

## Knox College Fraternity and Sorority Life (FSL)

### Pandemic Health & Safety Requirements

In addition to Knox College's guidelines and expectations for housing, health and safety, and event management, the fraternity and sorority community will prioritize and practice individual and community health. The Campus Life Office will encourage the continued benefits/outcomes of fraternity and sorority involvement through our community values: ***academic excellence, leadership, service, and community.***

- This document serves as an extension of and supplement to the [Safe Campus Meetings and Events Guidelines](#), and thus all guidelines outlined in the Safe Campus Meetings and Events Guidelines must also be followed by chapters and chapter members at all times.
- All resources, policies, procedures and requirements will be shared with chapter membership.
- The Campus Life Office expects all recognized FSL members to be responsible for keeping with College and Campus Life Office policies, the Student Code of Conduct and Student Handbook, and any community commitments (ie: the Knox Together Pledge) at all times, both on and off-campus.
- All events, meetings, and activities will follow College, local, state, federal, and CDC guidelines and policies.
- Institutional and organizational activities taking place off-campus are subject to the same guidelines as on-campus events.
- During any college-sanctioned modified quarantine, all increased restrictions will be followed, including those that are more restrictive than the policies within this document.

### General Guidelines and Expectations

- Chapters will educate their members on the health and safety risks of hosting events. (i.e. spread/outbreak of COVID-19, inability to social distance/physical distance, wearing masks, etc.).
- Occupancy limits imposed by the College will be followed in all spaces, including fraternity and sorority housing, at all times including during meetings, events, and other activities.
- Face masks must be worn by members and participants of any event at all times when indoors and outside of their personal residential room, or when outside where at least 6 feet of distance cannot be maintained between each person.
- No outside visitors (ie: non-Knox College students) will be allowed or permitted in facilities or at any event.

### Guidelines and Expectations for All Events

- All events planned by an organization (on and off-campus), outside of regular chapter meetings, must be registered and filed at least five business days in advance via the [Event Registration Form](#). This requirement includes but is not limited to social, philanthropic, and recruitment events.
  - In-person and remote/virtual events must be registered. When registered, in-person events must also include a safety protocol.
  - Chapters are encouraged to register events 2 weeks in advance in order to have time to meet with the Coordinator for Residential, Fraternity and Sorority Life, if an in-person event, and receive event approval prior to the event.
  - No event may occur without the approval of the Campus Life Office.
  - Off-campus events must occur within Knox County. No events are allowed outside of Knox County.

- **Refer to the [Safe Campus Meetings and Events Guidelines](#) for all expectations regarding registering and planning for events, including meeting with the Campus Life Office to discuss safety protocols if the event will be in person prior to the approval of the event.**
- All event guidelines put forth by the College must be followed at all times during the setup, hosting, and cleanup of the event, including occupancy limits, guest policies, masks, and sanitation.
- For all in-person events, guest lists must be submitted to the Campus Life Office at least one day prior to the event.
  - All guests must sign in and out of all social events with their name, ID Number and phone number to aid in contact tracing measures. Members must ensure that guests are accurately signing in and out.
  - The signed guest list must be returned to the Campus Life Office no later than 72 hours following the event.
- Food and drinks served at any event (ie: chapter/membership meetings, philanthropy, and recruitment) are limited to prepackaged goods.

## **Academic Excellence**

### Academic Development

- Individuals and chapters should remain focused on academic support opportunities and resources. This may include continuing study tables or hours, using new remote programs, and/or providing members new remote resources, as long as they follow all College guidelines regarding distancing, masks, and general health and safety.
- Chapters should discuss what areas of the chapter houses and/or on-campus spaces these study hours or tables are permitted to take place based on occupancy limits of those spaces and ability to physically distance.

## **Leadership**

### Chapter & Executive Board Meetings

- Executive Board and Chapter meetings may be held in-person, outside or off-campus, if members are able to follow safety guidelines and policies. Virtual options should be considered and preferred.
- Chapters are encouraged to utilize on-campus spaces to host meetings as they are able, based on all College policies and the occupancy limits of the spaces (including chapter houses).

### Relationship with Inter/National Headquarters and Chapter Advisors

- Chapter will continue to work with inter/national organizations to adhere to minimum expectations of organizational operations.
- It is expected that Chapter Leadership Consultants will work virtually with chapters, unless a required, in-person visit is needed. Any in-person Consultant visit must first be approved by the Campus Life Office.

