[DATE]

Dear [CHAPTER NAME] Chapter Members:

Recently, a member(s) who lives in the chapter house tested positive for COVID-19. As a result, this member(s) will be taking necessary steps to get tested and we have enacted our chapter COVID-19 plan, which includes the following:

* These members have been asked to return home to isolate, in the event they are unable to return home safely or secure an offsite location while awating results, these members may self-isolate in a designated room(s) in chapter house.
* We have asked our housekeeping staff to sanitize all common areas of the chapter house that the member has been in.
* The members’ roommate(s) may have been asked to also get tested and self-isolate during this time.
* Members will notify any other members who she has had close contact with. Close contact is defined by the CDC as “being 6ft or less apart, with or without a mask, from another person for 15 or more minutes.”
* Members will not attend any chapter event or gatherings during the isolation period
* Members will not be in the common areas of the chapter house during isolation, including living rooms, dining room, study room, etc.
* Members have been asked to identify another member who will provide contactless delivery of her meals to her bedroom door.
* The isolating members will still need to use the second floor bathroom and will be using a designated toilet/shower/sink. All other members should refrain from using that toilet/shower/sink. Cleaning supplies are on hand and will need to be used after each use of the faclities.

Receiving a COVID-19 test can be upsetting or confusing for some of our members. As a friend, you can help support members who may receive a positive test result by doing any of the following:

* Listen with compassion
* Be present. Call, text, or video chat with them to let them know you are there to support them.
* Drop off food or drinks at their door
* Ask if they need any items the next time you go to the store
* Offer to run to the pharmacy for them.
* Drop off or digitally send items you know they enjoy (magazines, craft supplies, music, etc)
* Keep them informed with chapter news
* Get creative and come up with ideas among mutual friends. Consider sending mail, playing online games together, watching a Netflix series together, or listening to the same audiobooks.

To ensure that we help to care for each other and keep each other healthy, we want to remind all members of the importance of following wellness guidelines by wearing a face covering and social distancing in the common areas of the chapter house. Please continue to monitor your own health for symptoms of COVID-19 daily, which include:

* Fever or chills
* Cough
* Shortness of breath or difficulty breathing
* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throad
* Congestion or runny nose
* Nausea or vomiting

If you feel you experience any of these symptoms, please notify us and get test immediately.

Additionally, please follow the reporting procedures outlined by the [INSERT UNIVERSITY] through their [INSERT REPORTING SITE] process.

[INSERT STUDENT SERVICES OFFICE] can help with various means of support, and the [INSERT UNIVERSITY HEALTH SERVICES] can assist with medical assessment and testing. Students should contact Student Care and Outreach to discuss the option that is best suited for their individual circumstance.

We appreciate your care and concern for both yours and your fellow residents’ health during this time. Should you have questions, please direct them to your house manager, [INSERT CONTACT INFO] or chapter president, [INSERT CONTACT INFO]

Sincerely,

Joseph Drain

Director of Housing

[jdrain@sigmadeltatau.org](mailto:jdrain@sigmadeltatau.org)