

Operational directions for Tri Sigma chapters at campuses that move classes online or close during the Coronavirus pandemic

CHAPTER MEETINGS/EVENTS/OPERATIONS

- Chapters should suspend all in-person meetings and events. If chapters need to meet, a “paper” meeting can be conducted to share announcements and information. OmegaOne is a great option for sharing chapter updates or meeting information. If necessary, officers or chapters could utilize a meeting service online such as Skype or Zoom, or a conference call service like freeconferencecall.com.
- Chapter events should remain suspended until campus activities resume.
- Chapters should follow campus guidelines for hosting large events, including registered social events.
- It is recommended that chapters work with venues to move events with alcohol to the fall. It is not required that these be canceled or postponed unless otherwise required by your college/university. Please communicate via VeriSky if you are cancelling or changing the date of your social event. Your SAFE Team or Prevention Coordinator will be able to respond and assist you with next steps related to VeriSky.

NEW MEMBER EDUCATION

- VPNMEs should suspend in-person new member education sessions and instead host these remotely using a service like Skype or Zoom. The free version of zoom will host up to 100 participants at a 40 minute limit. New members should continue completing new member education modules through Essential Sigma.
- VPNMEs should also utilize the big sister program to help keep new members connected to the chapter through assigned remote check-ins with the new member.
- Big/little reveals that have not yet taken place should be suspended until classes resume in person and prior to initiation. If classes do not resume this semester, please contact your ADCS for assistance.
- If your chapter has to suspend big/little reveal, VPNMEs should work to assign a temporary big sister to each new member to keep in contact with her while in-person events are suspended. Please reach out to your ADCS if you need any assistance.
- VPNMEs should make sure that new members are eligible for initiation to ensure initiation will take place once restrictions from the campus are lifted. The National Organization will not approve an emergency initiation prior to students leaving campus unless they are eligible to be initiated, according to the New Member Eligibility report in Chapter Portal.

RECRUITMENT

- Regardless of the recruitment goal assigned to the chapter, the chapter should suspend recruitment events/activities if the campus has closed or moved classes from in-person to online.
- MRDs (or applicable person) should be in contact with any PNMs to help them understand that recruitment is currently suspended while the campus is not conducting in-person classes.
- Any recruitment activity should resume when in-person classes do, and any needed bids should be extended at that time. Please reach out to your ADCS to talk about how to handle holdovers. If your campus limits the timeframe in which bids can be given, please talk to your ADCS for help reaching out to the Fraternity/Sorority Advisor to see if an exception can be made.
- If you have recruitment workshops planned, please cancel those while your campus is restricting face to face interactions. We do encourage you to continue your planning and to share details and plans with your chapter virtually. If you have specific questions for your chapter, please reach out.

ACCREDITATION

- We know that there are some accreditation deadlines approaching for items like meeting the spring recruitment goal by April 15. Please do not be concerned about meeting accreditation goals right now. Our priority is the health and safety of our members. Please be aware that we cannot make any changes to our online accreditation progress report in Chapter Portal. We will consider appeals on a case-by-case basis during the spring appeal period that will open in May, as well as the appeal period in December.
- Because many campuses have suspended in-person classes through the end of the semester, we are adjusting the timeline to submit videos of Stately and Royal, Tri Sigma Grace and the Opening Prayer. Chapters should record these videos in the fall and submit them by Sept. 1. The Ritual Committee will review these and provide feedback to chapters by Oct. 1, giving the chapter until Nov. 15 to submit any requested corrections. We will accept videos that have already been submitted.

FINANCES

- Review your local dues schedule as it pertains to campus closure. If events that members are paying in for are canceled, consider removing those fees. Even with a temporary suspension of in-person activities, many chapter operations continue so it would be appropriate to continue to collect local dues. This is ultimately a decision of the local chapter.
- National dues will still be due as scheduled. If you have questions, please contact your ADCS.
- We recommend making any outstanding payments to vendors via Billhighway card if possible, or by mailing a check. For payments that cannot be made on time, please reach out to the vendor now to arrange a different payment date.
- We know that some chapters have multi-year contracts with composite services. If you have trouble rescheduling a session to capture composite photos, please reach out to your ADCS for assistance.

HOUSING

- House Corporations are advised to follow the lead of the campus regarding housing. If the campus is keeping residential halls and other campus housing open, we need to offer the same. We recommend encouraging residents to return to their permanent residence (or as advised by the campus). We also suggest taking a count of those who intend to return to their permanent residence and those who want to stay in the chapter facility. If no one plans to remain in the chapter facility, then it would be appropriate to close. We would advise that the chapter make campus aware of our housing plan and notify them if the house will remain open or if it will close.
- If residents do want to remain in the chapter facility, we recommend putting measures in place to limit contact and congregation in common areas. We also recommend following the instructions that [we previously shared](#) of additional cleaning protocols for the health and safety of members.
- Residents of chapter facilities will need to direct questions about rent during a closure to the House Corporation or campus, depending on which party owns the facility.
- Some sisters may have difficulty getting home, so please check in with all members to ensure they have accommodations and safe travel plans. If some people are facing challenges and don't have places to, please consult your campus for options or check with other sisters to see if they may have space for a member to stay during the closure.
- If someone in the house suspects they have COVID-19 [follow these steps provided by the CDC](#).

HONOR COUNCIL

- Instead of postponing any Honor Council meetings until classes resume, the chapter should host virtual meetings. Automatic outcomes take care of themselves, but phases 3 and 4 could be video calls. The Honor Council should send the individuals the forms they need to sign in advance of the call and have them email a response that they've reviewed. The Honor Council can take a screenshot of this and add it to the end of the form in place of ink signatures. The Honor Council needs to indicate that the meeting was held virtually due to the campus not hosting in-person classes. If the campus is still holding in-person classes, the Honor Council meetings proceed like usual. If you have questions, please consult your Honor Council Specialist.

ACADEMICS

- Study hour tracking requirements should be suspended while the campus is closed/classes are online. Switching to online instruction may be difficult for your chapter sisters. We recommend giving grace and providing as much support as possible for your members.
- Consider coordinating virtual study groups for women in the same classes or majors by utilizing services like conference calls and video conferencing to support sisters switching to online instruction.

We know that this may be a difficult and unsteady time for our sisters, especially those who are being asked to leave campus. Please work together to coordinate travel and lodging if possible, especially for those who are far away from home. Take time to check in with one another during this interruption from regular class schedules. If you have questions or need additional assistance in the face of campus closures or suspension of in-person events, please contact your ADCS or report concerns by clicking this [form](#). We will do our best to assist you in a timely manner.

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