

Appendix H: Move Out Plan

1. General

Clarkson University will enact the plan below to allow students to safely depart campus over a three-day period. Clarkson has also considered policies and procedures for students who may not be able to depart campus quickly (e.g. international students).

2. In Session Campus Departure

- Residential students provided notice (email, via RAs, floor information) and provided time over a 72-hour period to vacate campus; follow standard close-out notices and procedures as possible.
- University property (i.e. room keys) retrieval instructions provided as customary.
- Key card access to residence halls removed after the 72-hour period.
- Vulnerable populations (i.e. homeless, out of state, international) needing more time and/or that may need to remain in campus housing apply for permission via Maxient.
 - Those approved to remain in campus housing must follow restrictions based upon local, campus, state, and federal guidelines, as well as all University regulations.
 - Food services available via online ordering and meal pick up service provided.
 - Students residing in apartments will have an option to purchase an abridged meal plan at their expense. Student relief funding may be available on a case-by-case basis.

3. Process & Timeline

At times, given circumstances, the University may be in a situation where students do not return from a break (i.e. COVID) or won't be able to abide by the 72 hour closing procedures. In this case, procedures for move out listed below will be enacted.

When timing permits for students to return to retrieve belongings Clarkson University will prioritize student move out by cohort. Given potential NYS, local, and/or federal guidelines, this process may be lengthy by nature. Students will be contacted by cohort with a link to register for a move out date and time, or may have the option to select to have their items packed, shipped, or stored as an alternative.

Process is outlined below.

- Students will sign up for one (1) designated time slot of three (3) hours, offered 8:00 AM – 8:00 PM daily, including weekends.
- Students may bring up to two (2) people to assist with packing 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 the check-in / staging area and must vacate campus through the 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.

Students must leave their residence hall/apartment room key and mailbox key on their desk upon vacating their residence.

As listed above, students may be provided with a second option of having their items packed and shipped to their permanent address listed in PeopleSoft.

- Students electing this option will also complete a form online to collect relevant belonging information.
- A CU staff member will coordinate a video call with the student to verify personal belongings.
- Staff participating follow all social distancing guidelines and wear PPE.
- One team will make the calls / pack and another group will transport boxes to shipping.
- Locations will be mapped to account for students coming to campus.
- Larger items (i.e. fridge, TVs, etc.) will be labeled and stored on campus until students return; seniors who wish to pick these items up will sign up at a later time using the campus process above.

4. Details of Move Out

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 25 students on campus at all times

Student departure from campus:

- Ask if they left University keys on their desk
 - If no, have them put in a box at check-out; type Y under “keys in box” column

(leave blank otherwise)

- 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 (25 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 lower Cheel 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 – 2:00 PM) or (2:00 PM – 8:00 PM)
- 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
- Staging area – lower Cheel lot
- Project leads will split shifts the first few days to train all volunteers

5. Additional Cohorts & Considerations Related to Move Out

- International students
 - Students intending to return will have their items packed & stored on-campus.
 - Consult the International Center before shipping overseas.
- Vulnerable populations (i.e. out of state, homeless, etc.)
 - Apply to remain in campus housing Maxient
 - Team to review applications - those approved to remain in campus housing must follow restrictions based upon local, campus, state, federal guidelines, and all other University regulations.
 - Food services available via online ordering and meal pick up service provided
 - Students in apartment style residences will have an option to purchase an abridged meal plan