



Dear Resident Students—

As announced by Fr. Ryan, the College will switch to virtual instruction beginning **November 17, 2020**, for the remainder of the semester.

Students who wish to depart campus to finish the semester at home are welcome to do so. If you choose to go home, please sign on to your [Residence Life Self-Service](#) portal to select your Fall 2020 check out date and time. If you had previously signed up for a check-out time, you will be able to make a new selection.

Students who wish to stay until housing closes on November 25, 2020 at 6pm are also welcome to do so. You do not need to register to stay until the 25th, but once you determine your departure date at the end of the semester, please sign on to your [Residence Life Self-Service](#) portal to select your Fall 2020 check out date and time. Please be aware of the following changes to Residence Life procedures if you are going to remain on campus until November 25th:

- Visitation will end at midnight each day, beginning the night of November 13, 2020.
- All students should limit their travel off campus and limit their contact with other people.
- All students should limit their visits to other residences. If you have visitors to your room or apartment, or you visit another room or apartment, all students present must wear masks.

Students currently in quarantine or isolation are welcome to stay on campus. Meal delivery will continue as scheduled. If you choose to return home to complete your quarantine or isolation period, please follow the above instructions above on selecting a move out date, and also email reslife@kings.edu for additional instructions on departing quarantine/isolation.

Students do not need to fully move out of their residence hall rooms/apartments unless you will not be returning for the spring 2021 semester. As you pack to return home, we ask that you please take the following items with you:

- Any medications or personal care items, including contact lenses
- Important personal documentation (i.e. passports, birth certificates, social security cards)
- ALL textbooks, even if you think you will not need them. The College will not mail textbooks to students or return them to the Bookstore for you.
- Any items you would need for your workplace (i.e. uniforms, manuals, appropriate clothing)
- All technology items, including your computers, cell phones and car keys

We recognize that not all students are able to leave college housing. If you need to stay in your on-campus housing location through Finals Week, you must fill out the Break Housing Inquiry Form located on your Self-Service Portal. Appropriate reasons to request housing include:

- Lack of alternate housing
- Lack of technology or internet at your home
- Distance to your home from the College
- Nursing students whose courses at LCCC continue through December 18th
- Internship and Student Teaching experiences that end after November 25th

When you are departing campus, please remember that all COVID protocols currently in place remain in place. This includes wearing masks in all public spaces, limiting elevator usage to the posted occupancy, and the restriction of non-King's community members from the residential floors of the buildings.

Before you leave campus, please be sure to do the follow in your rooms:

- **Fully empty your fridge of all food items**
- Defrost and unplug all mini fridges (main apartment refrigerators can remain plugged in but must be emptied). