

Spring 2021 College Panhellenic Association COVID-19 Safety Policy

Members of the College Panhellenic (CPH) Association can help protect themselves and others and slow the spread of Coronavirus Disease 2019 (COVID-19) by implementing certain considerations. COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection; therefore, personal and environmental prevention practices are important and should be implemented as feasible.

COVID-19 Guidance

National Panhellenic Conference Member Organizations and COVID-19 Guidance: To assist in the dissemination of information about COVID-19, the National Panhellenic Conference (NPC) has reached out to its member organizations for their guidance to chapters. Visit the [NPC's COVID-19 Resources for Panhellenics](#) webpage for direct links.

Health and Safety Officers

- Each CPH chapter must designate a health and safety officer to be responsible for responding to COVID-19 concerns. A new officer position can be created specifically for responding to COVID-19 concerns, or an existing officer can be made responsible doing so. The officer's name, title, and contact information must be submitted to the Office of Greek Life at greeklife@tnitech.edu by **Tuesday, January 19 at 8 a.m.**
- The officer should be aware of state and local regulations and guidelines, Tennessee Tech University policies and guidelines, and inter/national organization rules and guidelines regarding COVID-19.
- Chapter members should know who the officer is, what the officer's responsibilities are, and how to contact the officer.
- The Office of Greek Life will schedule and facilitate regular CPH health and safety officers' meetings during the Spring 2021 Semester to help provide COVID-19 guidance to the CPH chapters.

Protocols for Meetings and Events

In-Person Meetings and Events

- **Planning**
 - Consider hosting the meeting or event outside whenever possible.
 - Limit group size for an outdoor meeting or event to the greatest extent possible.
 - Limit group size for an on-campus, indoor meeting or event according to Tennessee Tech University's room capacity guidance, ensuring that all attendees can stay at least six feet apart from one another.
 - Limit group size for an off-campus, indoor meeting or event to no more than 50 percent of a room's capacity and ensure that all attendees can stay at least six feet apart from one another.
 - Offer virtual inclusion options, such as Zoom, FaceTime, and Facebook Live, to the greatest extent possible for individuals who cannot or should not attend the meeting or event in-person.
 - Develop and maintain an attendance tracking system (e.g., a roll book, a guest list).

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- Develop plans and procedures in case you need to either cancel or postpone the meeting or event.
- Complete any paperwork (e.g., event registration) required by Tennessee Tech University, the Office of Greek Life, and the inter/national organization for the meeting or event.
- Implement the meeting or event following [Tennessee Tech University's COVID-19 Safety Guidance for On-Campus Events](#), as well as any guidance published by the inter/national organization.
- **Setting Up**
 - Set up rooms and other spaces to promote social distancing of at least six feet between attendees.
 - Display signs reminding attendees of personal and environmental prevention practices.
 - Ensure soap and hand sanitizer containing at least 60 percent alcohol are readily available in prominent, easily accessible areas of the room or other space, including at entrances and exits and near food serving or dining areas.
- **Offering or Serving Food**
 - If food is offered at a meeting or event, then consider providing grab-and-go options (i.e., pre-packaged bags or boxes of food) instead of a having a buffet or serving food family-style. Avoid sharing food and utensils, and consider the safety of attendees with food allergies.
 - If food is served at a meeting or event, then use disposable food service options (e.g., utensils, dishes). If disposable items are not feasible or desirable, then ensure all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Attendees should wash their hands after removing their gloves or after directly handling used food service items.
- **Managing Attendees**
 - Discourage anyone who is feeling ill from attending the meeting or event.
 - Require all attendees, including members, potential new members, guests, and others, to wear face coverings that cover the nose and mouth while indoors or outdoors.
 - Consider providing face coverings for attendees.
 - Consider taking the temperature of attendees before they enter the meeting or event.
 - Send home any attendees who do not feel well.

Virtual Meetings and Events

- Consider whether the objectives of the meeting or event can be accomplished virtually.
- Consult [Tennessee Tech University's Student Organizations](#) webpage for information about virtual meeting platforms.

Policy Enforcement and Updates

Enforcement: COVID-19 safety plans are required as a condition of event registration with the Office of Greek Life. CPH chapters must adhere to the safety plans created, submitted to, and agreed upon with the coordinator of Greek Life. Failure to do so could result in disciplinary consequences, up to and including removal of recognition from Tennessee Tech University.

Updates

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- The Spring 2021 CPH COVID-19 Safety Policy, including the types of meetings and events permissible and protocols for meetings and events, is subject to change based on executive orders issued by the governor of Tennessee.
- Updates will be communicated with CPH chapter presidents via email.