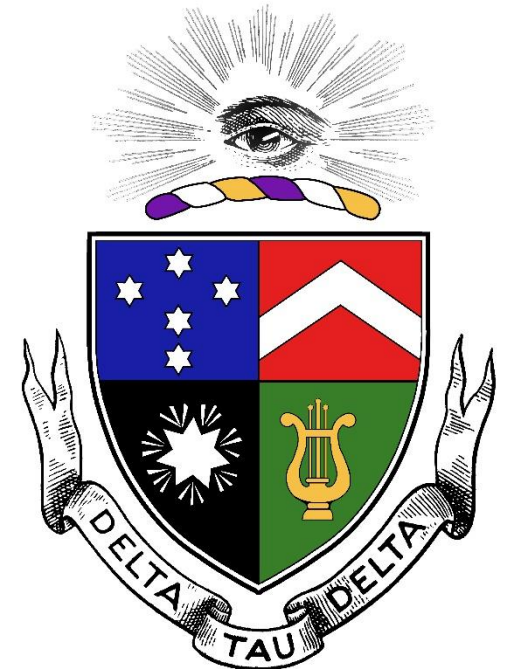


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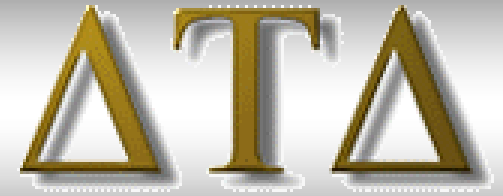
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Partnering with Alpha Fraternity Management is today's smart approach to **improved financial performance** and assuring **stable day-to-day operational management** for your chapter houses.





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Creating a Chapter House Operation that will thrive in a COVID-19 World.



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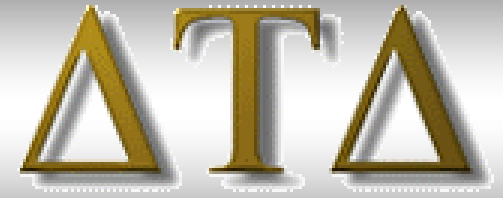


Allan Lutes - Principal

Welcome

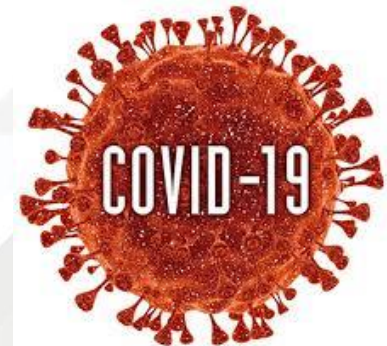


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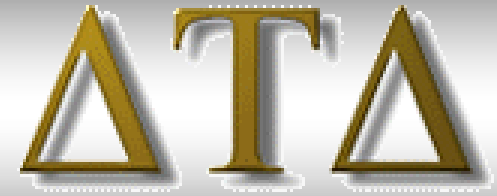
Chapter House operations will be forever changed due to this outbreak. Leaders must act to:

- Create strategic and contingency plans.
- Communicate.
- Reduce the potential for damages.





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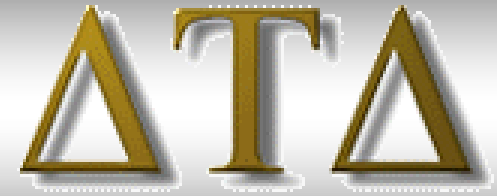


Develop an Action Plan

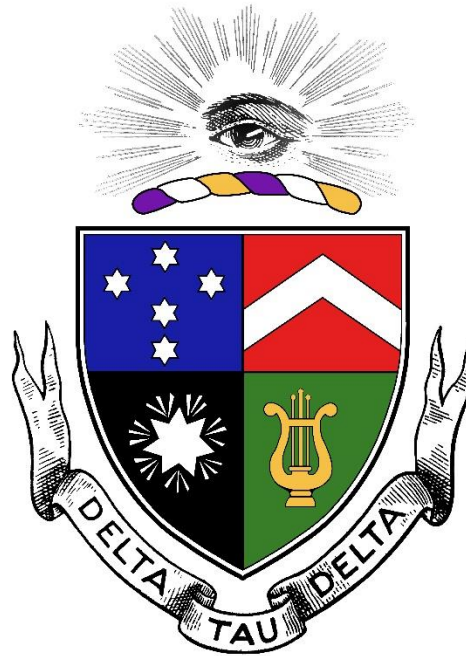
1. Alumni and chapter leaders work together.
2. Review the recommended policies and procedures.
3. Determine what is reasonable and practical.
4. Document it.
5. Communicate it.



