To all the Members of [INSERT CHAPTER NAME],

We hope this message finds you well. As we move from adjusting to a new normal, the [INSERT HOUSE CORPORATION NAME] wants to thank you again for your continued support as we continue to be a place of support for all of our Sisters. We all have a crucial role to play in fighting this pandemic, and we are grateful for your efforts during this difficult time.

While writing to say thanks, we also wish to do our best at this time to address current questions you may have related to the [INSERT CHAPTER NAME] house reopening this upcoming academic year. As we keep monitoring the reopening of the [INSERT UNIVERSITY], we too are looking ahead to ensure that we are providing a safe home away from home for our residents. In order to facilitate health and safety practices, we are expanding our move in [INSERT NEW TIMELINE].

Under this revised move-in process, to ensure distancing is maintained, each member will be limited to 2 helpers only. Sanitization materials will be onsite, and we ask that masks and gloves must be worn at all times, as well as garbage be discarded by members during their move-in process.

The updated move-in dates are **[INSERT DATES]**.  In order to limit the number in the house /room, please plan to arrive on time. Any changes have to be approved and will be reviewed on a case by case basis of extenuating circumstances. If you are unable to move-in at your scheduled time, you will need to coordinate with the [house director/house manager/designee].

All Times are in Eastern Standard Time

**[DATE]**

[TIME SLOT 1]:

[TIME SLOT 2]:

[TIME SLOT 3]:

[TIME SLOT 4]:

**[DATE]**

[TIME SLOT 1]:

[TIME SLOT 2]:

[TIME SLOT 3]:

[TIME SLOT 4]:

**[DATE]**

[TIME SLOT 1]:

[TIME SLOT 2]:

[TIME SLOT 3]:

[TIME SLOT 4]:

**[DATE]**

[TIME SLOT 1]:

[TIME SLOT 2]:

[TIME SLOT 3]:

[TIME SLOT 4]:

We all are continuing to do our part, and we ask that you continue to be a great partner as we navigate these changes.

Stay safe be well,