



BEYOND COVID-19

90 Day Calendar

Chapter Facility Readiness | May - July, 2020

Serve – Support – Advocate – Protect

May

1. Stay current on industry and community updates.
2. If members' belongings remain in the house, consider dates for when they can return to finish the move-out process.
3. Send a communication to parents and members regarding current planning for the Fall. Include updates on chapter house operations based COVID-19's potential impact.
4. Secure resident leases for 2020-2021 if not already in place.
5. Continue to monitor university announcements and guidance.
6. Create plans and contingencies based on occupancy, finances, and operations.
7. Stay in close contact with the staff. Be open, honest, and fact-based in your interactions.
8. Make sure the house is secure and frequently monitored.
9. Begin having policy discussions with chapter leadership and advisors.
10. Create budgets and update forecasting. Visit with your banker regarding debt obligations if needed.
11. Reduce services where possible to preserve cash.
12. Decide what capital expenditures must occur this summer and which ones can be deferred.
13. Start initial planning for summer deep cleans, preventive maintenance, and needed repairs.
14. Take inventory of PPE and cleaning supplies. Begin conversations with your suppliers regarding fall orders for masks, gloves, wipes, and hand sanitizer.
15. Set fall expectations regarding pricing, performance, and service frequency with cleaning staff or cleaning vendors.
16. Initiate conversations with food service providers or kitchen staff regarding food service expectations in the fall.
17. Review floor plans, take inventory of bedroom furniture, get measurements of spaces, and begin developing potential modifications to layouts.
18. Determine how the house corporation can support recruitment initiatives. Begin exploring what changes can be made with the chapter facility – including technology upgrades - to ensure a successful recruitment season.
19. Review projected 2020-2021 event calendar with chapter leadership and advisors. Create strategies and tactics to implement that ensure events are executed with member and guest safety uppermost in mind and in compliance with local, state, federal, and campus guidelines.
20. Discuss with HVAC contractors or service providers about options to improve air quality within the chapter house if needed.

June

1. Remain current on industry and community updates.
2. Review direction from both the university and national organization as it relates to the fall and expectations for housing members by mid-June.
3. Develop “Welcome Back” communication to parents and residents.
4. Finalize your plans for occupancy, budgets, and operations.
5. Finalize staffing and administration decisions.
6. Consider security upgrades for the facility to prepare for future unexpected house closings.
7. Update policies regarding occupancy, behavior, cleanliness, social distancing, and move-in and move-out processes.
8. Ensure key summer projects are scheduled, including deep cleans and preventive maintenance.
9. Order mission critical supplies.
10. Finalize kitchen management agreement for the 2020-2021 academic year, if applicable.
11. Modify or install kitchen or serving equipment as necessary.
12. If necessary, coordinate a moving company and storage units to assist with layout changes made to accommodate for social distancing and other COVID-19 recommendations.
13. Ensure technology infrastructure is fully functional. Schedule any needed changes or upgrades to support extra traffic and higher demands.
14. Meet with chapter leadership and advisors regarding move-in procedures for the fall and recruitment work week.

July

1. Remain current on industry and community updates.
2. Send “Welcome Back” communication to parents and members.
3. Welcome and mobilize the staff to begin fall preparations.
4. Order printed copies of changes in policies and procedures to share with members and residents at fall arrival. These should be in your Welcome Back communication as well.
5. Have all members review and sign the organization’s *Accountability and Commitment Agreement* related to COVID-19 and key measures everyone is to comply with/agree to upon returning to campus. Supply printed copies at move-in and include an electronic version in the Welcome Back communication.
6. Finalize your budget(s).
7. Re-start any suspended or reduced services.
8. Complete any remaining summer projects, cleaning, preventive maintenance, and repairs.
9. Confirm fall supplies are fully stocked.
10. Finalize modifications to food service and ensure all equipment and serving areas are ready to support changes.
11. Complete changes in furniture placement and bedroom layouts.
12. Plan and order necessary supplies for move-in. Examples include welcome back banners, supplies to create a safe and festive environment, line-up workers/volunteers, etc.
13. Create a weekly plan of tasks to be completed up to and through move-in.
14. Build excitement and energy for the new academic year.
15. Remain accessible and prepared to answer questions from members, parents, and staff.

Lean on CSL and your other industry partners for support. Check our websites frequently for updates and new information. www.cslmanagement.com/beyond-covid-19