



Fraternity and Sorority Life

UCF Fraternity and Sorority Life COVID-19 Fall 2020 Plan, Guidelines, and Recommendations

The U.S. Centers for Disease Control (CDC), federal, state, and local agencies have provided guidance on health measures that should be in place for events and gatherings and the University of Central Florida has adopted protocol that reflects this guidance. This document presents a plan for initiatives facilitated by the Office of Fraternity and Sorority Life and provides guidelines and recommendations for UCF fraternities, sororities, and overarching councils to follow when planning for and engaging members and non-members in chapter initiatives that is in line with this guidance.

Currently, Florida is at Phase 2 of the State of Florida Recovery Plan. Should the University be forced to limit operations due to changing community conditions, the University may call for all events to be placed on hold or canceled, and not be permitted to occur until state or local conditions have improved and returned to official Phase 2 status. It is important fraternities and sororities continue to remain flexible as changes may occur rapidly.

This situation continues to be closely monitored. Should UCF, Orange County, and the CDC alter any of their recommendations, a reassessment of this document will take place. Any announcements regarding changes to the status of these guidelines will be made within one week of the reassessment.

Approach to Programs and Initiatives from the Office of Fraternity and Sorority Life

Contact with Chapter Advisors

- Any group meetings with advisors will take place virtually. Proper notice including links and/or phone numbers for said meeting will be sent via email.
- Individual meetings will take place via phone or video conference. To request meetings, please contact the staff member directly via email.
- Advisors will continue to be included in the fraternity and sorority life newsletter sent every other week for general community announcements and reminders.
- We will begin advisor specific communication that will be sent weekly via email to our alumni advisor contact list, which provide tips and recommendations associated with prevention of COVID-19 spread and other advisor related resources.

Chapter Development

- Chapter Coaching Model: meetings with Chapter Coaches/FSL Advisors will take place virtually; meeting frequency will be every two to four weeks and will be arranged by the Chapter Coach/FSL Advisor.
- All-Presidents Meetings: meetings will take place monthly and virtually. Proper notice including links and/or phone numbers for said meetings will be sent via email and shared on social media.
- Emerging Leaders Class: the class will continue and will be delivered virtually every Monday at 10 am.
- Training of Officers: to keep officers fully informed on all educational and informative training provided to fraternity and sorority leaders, chapter officers are required to complete Webcourses modules for all officers. Additionally, some officers will be required to complete position-specific training tailored to that role.

Council Development

- Meetings: council meetings will continue virtually and the schedule of said meetings will be determined by the council.
- One-on-Ones with Council Advisor: meetings with Council Advisor will take place virtually; the frequency of those meetings will be weekly with the Council President and all other officers will meet with their Council Advisor every two to four weeks. These meetings will be arranged at mutually convenient times between the council officer and the Council Advisor.



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- Training of Officers: to keep officers fully informed on all educational and informative training provided to fraternity and sorority leaders, council officers are required to complete Webcourses modules for all officers. Additionally, some officers will be required to complete position-specific training tailored to that role.

Educational Programs

- Delivery method: all fraternity and sorority educational training will move to a virtual format.
- Training of officers: will take place via Webcourses and must be completed by Friday, Sept. 11 by all chapter officers.
- Attendance requirements will remain the same and corresponding sanctions (outlined in the policy handbook) for not completing will remain.

Expectations of Chapters

The expectations outlined below apply to any events taking place on and off campus. Due to limited space available on campus and to promote the safest environment possible, it is recommended that chapters host events virtually as often as possible per UCF's Event Planning and COVID-19 Considerations Policy.

In-person Events

- In order to host any in-person events, fraternities and sororities must have the required set of officers complete the RSO COVID-19 training provided and preventative measures required by the Office of Student Involvement. These requirements include:
 - Sign up and complete the COVID-19 Program Planning Webcourse, which can be found here: <https://webcourses.ucf.edu/enroll/KNNHW9>.
 - Submission of the RSO COVID-19 Safety Plan, which can be found here: <https://knightconnect.campuslabs.com/engage/submitter/form/start/428969>.
- Before in-person events take place, the RSO COVID-19 Safety Plan must be approved by the Office of Student Involvement **and** the Office of Fraternity and Sorority Life (this document only needs to be approved one time).
- Outdoor in-person events are preferred to indoor in-person events.
- All in-person events must be hosted in reserved spaces.
- An RSVP or ticket system and tracking of attendance (to be able to conduct contact tracing) must be used, and attendance lists must be kept for 60 days after the event. The appropriate level of warning must be provided to any attendees in writing prior to attendance at the event; this wording is available by contacting the Office of Fraternity and Sorority Life. It is recommended that signage with the appropriate level of warning is also posted at the entrance of the event.
- Anyone in attendance must wear a facial covering and physical distancing is to be observed (at least six feet apart).
- To host any in-person events (on or off campus), fraternities, sororities, and councils must fill out a SERF and have it approved regardless of the number of participants; the only exception to this is recurring new member/aspirant education meetings as those will be discussed as part of the required new member plan meetings as long as location does not change. Additionally, any event taking place off-campus requires a Supplemental SERF to be submitted.
- A SAFE Form for any event with anticipated attendance of 50 or more must be submitted and approved. There is a 50-person limit to any in-person events unless that event is hosted at an entertainment venue. Outdoor entertainment venues may have up to 50 percent of capacity, as long as physical distancing can be maintained, and enhanced sanitation and safety precautions can be followed. Until further notice, indoor events in any entertainment venue are limited to 100 persons.
- Food or drink will not be permitted at indoor events unless said events are taking place at a food vendor. Pre-packaged food and/or grab and go options will be permitted at outdoor events.

