

Appendix C: Student Move In Plan (As of 6/29/20)

1. Process & Timeline

Clarkson University will prioritize student move-in by different residence halls throughout the campus. Given the limitations of New York State on PAUSE, this process will be a staggered move in. Allowing for families to participate in an Early Drop Off Process of their personal belongings. Students will be contacted by residential space with a link to register for an early drop off date and time.

Reopening

Student Arrival will be conducted to allow students from within a driving distance to drop off their belongings at scheduled intervals starting July 22-July 29. This will decrease density during the move in processes.

The student Early Drop Off/Move-in process will begin prior to scheduled move-in days. Process is outlined below.

- Students will sign up for one (1) designated time slot of two (2) hours, offered 8:00 AM – 4:00 PM daily, including weekends.
- Students may bring up to two (2) people to assist with unloading and moving and will register all names of those coming with them.
- Students may only enter their assigned residential space and are prohibited from accessing the academic buildings.
- Each student will arrive at their assigned check-in / staging area and must vacate campus through their checkout staging area – all other entrances will be closed.
- All individuals must wear a face covering while on campus.
- The sign-up process will also be mapped by residence hall type and location to maintain social distancing guidelines and number of people per residential area.
- It is recommended that students/families consider bringing hand sanitizer, gloves, and/or disinfectant wipes, due to touching door handles and communal items – supplies will also be on site.
- Once the Early Drop Off process is complete Facilities & Services will clean all door handles and bathrooms prior to the start of scheduled move-in days.

Students who do not participate in the Early Drop Off process will move in on assigned move-in dates. This will be a curbside move-in process. This process is outlined below.

- First year/Transfer student move-in dates are August 16 & 17
 - Students will arrive at their assigned check-in staging area.
 - Student will check in and names will be recorded of all individuals in the vehicle.
 - Student and guests will be allowed to exit the vehicle of belongings at the staging area.
 - Only the Clarkson student will be allowed access to the residence hall to move belongings into the residential room.
 - Once unloading is completed guests of the Clarkson student will vacate campus through the checkout staging area.

- Returning student move-in date is August 18
 - Students will arrive at their assigned check-in staging area.
 - Student will check in and names will be recorded of all individuals in the vehicle.
 - Student and guests will be allowed to exit the vehicle of belongings at the staging area.
 - Only the Clarkson student will be allowed access to the residence hall to move belongings into the residential room.
 - Once unloading is completed guests of the Clarkson student will vacate campus through the checkout staging area.

2. Details of Move In

Student arrival to campus:

- Use [Check In/Out List](#) Google Sheet to confirm names of all people in vehicle(s) and mask for everyone in vehicle; change names if needed
- Inform incoming parties: required to wear mask outside of vehicle when in presence of others (provide one if needed), social distance, wipe down commonly touched surfaces on departure, lock room/apt door, leave all University keys on desk in room (keep mail room key if returning in fall), return to same location for check out (required)
- Enter **time in** on Google Sheet
- Highlight **green** on Google Sheet upon arrival
- Maximum of 140 students on campus at all times

Student departure from campus:

- Enter **time out** on Google Sheet
- Change to **yellow** highlight on Google Sheet
- All vehicles need to immediately vacate campus.

Student who arrives that is not on the registration list:

- Check if there are any open slots during the current shift (140 students on campus at once)
 - If yes, insert a row and add their information
 - If no, must wait until an open slot available, have them wait in check-in staging area or get phone number and call them when a slot is available; may be several hours, possibly a few days

Staff volunteers

- 3 volunteers per shift will sign up (8:00 AM – 12:00PM) or (12:00 PM – 4:00PM)
- PPE must be worn and adhere to social distancing guidelines
- IT to provide a hot spot and three computers
- Campus Safety & Security (CSS) will bring supplies down and pick up at the end of each day
- Bring water, snacks, masks, gloves, wipes, comfortable shoes, sunscreen, bug spray, jacket
- Project leads will split shifts the first few days to train all volunteers

3. Residence Hall Expectations

Residential living plans protocols to reduce and/or monitor capacity:

- Campus living arrangements will be the same as previous years with traditional single rooms and double rooms, suite style single rooms and double rooms, and apartment single rooms and double rooms, but no triple rooms will be used.
- Students in corridor style rooms are recommended to sleep head-to-toe and do not have to wear a mask while in their residential room, but must wear a face covering upon exiting their residential room.
- Students living in apartments are considered “family units” and do not have to wear a face covering in their apartment, but must do so upon exiting their residence.
- Laundry room usage will operate according to a schedule to limit capacity.
- All lounge rooms will be closed for the duration of the semester.
- Only residents of assigned rooms will be allowed in the residential space.
- No guests will be permitted in the residence halls following the start of the semester.
- Theme Houses will be inspected for social distancing in bedrooms, and occupancy for restrooms.
 - Recommendations will be made surrounding bedroom and restroom occupancy to privately owned fraternities and sororities.

Enhanced cleaning, disinfection, safety for residential spaces:

- Corridor style housing with communal bathrooms will be cleaned twice per day.
- Apartment and suite housing with independent bathrooms will be cleaned once per week by University staff (traditionally only students maintained cleaning of these facilities).
- Plexiglass is being installed in communal restrooms between sinks.
- Sanitation stations will be provided for each restroom and shower stall for students to use before and after using the facility.
- Use of paper towel dispensers in lieu of air dryers
- Limit storage of personal items within all restrooms in all residential spaces including traditional residence halls, suite style residence halls, and apartment buildings.
- Maximum occupancy signage will be placed outside of all restrooms throughout traditional style residence halls.
- Hand sanitizer stations will be placed in common areas including lounges, doorways, and restrooms.