## **Philanthropy and Service**

### Philanthropy Events & Service Opportunities

- Philanthropy events should be hosted virtually unless the chapter creates a plan to manage an in-person event that follows the current group size restrictions imposed by the College and safety guidelines.
  - Philanthropy events must follow all event and registration guidelines.
- Chapters should work with the Mark & Jeannette Kleine Center for Community Service to obtain approved service sites and activity options.
- If an off-campus agency within Knox County adheres to all College, local, state, and CDC guidelines and policies, chapters may conduct service at the agency site.
- Chapters should explore virtual options to complete community service hours and host fundraising events.
- Bake sales and other food items being prepared for events by students is not permitted.
  - Student fundraising through food items need to be pre-packaged non-temperature controlled food which is distributed by groups adhering to strict PPE and safety standards.
  - Pre-bought/packaged ways of fundraising that don't involve cookouts or hot food is required.

## **Community**

### **Membership Development & Brotherhood/Sisterhood Events**

- Chapters should continue to find ways to connect with their membership through educational opportunities virtually. Events may be hosted in-person, only if following the current group size restrictions imposed by the College and all safety guidelines. Virtual membership social gatherings are highly encouraged.
- Chapters should utilize pre-existing campus activities and events as membership opportunities.

## **Chapter Houses**

- Chapters will follow all policies of the College while living in, hosting events in, or inviting guests to their chapter house.
  - For fraternities, guests are defined as Knox College students that are not living in the chapter house (ie: chapter members, friends of residents', partners, potential new members, etc.).
  - For sororities, guests are defined as any non-member.
- Chapter members and guests will adhere to occupancy limit requirements at all times when in their chapter house, including during daily usage, meetings, and events.
- Chapters must designate a guest bathroom as able with signage to indicate that only persons who do not reside in the chapter house are to use the space.
- Guests must wear facemasks in the chapter facility at all times. Members who live in the chapter house must wear a facemask at all times when not in their private, assigned room.
- There are to be no outside visitors (ie: individuals who are not Knox College students) present in chapter houses.
- Chapters will adhere to all cleaning guidelines required and implemented by the College.
  - Bathrooms and potentially other common areas of houses may be cleaned daily by Knox custodial staff.
- Because fraternity houses are residential and are used to host fraternity events, the large common spaces in the houses may still be used for events as long as all guidelines are followed at all times and all members who live in the house feel comfortable with the event taking place in the common space.

## **New Member Education & Initiation**

- New member ritual ceremonies and education meetings may be conducted in-person only if following the current group size restrictions imposed by the College and safety guidelines. It is encouraged to utilize an in-person and virtual hybrid or fully virtual option to reduce the amount of in-person interactions.
- Initiation ceremonies may be conducted in-person, if all College policies can be followed, unless there is approval of inter/national organization to host them virtually.
- Only necessary officers should be involved in new member education, initiation, and other ritual ceremonies and participate in the above stated events to reduce the number of people interacting with each other in a space.

## **Recruitment**

### **Informal Recruitment**

- Informal recruitment, or continuous open bidding (COB), may begin when the academic year begins and may be held through the year in accordance with normal informal recruitment timelines.
- All existing recruitment guidelines must be followed, whether through IFC/NIC, CPH/NPC, inter/national organizations, and the Campus Life Office.
  - The National Panhellenic Council strongly recommends that all NPC sorority chapters host virtual informal recruitment events only.
- Informal recruitment events will follow all College and Campus Life Office policies and guidelines, as well as local, state, and national guidelines and policies. It is encouraged that these events are hosted virtually.
- It is encouraged that chapters adopt a 'continuous recruitment' style/philosophy to allow the maximum number of PNM's to join a chapter throughout the semester.
- If in-person, a maximum number of four PNM's may attend an informal recruitment event, and total attendance at the event must meet the current group size restrictions as imposed by the College and the occupancy limit of the space if indoors. Masks must be worn at all times and physical distancing of 6 feet between each person must be followed. It is recommended that a 2:1 member-to-PNM ratio is utilized.
- All informal recruitment events must be registered and follow all events and other related guidelines outlined in this document.
- If a PNM does not wish to participate in in-person events, virtual events should be available to them.

### **Formal Recruitment**

- Formal recruitment will take place during January toward the beginning of the winter term.
- Formal recruitment will be virtual, including events and bid-day activities. There will be no in-person formal recruitment events.
- Chapters are encouraged to utilize social media, Google Meet, Zoom, or other platforms to host their virtual formal recruitment events.
- IFC/CPH and the Coordinator for Residential, Fraternity and Sorority Life will work with chapters in assisting with the planning of virtual events and bid day activities and to provide resources for hosting recruitment in a virtual format.