



Fraternity and Sorority Life

UCF Fraternity and Sorority Life COVID-19 Spring 2021 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 and council initiatives that is in line with this guidance.

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 operational statuses. Should an advancement of the state and local conditions warrant, we may reevaluate the ability to safely host events with fewer restrictions, rescind policy, and/or return to pre-COVID-19 status for hosting events. It is important fraternities, sororities, and councils 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. Additionally, advisor specific information may be sent out via email.

Chapter Development

- Chapter Coaching Model: meetings with Chapter Coaches/FSL Advisors will take place virtually; meeting frequency will be at least monthly and will be arranged by the Chapter Coach/FSL Advisor.
- All-Presidents Meetings: meetings will take place in January, March, and April; these meetings will be virtual. Proper notice including links and/or phone numbers for said meetings will be sent via email.
- Training of Officers: to keep officers fully informed on all educational and informative training provided to fraternity and sorority leaders, designated chapter officers are required to complete Webcourses modules. Additionally, those officers will be required to complete position-specific training tailored to that role. Until all modules are completed satisfactorily and as instructed, chapters will not be able to host in-person events.

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 as needed. These meetings will be arranged at mutually convenient times between the Council Officer and the Council Advisor.
- 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 chapter officers. Additionally, some council officers will be required to complete position-specific training tailored to that role.



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Educational Programs

- Delivery method: all fraternity and sorority educational training will continue in a virtual format. Please see the Fraternity and Sorority Life calendar for specific dates and times.
- Attendance requirements will remain the same and corresponding sanctions (outlined in the OFSL Policy Handbook) for not completing will remain. Additionally, all educational program requirements must be completed satisfactorily and as instructed in order to continue to host in-person events.

Expectations of Chapters and Councils

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/councils host events virtually as often as possible per UCF's Event Planning and COVID-19 Considerations Policy. Chapters and councils not upholding these guidelines may lose in-person event privileges.

In-person Events

- In order to host any in-person events, fraternities, sororities, and councils must complete the following:
 - Acquire a letter from their national organization authorizing in-person events for the spring 2021 semester and submit this letter to the Office of Fraternity and Sorority Life via Packet 1.
 - Re-register their chapter with the Office of Student Involvement.
 - Have the required set of officers sign up and complete the COVID-19 Program Planning Webcourse, which can be found here: <https://webcourses.ucf.edu/enroll/KNNHW9>.
 - Submit the RSO COVID-19 Safety Plan, which can be found here: <https://knightconnect.campuslabs.com/engage/submitter/form/start/428969>. If one was completed in the fall 2020 semester, the new Executive Board should review the submitted plan, make updates as needed, and resubmit the plan. Additionally, this plan MUST be approved by the Office of Student Involvement before any in-person events can take place.
 - Webcourses modules for chapter officers and proper submission of Packet 1.
- In-person events with less than 50 people may be approved every three to four weeks.
 - The reason for this amount of people is to contain the spread; the amount of time allows for the CDC's recommended 14 days of quarantine required if exposed to someone with COVID-19 and some buffer time for proper communication and instructions, and in the event symptoms appear later.
- Outdoor in-person events are preferred to indoor in-person events.
- All in-person events must be hosted in reserved spaces.
- An RSVP system (through KnightConnect) or ticket system and tracking of attendance (to be able to conduct contact tracing) must be used. The ticket process or RSVP must include the appropriate level of warning as defined by university guidance (this wording is available by contacting the Office of Fraternity and Sorority Life), the requirement to wear a mask, physical distancing guidelines, and personal sanitation expectations (such as ongoing handwashing and/or use of hand sanitizer).
- Attendance must be taken at the event and lists must be kept for 60 days after the event for contact tracing purposes.
- Signage with the appropriate level of warning university-approved health and safety guidance (such as reminders to physically distance, wear face coverings, and sanitize hands) should be posted in prominent locations along with applicable warnings as appropriate.
- Anyone in attendance must wear a facial covering and physical distancing is to be observed (at least six feet apart). Chapters/councils should supply ample amount of hand sanitizer or accessible hand washing stations for attendees.
- 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



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- off-campus requires a Supplemental SERF to be submitted. The SERF and Supplemental SERF form must be submitted at least 15 BUSINESS days prior to the event and all required signatures must be received no later than 10 BUSINESS days prior to the event. For the event to take place, it must be approved through the system; if the event is not approved, it cannot take place.
- There is a 50-person limit to any in-person events unless that event is hosted at an entertainment venue. Events in any entertainment venue are limited to the lesser of 50 percent capacity (as long as physical distancing and enhanced sanitation and safety precautions for the portion of the location being used for the event) or 250 persons.
- A SAFE Form for any event taking place on campus with anticipated attendance of 50 or more must be submitted and approved before the event can take place (please note, OSI requires these forms to be submitted at least 15 days prior to the event).
- 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 from approved caterers will be permitted at outdoor events. If the event is taking place on-campus, a SAFE Form must be submitted and approved regardless of number of attendees.
- Any chapter under investigation for not following COVID-19 guidelines will not be approved for hosting in-person events while the investigation is taking place.
- Any chapter under a quarantine order will not be allowed to host in-person events while the quarantine order is in place.
- Individuals must not attend in-person events if they are experiencing symptoms of COVID-19 or are otherwise ill, have had close contact with a person who is sick with or positive for COVID-19 until released by a healthcare provider or a public health official after receiving a positive COVID-19 test result, and for the period advised by a healthcare provider or public health official while awaiting COVID-19 test results. Individuals must not attend chapter/council events if they have tested positive for COVID-19, even if you are asymptomatic, until such time as you are cleared by a healthcare provider to return to normal activities.

Meetings

- Meetings of 50 or more must take place virtually.
- Meetings of under 50 must take place in a reserved space that allows for proper physical distancing measures to be observed. These meetings must be registered through the SERF system.
- 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. If this number is over 50 people, the corresponding forms listed in the above section (In-Person Events) must be filled out. *Note: when there is a rotation system created, the total number of people is the total number attending, not the number found at each rotation and as a result, the proper forms must be filled out for that specific number..*

Social Events with Alcohol

Social events with alcohol are not permitted at this time due to the following:

- 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.



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- By January 15, 2021, chapters must submit their new member education plans to the Office of Fraternity and Sorority Life that includes COVID-19 safety measures if educational sessions will take place in person.
- 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.

New Member Presentations (DGC and NPHC)

- If a chapter chooses to have any form of in-person New Member Presentations (whether a full presentation, video, or pictures), all guidelines found on the OFSL Policy Handbook are to be observed.
- It is expected that masks are worn for the entire presentation (even in the case of a single new member) and physical distancing is maintained for the entire duration of the presentation (this includes videos and group pictures).
- During introductions, masks may only be removed during that person's reveal. Immediately after the reveal, that person's mask must be put on once again.

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 must be tested before or upon move-in. For convenience, testing is available on campus (please note anyone tested on campus that does not live in a University-owned house 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.
- 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.



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- 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.
- Chairs and dining set-up should reflect physical distancing and should not be altered.

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.