drive near you](#). Pick a week during the semester and have all members go donate blood at their nearest blood drive event.
- Volunteer at the [Crisis Text Line](#). Become a trained Crisis Counselor to assist those who may need it most.
- Put your skills to work by becoming a [United Nations Volunteer](#). UN Volunteers are connected to organizations looking for skills in art/design, technology development, research, writing and so much more.
- Check out this list of [25 Volunteer Jobs](#) that members can do virtually.

## HOUSING

Whether chapter members live in traditional shared housing or live in various residents throughout the community, there are [plenty of resources](#) that can be utilized to ensure your health and safety.

### IS THERE GUIDANCE ON LIVING IN SHARED HOUSING?

Yes, the CDC has created resources on [Living in Shared Housing](#).

### WHAT IF A MEMBER TESTS POSITIVE IN THE FACILITY?

First, make sure that there is a plan in place *before* someone tests positive. Use this [What's the Plan?](#) resource.

The [CDC recommends](#) that someone who tests positive should stay home and self-isolate from other people and pets. This is known as home isolation and members should remain in a "sick room" and use a separate bathroom.

### CAN WE REQUIRE A MEMBER TO MOVE OUT OF THE FACILITY IF THEY TEST POSITIVE?

No. Please review [Holmes Murphy's Fair Housing Act](#) document.

## GOOD IDEAS

- Communicate the plan and expectations for chapter members in writing and over a webinar, before they return.
- Create a pledge or agreement that members commit to. Post it, discuss it, and reinforce it.
- Designate an officer to be responsible for responding to COVID-19 concerns. All members should know who this member is and how to contact them.
- Engage members who are public health majors to assist volunteers and officers.
- Create signage to help reinforce expectations (wash hands, wear a mask in the facility, etc.).
- Order enough supplies for the facility early in advance.
- Provide members with a checklist of what they need to bring if they are moving into the facility (e.g. thermometer, Lysol, Clorox, etc.).

#### **ADDITIONAL RESOURCES**

- [Breaking the Chain of Infection – Guidance for a Healthful Living Environment](#)
- [NIC COVID-19 Guidance and Resources](#)