Meetings

- Meetings of 50 or more must take place virtually.
- Meetings of under 50 must take place in a reserved space.



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- Face coverings must be worn by anyone in attendance and physical distancing measures must be put in place (at least six feet apart).
- If an organization chooses to create a rotation system for meetings which takes place on the same day, ample travel time must be provided to avoid the two groups coming together and a proper disinfecting protocol must be followed between meetings

Social Events with Alcohol

Social events with alcohol are not permitted. This is in line with current Orange County provisions regarding venues that sell alcohol and CDC recommendations. Other considerations for this guideline include:

- Size of events
- Removal of face coverings
- Impaired judgement to follow guidelines due to alcohol consumption
- Difficulty to establish physical distancing in social events
- CDC guidelines recommend limiting nonessential visitors, volunteers, and activities.

Philanthropy and Recreational Events

All physical philanthropy and recreational events must follow guidelines put in place by Campus Recreation for Intramurals.

New Member Education

- Any new member education programming must follow the expectations outlined above.
- By August 31, 2020, chapters must submit their new member education plans to the Office of Fraternity and Sorority Life (unless the program begins sooner, which in that case it is due at least seven business days prior to the start of the program).
- Chapters must also schedule and attend a meeting to discuss the new member education program and have said program approved. This meeting must take place at least five business days prior to the start of the new member education program.
- At the mid-point of the new member education program, a check-in meeting must take place with the Office of Fraternity and Sorority Life staff to assess the progress of the program and discuss any potential changes based on the current safety phase.

Housing

Please note university-owned houses must follow university residence hall guidelines.

Housing Guidelines

Fraternities and sororities must uphold the following housing guidelines at all times:

https://fsl.sdes.ucf.edu/wp-content/uploads/sites/41/2020/06/FSL-Housing-Guidelines_6.26.20.pdf. As a reminder, these guidelines include the following:

- Physical distancing should be observed throughout the house.
- Non-residents and non-essential personnel are not allowed in the house (the Executive Board is an exception).
- Face coverings should always be worn unless eating or in their bedroom.

Testing

To promote the safety and health of residents, anyone living in chapter houses should be tested before or upon move-in. For convenience, testing is available on campus (please note anyone tested on campus will be billed to insurance or must pay out-of-pocket for the cost of the test).

Isolation and Exposure

- It is expected chapters have an empty room in their house reserved for isolation purposes in case someone tests positive or exhibits symptoms. It is recommended that anyone testing positive is removed from the chapter facility within 24-48 hours (unless transportation or out of state status does not allow for this; in these cases, it is recommended the chapter have a back-up plan in place, such as reserving a hotel room for the member until that member can leave or 14 days have passed).
- Rooms should be disinfected immediately after someone with COVID-19 is removed from the room.
- If a member has been exposed to someone with COVID-19, they should self-isolate for 14 days and get tested. During this self-isolation period, it is recommended that food is delivered to this person.
- Have a plan in place for bathrooms in the event isolation and quarantine must take place within the house.



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- It is recommended that each individual living in the house, prior to arrival on campus, creates an individual safety plan with their family for actions to take if they test positive. This safety plan should include isolation precautions and measures taken if a positive test were to happen.
- If a member tests positive, they are to notify the UCF COVID Line by calling 407-823-2509 to coordinate contact tracing with the Department of Health.

Meals

- It is recommended that meals served in the house are either grab and go or follow physical distancing measures. Should meals happen in person, create a schedule that staggers arrival and departure time to allow for proper disinfecting protocols to take place and assure physical distancing is happening.
- It is recommended that meals are limited to residents and that residents are the only ones entering the facility. Should non-residents be provided access to meals, it is recommended that grab and go stations are created near exit points.
- Physical distancing markers need to be used wherever queuing takes place.

Cleaning and Sanitation

- Chapters should make available or install hand sanitizer in common spaces and throughout the facility.
- High touch areas should be cleaned regularly. It is recommended that high grade disinfectants are found in high touch areas to use for cleaning with signage of instructions for what and how to clean the areas. Another recommendation is to mark high touch with red dots to signify areas that need constant cleaning.
- Chapters must have a procedure to deep clean with appropriate products when a positive case is identified within the facility.

Communication Guidelines

- Plans and guidelines created by chapters must be shared with all members, your headquarters, parents/families of members, and the Office of Fraternity and Sorority Life before move-in.
- Within 24 hours of knowledge of a resident testing positive, communication must be shared with house residents, your headquarters, parents/families of members, and the Office of Fraternity and Sorority Life letting them know a resident of the house has tested positive.