

Hello, Pearl Stone Partners employees,

Please read this email thoroughly and in its entirety.

#### GENERAL UPDATE

The situation with COVID-19 is rapidly changing and is proving very disruptive. We encourage you to stay informed. You can best do this by:

- ☑ Familiarizing yourself with signs of infection which are detailed on the [World Health Organization \(WHO\) website](#).
- ☑ Monitoring the [Centers for Disease Control \(CDC\) website](#).
- ☑ Staying attuned to federal, state and local directives associated with travel, public gathering sizes, cancellations of events, and openings/closures of businesses.

We also encourage you to practice safe personal habits to prevent the spread of infectious disease.

- ☑ Practice good hand washing. [Learn when and how you should wash your hands to stay healthy](#).
- ☑ Practice good respiratory etiquette, [described here](#).
- ☑ Avoid touching your face, especially your eyes, nose and mouth.
- ☑ Take care of your personal space by disinfecting surfaces.
- ☑ Practice social distancing, [as defined by the CDC](#): “remain out of congregate settings, avoiding mass gatherings, and maintain distance (approximately 6 feet or 2 meters) from others when possible.”

We understand this is a time of added stress for you. Remember, the Employee Assistance Program (EAP) is completely confidential and is available to you 24/7. (Refer to the attachment for more information about the EAP.)

#### CAMPUS AND CHAPTER WORK SITE IMPACT

The situation with COVID-19 is greatly impacting college/university campuses. Across the country, each campus has determined their own specific approach – one-size does not seem to fit all. Each campus’ specific approach has tremendously impacted each of the corresponding Alpha Chi Omega chapters. Many campuses have completely shut-down residence halls, most campuses have moved classes online for the entire term, or a portion of the remaining term, and nearly all have limited gathering sizes of students.

Alpha Chi Omega headquarters is providing guidance to chapter leadership and encourages each chapter to defer to the plans that its college/university has outlined for residence halls. **As a result, many Alpha Chi Omega chapter facilities have also closed or will be closing in the coming days.**

#### UPCOMING EMPLOYEE COMMUNICATION TIMELINE

In conjunction with Alpha Chi Omega headquarters, Pearl Stone Partners is working as quickly as possible with each chapter to understand current chapter facility status, campus guidance, and federal/state/local government guidance.

Armed with this understanding, Pearl Stone Partners is then communicating with local chapter advisors and property owners to evaluate chapter facility and employment needs.

**These campus/facility closures will have an impact on day-to-day job duties and responsibilities. We will be communicating what this means for you (and any employees you may supervise) and how job duties will shift for you next week. Until you receive communication from Pearl Stone Partners, please continue to track the hours you work via NOVAtime as you already do.**

**If you (or employees you supervise) have concerns about your personal health and safety in the facility, please let us know immediately. Likewise, if you (or employees you supervise) experience COVID-19 symptoms, you should let your supervisor know immediately and not report to your work site.**

#### CONTACT PEARL STONE PARTNERS WITH QUESTIONS AND CONCERNS

As this is a very dynamic and fluid situation, we strive to maintain open lines of communication between you, Pearl Stone Partners and the designated chapter advisor. If you have questions or concerns, email ([contactus@pearlstonepartner.org](mailto:contactus@pearlstonepartner.org)) or call (317.671.3831) Pearl Stone Partners. We will do all we can to fill informational gaps and address concerns.

Thank you for your patience and support during this time! We appreciate the integral role you play in the chapter member live-in experience and in facility safety.

Sincerely,

- Pearl Stone Partners