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CHAPTER HOUSE OPERATIONS



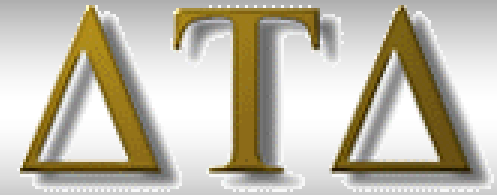
Cleaning

- Deliver the Chapter house clean and disinfected for move-in.
- Increase cleaning frequency and add cleaning to high-touch points.
- Update your cleaning specifications to make sure that the cleaning staff is using the proper chemicals for disinfecting. Clean first, then disinfect.





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Personal Protective Equipment and Supplies

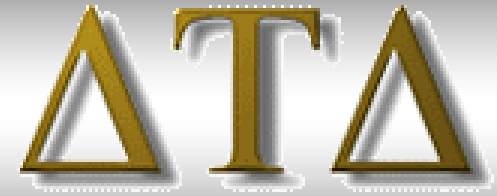
- Install hand hygiene stations at every entry, bathroom, kitchen and dining areas.
- Hand Soap Dispensers by Sinks
- Provide a supply of disposable masks.





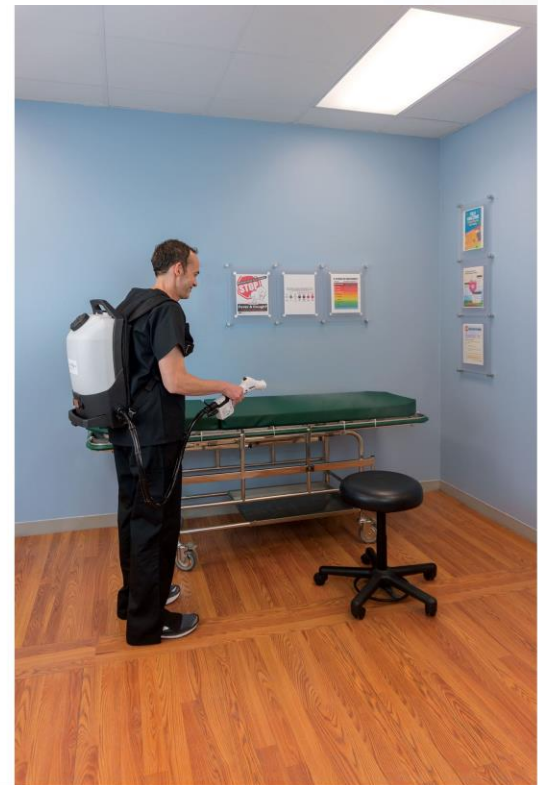
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Sanitizing & Decontamination

- If the Chapter House is vacant, a standard cleaning and disinfection by cleaning staff should be adequate.
- If no time between move-out and move-in, consider a whole-house decontamination with systems such as chlorine dioxide applied with an electrostatic sprayer.
- Use this method to react to an outbreak.
- Common costs are 5 to 8 cents psf.



Food Service

Talk with your food service provider.
Most have developed excellent plans
and recommendations.



- What are their safety and sanitation protocols?
- What changes have they made to the food service program?
- When will they serve or not serve?

Food Service

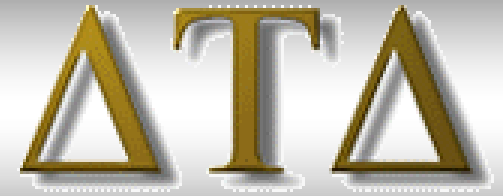
Consider these changes:

- No buffet style meals
- Need to change to plated meals or take out containers.
- Staggered serving times.
- Spacing for seating





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Service Staff Policies:

Verify they're following best practices for safety:

- Staff are to wear gloves and masks.
- Maintain Social distancing.
- Control access and entry to the facility.
- Cleaning and Disinfection following service.
- System for delivery of packages.



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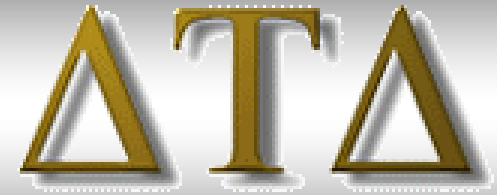


Meet with the Chapter leaders

- Start with a general discussion of the need to keep everyone healthy.
- Review the Center for Disease Control and Association of College and University Housing Officers recommendations.
- Use AFM's COVID-19 checklist to guide discussions.
- Determine what the alumni will do.
- Determine what the chapter is willing to do.



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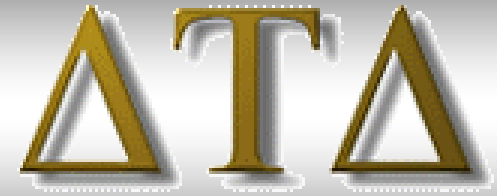


House Corporations primary considerations:

1. Deliver the chapter house clean and sanitized.
2. Consider providing PPE equipment and supplies.
3. Consider contributing to the additional costs for cleaning and disinfecting costs.
4. Determine how to house a member that becomes ill.



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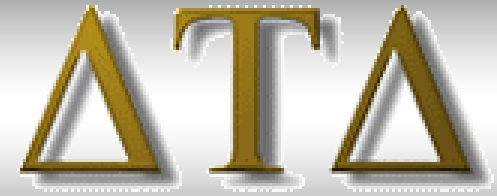


Chapter leaders' primary considerations:

1. How are the members willing to interact?
 - a. Social distancing.
 - b. Masks.
 - c. Limiting chapter house guests.
 - d. Meal and bathroom policies.
2. IFC and University Policies.
3. Social Events.
4. Recruitment.



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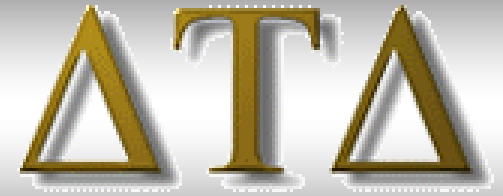


Outbreak Contingency Plan

- Follow CDC Public Health recommendations for community exposure. <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
- Seek medical assistance immediately.
- Inform others but maintain confidentiality.
- Request that sick members return home.
- Relocate to a specific room, dorm, hotel or apartment.
- Designate a bathroom to be used by members that are ill.
- Sanitize that bathroom and designated room daily.
- Self-isolation.
- Meals delivered to room.



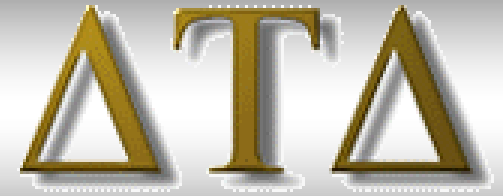
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Create an Action Plan

- Document it in writing.
- Keep it simple.
- Share it with the members and parents.
- Post it around the chapter house.

See AFM's sample COVID-19 Action Plan.



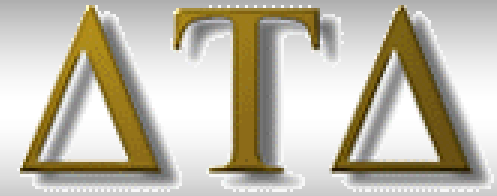
Waivers

- Use them if the members are willing.
- Protects house corp. and officers from liability.
- Keep them simple.
- Consider electronic distribution to members.
- Written waivers for visitors to be signed upon entry.
- See Sample Waiver

