



ELMIRA COLLEGE

OFFICE OF RESIDENCE LIFE

****Please note: emails were customized for students/residence halls. The below information is the general information that was shared. If you cannot find your customized email, please contact Residence Life at reslife@elmira.edu.****

April 3, 2020

Dear Student,

The Office of Residence Life would like to share the below Residence Hall move-out plan, which has been designed after consultation with the Chemung County Department of Health. This plan is designed to allow you to retrieve your remaining belongings, and also keep you, your family, and your peers safe while doing so. Directions are very specific, so please read carefully:

Move Out Info:

- **Who Can Attend:** Any student not under quarantine, who does not have someone in their household under quarantine, and who has not recently come into contact with someone who was asked to quarantine may return to move out.
- **How many people can help move-out?:** Students may bring 1 guest with them to help move themselves out, or may send 2 persons on their behalf. Only one student per room can move-out at the same time.
- **Approval to take part in this:** Students must submit [this form](#) in order to be approved to return to move-out.
- **Hours:** 8 am - 6 pm each of the move-out dates. No one may stay overnight.
- **What buildings can you get into?:** Only your Residence Hall.
- **Access:** We will be propping all doors and entryways to ensure maximum safety, so you do not need to bring your ID card with you.
- **What if my roommates and I share items?:** Talk with each other and coordinate who is taking what items from the room/cottage/suite/etc. Make sure it is all being taken by someone.
- **Do I need to take all of my belongings?:** If you cannot take all of your items in one trip, that's okay: you can make a return trip at a later date to collect things.
- **I will have lots of trash, what should I do with it?:** All trash/unwanted items need to be

disposed of in one of the dumpsters placed outside of Residence Halls. You may not leave it anywhere in the building.

To minimize risk/exposure:

- **Scheduling 1-week apart to let the virus die:** We have scheduled move-out dates for roommates as far-out from the first roommate's departure as possible. This means only 1 roommate per room may move-out on each day. We ask that you coordinate with each other and submit the aforementioned forms reflecting what you agree upon.
- **On those specified dates:** The College will sanitize all areas of residence halls 2-3 hours AFTER the last student leaves. For that reason, you will be required to leave by 6 pm.
- **One stairwell up, one stairwell down:** All buildings will have one stairwell designated as the UP stairwell, and another as the DOWN stairwell to help traffic flow smoothly and keep safe social distancing standards in place. Please adhere to these standards.
- **Checkouts:** You will have a key envelope taped to their door with your name and room number on it. You must place your room key in that envelope, sign it, and drop it in a box at the front of each residence hall before you leave. If you do not have your key, please write that on the envelope, sign it, and leave it in the drop-box. Additional instructions will be taped to your door.
- **Damage Billing:** One week after the last checkout in each building, Reslife and B&G staff will go through the rooms conducting damage billing assessments and contact students, as necessary with any damage concerns.

Students who cannot make it, or are at-risk of exposing others will be given options to move-out on later dates, but will still be required to follow the same safety guidelines outlined above, unless recommendations from Medical Professionals indicate those guidelines are no longer required. Those later dates are: 5/16-17 and 5/30-31.

Please email reslife@elmira.edu if you have any questions.

Thank you

Nate Friesema
Assistant Dean of Students