

April 28, 2020

Dear CSC Resident Student,

In recognition of the constantly changing conditions related to COVID-19, not only in New Hampshire, but throughout our region and beyond, we have expanded the parameters originally set for students to return to campus to pick up belongings.

Students who are currently scheduled to move out of their residence halls between May 4 -18 are **highly encouraged to consider changing their appointment until a later date using the links below. Signups are now available until June 15.** *It is not possible to remove previously scheduled times from the signup sheet. Simply leave the previous time in, even if you don't intend to use it.

In an effort to follow CDC guidelines for social distancing, signup for move out has been expanded through June 15 and is floor specific. Over the course of the designated move out period, a limited number of students will be allowed in campus buildings during each move out time slot to retrieve their belongings and checkout of their space.

Please read this message in its entirety to fully understand what this process will entail.

Step 1: Select a Move Out Time

If you haven't done so already, or if you'd like to select a new date and time to move out, use the "Move Out Survey" link below that corresponds with your residence hall. If it's not critical that you move out beginning on May 4, we recommend you schedule or reschedule accordingly.

Abbey Hall: <https://signup.com/go/wmMvvXB>
Austin Hall: <https://signup.com/go/aHmwZwk>
Best Hall: <https://signup.com/go/fzVUWXW>
Burpee Hall: <https://signup.com/go/Tktubhm>
Colby Hall: <https://signup.com/go/btCgoyR>
Danforth Hall: <https://signup.com/go/dbEQZtF>
Gray House: <https://signup.com/go/YtkqdsU>
Lawson Hall: <https://signup.com/go/akEXpya>
London House: <https://signup.com/go/UEVjDDP>
Page Hall: <https://signup.com/go/duoAPYR>
Red House: <https://signup.com/go/xEAjeka>
Rooke Hall: <https://signup.com/go/ZAPzyBi>
Shepard Hall: <https://signup.com/go/MnhPLkw>
White House: <https://signup.com/go/FNezXuJ>
Yellow House: <https://signup.com/go/WLJGNMG>

- Students who are unable to come to campus to collect their things between May 4 and June 15 should email residential@colby-sawyer.edu to make alternate arrangements.
- To ensure social distancing, roommates or suitemates will not be scheduled to checkout at the same time.
- Your move out time must be selected 24 hours in advance of your arrival to campus.
- Students who are currently ill or under a quarantine directive should NOT come back to campus to move out until they are well and have been cleared from quarantine.
- If you need to have another person remove your items for you, please send an email to residential@colby-sawyer.edu from your Colby-Sawyer email account with your name, residence hall and room number, and the name and contact information of the person you're permitting to pick up your belongings.

Step 2: Prepare for Move Out

- You are only authorized to be on campus during the date/time for which you've registered.
- Be sure to bring your keys and your student ID card.
- Students should limit the number of guests who assist with their move to no more than two. Guests assisting with moves should be asymptomatic and wash and sanitize their hands appropriately before entering the residence halls.
- All individuals who enter a residence hall should wear masks and gloves for the entire time they are in the building.

When You Arrive

- Student IDs will be programmed to access their residence halls for the time they signed up to move out.
- To aid in the move out process, the quad gates will remain open. Vehicles may park on the side of the roadway opposite of their residence hall during the move out process.
- Large trash bags will be available in the main lounge of all residence halls. Please carry all trash outside to the dumpster located near the hall.
- If you are unable to take all of your belongings with you, you may:
 - Signup for another timeslot, using the links above;
 - Contact residential@colby-sawyer.edu for information about limited, store at your own risk, options (this would not include furniture).
- Items left behind after you have checked out will be disposed of accordingly.
 - Excessive damage or belongings/mess left behind may result in charges.
- Individuals moving out should enter the residence hall using their ID card. Any exterior door may be used to exit, including those typically alarmed. This is to help expedite the process and create more opportunities for social distancing.

Move Out Checklist

- Students should complete an express checkout envelope, found on the checkout poster hanging in the residence hall's entryway. Once you have completed your move, place your key in the express checkout envelope, seal it, and leave it in the drop box at Campus Safety.
- Mail and packages that have been sorted will be available for pickup at the Ware Student Center Mailroom. These items should be retrieved during your scheduled time to be on campus. Questions regarding student mail should be directed to Lindsay White at lindsay.white@colby-sawyer.edu.
- Students with projects stored in studios in the Center for Art + Design, Reichhold, etc., who normally have ID card access during the academic year, will be able to access these spaces to retrieve their work using their CSC ID.
- Athletes will be receiving an email about dropping off uniforms and sports medicine equipment and retrieving items from locker rooms.

Thank you in advance for following these procedures. We appreciate your patience and understanding during this unprecedented time.

Be well,

Residential Education