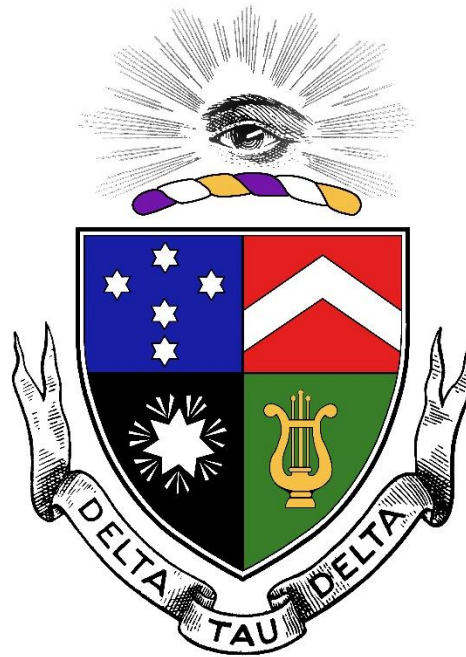


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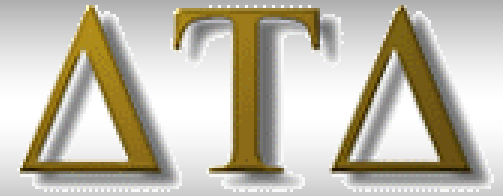


FINANCE





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Financial Planning

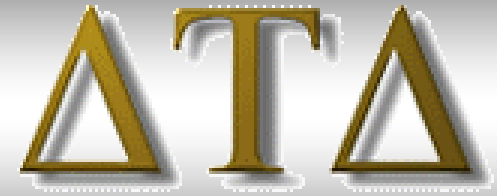
Cash flow projections – We recommend looking at revenues at:

- 10 to 15% reduction in leases
- Another shut down.
 - If shut down, figure approx. 70% of your annual expense budget for the property costs.





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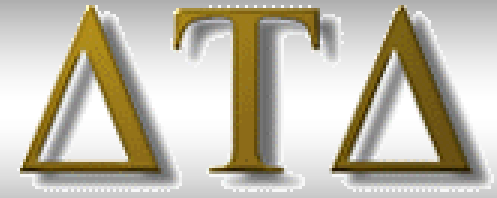
Financial Planning - **Cash is King!**

Make changes now that will preserve your cash position:

- If you have a line of credit, pull funds now as it may be shut down.
- Determine what expenses can be cut.
- Payment plans for insurance premiums.
- Defer paying property taxes.
- Mortgage Forbearance.
- Require payments at the beginning of the semester.
- Consider discounts for early payment of rent.



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Loans

Economic Injury Disaster Loans still being granted

- Applies to 501(c)* organizations and rental property owners.
- For damages caused by COVID-19, such as lost of rent, (not for capital improvements.)
- Easy, online application – 10 minutes.
- No financial statements required.
- Approval based on the credit score of the primary applicant.
- Over \$25,000 requires a personal guarantee.
- 2.75% interest rate for non-profits, up to 30-year repayment terms.



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Make Lemonade out of Lemons

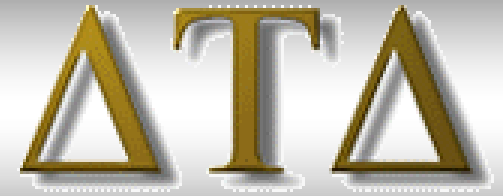
The Alumni and Chapter Leaders must work together to address the crisis and make fundamental changes.

- Live-in policies.
- Minimum rent guaranteed by chapter.
- Two-year lease signed before initiation.
- Officers required to live in the chapter house.
- Membership agreement with financial penalties if a member does not honor the live-in requirement.





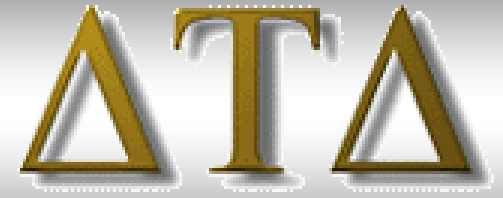
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THANK YOU FOR PARTICIPATING

QUESTIONS?