

TO DELIVER  
*peace of mind*

## OPENING YOUR FACILITY

### PLAN TO BE BACK – BE PREPARED FOR CHANGE

As students return to campus, House Corporations need to think about what steps they should take to ready the facility. This checklist is intended to help you plan and prepare.

Your primary duties are to ensure that the property is well managed and well maintained. Following a protocol of procedures will help ensure the smooth operation of the property.

### COVID-19 CONSIDERATIONS

Have a COVID-19 plan in place to think through the following areas and create a plan:

- Utilize guidance from the CDC and local health officials.
- Understand the university plans, recommendations, guidance for COVID-19 and a return to campus and the facility.
- Understand the national/international organizations plans, recommendations, guidance for COVID-19 and a return to campus and the facility.
- Review your documents to see if there is a need to develop a waiver, add language to the housing agreement or review force majeure language?
- Develop a cleaning/disinfecting/decontamination plan for the facility. Ensure adequate supplies to support cleaning and disinfection practices.
- Develop a plan to support healthy hygiene practices. Consider increasing hand-washing stations/sanitizers in all public areas. Ensure adequate supplies (soap, paper towels, hand sanitizer, tissues) are available to support healthy hygiene plan.
- Review meal plan options and consult with local health officials or your food service provider to determine strategies for modifying food service offerings.
- Develop a plan if someone tests positive.
  - Do you have the ability to provide a “sick room” and separate bathroom for the individual?
  - Is there a safer alternative (ex. member goes home; university is providing housing for those that have tested positive)?
  - Do you have active cleaning and disinfecting program in order for someone to remain in the facility?

- Create a plan for if another outbreak occurs which includes how to move members out utilizing social distancing or how members will remain.
- Have accurate contact information of members and parents for communication.
- Communicate any plans with members and parents.

### ADMINISTRATIVE

- Signed housing agreements are collected for all tenants, which may include contingencies if campuses do not open or if there is a campus closure.
- Signed membership agreements are collected for all tenants.
- Damage deposits are collected for all tenants.
- Keys are on hand for disbursement.
- Meet with all chapter officers and members to review rules and expectations for the year.
- House rules and chapter standards are posted.
- Safety rules and emergency procedures are posted.
- Best practices in food service have been planned and implemented, including a plan to ensure continuity of meal programs.
- Summer repairs and projects are complete.
- Personnel are hired and scheduled.
- Plan is in place to ensure continuity of safe housing or when to close the facility.
- Plan is in place to communicate accurate and timely information to all constituents.

### INSPECTIONS

- Property inspection complete.
- Make sure the certificate of occupancy is in order, if required.
- All equipment is in working order:
  - HVAC/Boiler is operational.
  - Appliances are operational.
  - Dishwasher sanitizing system is operational.
  - Plumbing is operational.
  - Electrical system is operational.
  - Telephones are operational.
  - Lights are operational inside/outside.
- Grounds maintenance is complete and house is serviced by exterminator.
- All safety equipment is checked and in working order:
  - Exit lights are operational.
  - Fire extinguishers are operational.
  - Sprinkler system is operational.
  - Additional fire suppression system in kitchen is operational. (If applicable)
- Health inspections are complete.
- Fire inspections are complete.

## CLEANING

- House is clean and ready for occupancy.
- Any necessary disinfection or decontamination has been completed.
- Cleaning supplies are stocked. Order early. Should regular suppliers be out of supplies, consider wholesale cleaning supply companies.

**TO SEE ALL HOLMES MURPHY FRATERNAL PRACTICE CORONAVIRUS/COVID-19 RESOURCES AS WELL AS OTHER FACILITY RESOURCES, GO TO OUR WEBSITE:**

**[WWW.HOLMESMURPHYFRATERNAL.COM](http://WWW.HOLMESMURPHYFRATERNAL.COM)**

Updated information on coronavirus/COVID-19 can be found at:

[www.coronavirus.gov](http://www.coronavirus.gov)

[https://www.acha.org/ACHA/Resources/Topics/2019\\_Novel\\_Coronavirus\\_2019-nCoV.aspx](https://www.acha.org/ACHA/Resources/Topics/2019_Novel_Coronavirus_2019-nCoV.aspx)

*Holmes Murphy offers this educational information to provoke thought and discussion and it should not be viewed as a mandate or requirement. We view part of our role as an insurance and risk management professional to anticipate your needs and educate you in an effort to complement the organization's loss prevention and control efforts, not replace the decision-making autonomy of our client organizations. We hope you find this educational piece to be of value and stand ready to discuss it further with you or any of your constituents.*

*Any advice, comments, direction, statements, or suggestions contained herein is provided for your information only and is not intended as, nor does it constitute, legal advice. Neither Holmes Murphy, or any of its subsidiaries or affiliates, represent or warrant, express or implied, that such statements are accurate or complete. Nothing contained herein shall be construed as or constitute a legal opinion. You have the right to, and should, seek the advice of legal counsel at your own expense.*