

Dear Residential Students,

Castleton has been approved to resume our plan for move out of the residence halls. In order to ensure the safety of our students and staff, this plan will take several weeks to complete. Below you will find guidelines on how the move out process will work. Students will begin signing up for time slots to pick up their belongings. Castleton is setting up this process in stages, we will stagger the appointments to ensure the health and safety of everyone and to practice social distancing. We appreciate all of your cooperation throughout this process. Residence Life wants to make your move out process as easy and safe as possible, so we have created an online application through eRezlife where you will select a time best suited for you to move out of your residence hall. We want to make sure you have all the information you will need to make this process as seamless as possible, while providing an experience that prioritizes everyone's safety.

Criteria you must meet and follow to come to campus

- Students must make an appointment through our eRezLife system (see below for guidance);
- Roommates must not sign up at the same time in order to maintain a physical distance;
- Students may be accompanied by one other person to assist them;
- Students and their guest have self-quarantined and practiced social isolation strategies for at least two weeks prior to the move-out date;
- Students, their guest and the households of both have not currently, or within 24 hours, experienced any of the following symptoms: a fever above 100.4 F, chills, repeated shaking with chills, muscle pain, sore throat, headache, new loss of taste or smell;
- No one in a student's or guests household has tested positive for COVID-19 in the last 21 days.
- Anyone who is non-symptomatic is not allowed to come to campus if they have been in contact with anyone with COVID-19 in the 14 days prior to appointment.

Social distancing protocols are still in affect and must be followed including keeping 6 feet apart, frequent washing of hands, and the wearing of cloth facemasks.

When you are on campus you must follow these move out guidelines

- We will allow 10 students per building during each time slot. Reminder that you are only allowed one person to assist in the move out process.
- Hand sanitizer available at entrances to residence hall/buildings;
- Where appropriate doors will be unlocked/propped to make it easier for move out and to minimize touching of doorknobs.
- Custodial staff will clean and disinfect high traffic areas, such as doorknobs and elevator buttons.
- Students will have up to 3 hours upon their arrival to pack up belonging and depart campus.
- No one will be allowed to stay overnight on campus.
- All buildings on campus except for the residence halls will be closed.

Students living outside of the region who cannot return, students who feel unsafe traveling, and students who have been exposed to COVID-19 please follow the application guidelines below but when asked please indicate you cannot come to campus. Residence Life will contact you so that alternative plans can be made.

To complete an application and select an appointment time to retrieve your personal items you will need to:

- Log onto eRezlife and fill out the application. The application will be on the left hand side, under the jobs tab, labeled “Move Out 2020”.
- Once in the form, you will be asked a series of questions regarding your move out.
- Once you submit the form, you will be asked to select a time to come back to campus and move out of your residence hall. We will be limiting each residence hall timeslot to 10 people.
 - Time slots to be offered are from 9:00am to 12:00pm, 1:00pm to 4:00pm and 5:00pm to 8:00pm across various days. The check-out process begins on Monday May 18th and goes until Monday, June 8th.
- When you select your time, you are approved to come to campus at that time to move out. **THIS WILL BE YOUR ONLY TIME TO MOVE OUT.** You must remove all of your items and leave your room as you found it when you moved in.
 - Your ID will be active for the time slot you have selected, once the time slot ends your ID will be shut off
 - There will be express checkout envelopes taped to your room door. Please leave your key in the envelope and, please leave the key envelopes in your room. If you cannot find the express checkout form please leave your key on your desk.
 - You will be able to enter your building only during this time period.
- If, for some reason, your time slot does not work for you, you are able to log back into eRezlife and change the timeslot you have selected on your own.
- You will need to remove all of your belongings during your time slot. You should return the room to the condition the day you moved into it.
- Those students without appointments will not be given access to the residence halls to move their belongings out.

We ask that you follow the guidelines and procedures for everyone’s safety during your selected time chosen. If you have questions, please contact the Office of Residence Life at michael.robilotto@castleton.edu, or call Mike Robilotto at 802-468-1259. We appreciate your patience and flexibility.

Thanks

Mike

Michael Robilotto

Director of Residence Life

Student Life

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<http://www.castleton.edu/campus-life/residence-life/>

<https://www.facebook.com/CastletonResLife>

<https://twitter.com/HomeAtCastleton>

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