

---

## *Recommendations for Opening and Closing a Chapter Facility*

---

### **To determine who can live in the facility**

#### *County of Los Angeles, Public Health*

- Review [Social Distancing and Bed Position for Residential and Congregate Settings](#) to determine how many residents you can house in your facilities
- For single beds positioned next to each other (side-to-side)
  - At least 6 feet apart **and** resident's laying position is head to toe.
- For single beds positioned across from each other (end-to-end)
  - The feet of the beds are at least 6 feet apart **and** resident's laying position is toe to toe.
- For bunkbeds that are positioned next to each other or across the room from one another
  - Position beds at least 6 feet apart.
  - Ensure resident's laying position is head to toe **on each separate bunk bed**, so positioning allows for the least transmission risk as possible.
  - This includes laying position that is head to toe with adjacent bunks.
- It is not recommended to have the beds positioned closer than 6 feet together. In order to position beds closer than 6 feet than partitions will need to be included between each of the beds.

#### *OFSL Additional Considerations*

- Review how UCLA is determining [priority for offering housing contracts](#).
- UCLA is housing students in mostly single spaces and in doubles when allowable by the square footage of the rooms. We recommend that chapters de-densify as much as they are able and follow Los Angeles County Department of Public Health's [Guidelines](#).
  - You can also view recommendations from [Holmes Murphy](#), [CSL Management](#), [Pennington & Company](#), [MJ Insurance](#),
- Documentation such as class schedules can be requested to confirm attendance for in-person or hybrid classes.
- Please consider the need for affordable and/or safe housing and do not assume that every resident has an alternative safe space for them to live.
- Identify what room(s) and restroom will be used as the quarantine and isolation space. This may change the number of residents you want to consider housing.
  - On-campus isolation and quarantine space is not guaranteed. You should prepare for what steps you will take should someone need to stay at the chapter facility while sick.
  - Consider a hierarchy for who has access to the quarantine/isolation space. For example, if residents are local to UCLA and can return home, that would allow your space to remain open.
- Ensure that all residents understand the expectations of their behavior for living in the facility.

## **To open your facility**

### *OFSL Additional Considerations*

- Communicate what information you will need from residents prior to move-in such as confirmation of a negative COVID-19 exam.
  - Students can provide their self-monitoring symptom survey results as required by UCLA: [Daily Symptom Monitor Survey](#)
  - Non-UCLA affiliates can take a self-monitoring symptom survey that your facility creates. [Link to recommended questions.](#)
- Determine a schedule that will allow your residents to move in safely by staggering when residents are moving in and how many people can assist.
- Identify when residents can begin moving in prior to the first day of classes which is **October 1, 2020.**
- If you're able, determine the pathway for residents and guests to enter and exit the facility so they don't interact with others.
- If you are allowing someone to assist, it is recommended you limit this number to 1 person, 2 people as a maximum.
- Have additional anti-bacterial hand sanitizer.
- Identify the restroom that guests can use and include clean-up supplies.

## **To close your facility**

### *OFSL Additional Considerations*

- Develop your plan for closing out the facility whether that be during a regular end of term (such as winter break) or should the campus need to move remotely.
- Identify what scenarios would cause you to close the facility. Develop a plan based of the needs of your residents and the status of UCLA.
- During a regular break (winter/spring) have residents pack up their items should they not be able to return for the following quarter.
- Should the chapter facility need to close mid-term, identify which residents may be allowed to stay in the facility, if any.
- Identify a move-out schedule, similar to a move-in schedule.

### *OFSL Additional Guidelines:*

- Follow [Quarantine/Isolation Procedures](#)
- Submit the OFSL Chapter Facility Plan [form](#).
- Ensure the resident has contacted the Ashe Center: Ashe COVID Hotline (310) 206-6217.

## **Additional Resources**

- [Considerations for Institutions of Higher Education \(CDC\):](#)
- [COVID-19 Guidance for Shared or Congregate Housing:](#)
- [CDC General information for colleges and universities](#)
- [CDC Print flyers available](#)
- [UCLA Signage](#)

## **Cleaning Guidelines**

- [Cleaning and Disinfection Decision Tool](#)
- [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

## **Campus Requirements**

- UCLA Ashe COVID Hotline (310) 206-6217
- UCLA Infectious Disease Hotline: 310-267-3300
- [Daily Symptom Monitor Survey](#)
- Submit the OFSL impacted student notification [form](#).
- [Quarantine/Isolation Procedures](#)