

**From:** Contact Us <contactus@pearlstonepartners.org>  
**Sent:** Monday, March 2, 2020 4:44 PM  
**To:** Contact Us <contactus@pearlstonepartners.org>  
**Subject:** Coronavirus information and resources

Hello, Pearl Stone Partners house directors!

As you're likely hearing, awareness of and concern about the coronavirus (COVID-19) continues to rise. Pearl Stone Partners strives to keep you informed.

To that end, we're writing today to share with you an email sent to Alpha Chi Omega collegiate chapter presidents, vice presidents facility operations, and advisors. (Find that email below.) We're also sharing information for you to use in your role supporting the chapter facility and member safety.

- ☑ Exude confidence and calm to the collegiate chapter members.
- ☑ Stay informed.
  - Familiarize yourself with signs of infection, briefly described below and detailed on the [World Health Organization \(WHO\) website](#).
  - Stay abreast of information shared by your host college/university and monitor the [Center for Disease Control \(CDC\) website](#).
- ☑ Model 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.
  - The CDC does not recommend use of facemasks: to prevent shortage for front-line health workers, masks should only be used by people experiencing respiratory illness symptoms.
  - Understanding this is cold and flu season, if you feel ill, exercise good judgement by taking care of yourself, minimizing contact with others and consulting with medical professionals as appropriate. If an employee you supervise feels ill or is displaying symptoms of illness, strongly encourage them to do the same.
- ☑ Support facility cleanliness and illness prevention. \*
  - Supplies and inventory
    - Make disinfectant wipes and hand sanitizer available throughout the house.
    - Fully stock paper products (toilet paper, paper towel, tissue) and confirm two additional weeks' inventory are available.
    - Identify alternate suppliers and vendors in the case preferred vendors run short on supplies.
  - Housekeeping

- Monitor housekeeping service providers (third-party vendor) or Pearl Stone Partners-employed housekeepers to make certain all high-touch hard surfaces are disinfected during each shift/visit.
    - Verify all bathrooms are fully stocked with hand soap and paper towels.
      - Some chapters have moved to cloth hand towels out of concern for the environment; we encourage those chapters to use disposable paper towels during cold and flu season.
    - Consider using the upcoming Spring Break to coordinate an additional, intensive clean prioritizing high-touch hard surfaces.
  - Food service
    - Communicate with food service providers (third-party vendor) or Pearl Stone Partners-employed cooks to confirm they're developing a preparedness plan.
    - Communicate to make certain the kitchen and pantry are appropriately stocked with non-perishable dry goods and bottled water.
  - Education
    - Chapter leadership has received [printable resources from the CDC](#) for public use. Encourage officers to post them.
- ☑ Maintain open lines of communication with chapter leadership, your designated chapter advisor liaison and Pearl Stone Partners.
  - When it comes to member health, operate within your designated job duties. You are not responsible for transporting members to appointments with medical professionals, or for picking-up prescriptions, or for calling member guardians. Instead, encourage members to familiarize themselves with campus resources. If you become concerned guardians should be contacted, communicate with chapter leadership and advisors.

\* These facility cleanliness and illness prevention steps may require the chapter to make purchases. Prior to making any purchases, communicate with chapter leadership and your designated advisor liaison to support the purchasing process and to understand who is designated and empowered to make these purchases. Additionally, check-in with the purchase approval and/or reimbursement procedures outlined in your employment contract.

In our desire to take reasonable and necessary steps to ensure a safe and healthy work environment, we'll continue to share tools and resources as they become available. If you have questions or concerns, pick up the phone and call Pearl Stone Partners as soon as possible. We'll do all we can to fill informational gaps and address concerns.

Thank you. We appreciate the integral role you play in member and facility safety.

Sincerely,

- Pearl Stone Partners