

Audience: students approved for Return to Campus

Topic: Additional Information

Date: 6/3/2020

Hello,

You have been approved for the **Return-to-Campus** retrieval process, and you received your approved time block and instructions previously. This information supplements previous information sent. Below you will find important information for a smooth and safe Move-Out. The logistics as listed out below are to ensure appropriate social distancing and public health protocols.

As always, be sure to check with your state's travel restrictions as you confirm your plans for returning to campus. If you are unable to travel, please contact us at vpul-ofsl@pobox.upenn.edu.

If you or your guest are feeling ill, please do not come to campus. If you or your guest feel ill after arriving, you should leave campus. In both situations, please contact vpul-ofsl@pobox.upenn.edu.

Please know that during move-out days, our staff will be in and around campus assisting. We will have very limited ability to read and respond to email or phone, but we will do our best to respond timely.

Before You Arrive

Residents are required to pack and leave within 3 hours on the specific day and timeslot as confirmed by OFSL. If you need to cancel return to campus, we cannot guarantee the availability of a new timeslot due to limitations availability and the number of people in the chapter house during a timeslot.

Residents are only allowed one guest to assist with the retrieval process and must register their guest at check-in. The guest must also be able to provide a photo ID at check in. Residents must also remember to bring their PennCards in order to access the chapter house. The guest must be with the resident at all times while at the chapter house.

Day of Retrieval

Residents and guests must wear a mask or face covering when outside their suite/apartment, including inside and outside of buildings and while loading/accessing their vehicles. Residents and guests who do not agree to wearing a mask or face covering, will not be allowed to enter any buildings or retrieve their belongings.

Carts will be available for residents to assist with moving. You must return them to the original check-in location; do not lend them off to another resident. You are responsible for damages/not-returned carts.

Limited PennMOVES donation drop-off locations, where students can leave items they cannot take with them, will be available near Hill (serving Hill, Lauder, Sansom, and KCECH), the Quad, and Hamilton Village.

Residents must remove all their personal belongings. As outlined in previous communication, furniture is permitted to stay in the home. Chapter-owned standard furniture is required to stay. Students can coordinate their personal furniture moving/retrieval when the home re-opens. This summer, TVs are permitted to stay in the room. Use labels that will be available to you at check-in to place on items. Personal items left behind (clothes, shoes, personal care, etc.) can be discarded if procedures not followed.

Additional Reminders:

- Read the FAQ and additional communication instructions sent on 5/29 and resent 6/3/2020
- Please bring a pen, moving supplies, tape, your ID, and key. Limited # of boxes (up to 5) will be available as needed. Lockouts will be verified using the assigned bedroom; we are unable to facilitate opening bedroom doors to areas not assigned to you.

- Time slots are designed to limit both the total number of individuals in each building in order to maintain social distancing protocols.
- All staff on-campus will be following and ensuring socially distancing protocols and behaviors and will be wearing masks and other protective items.
- Reminder to take all trash to the outside dumpster nearest your home; hallways, stairwells, common areas must be kept clear. The Trash Label you can place on an item is for an item you are not able to remove in the 3-hour timeframe. Campus Apartments will do its best to work with cleaning crews to monitor trash bins and areas of the home, but we need your help.
- Information about library and textbooks was provided in the May 22, 2020 FAQ.
- After completing your move-out, you must return to the original check-in location so you can check-out. While at check-out, you will return your bedroom key to avoid the \$100.00 fee.

Thank you in advance for following these expectations.

Facilities and Real Estate Services
Office of Fraternity and Sorority Life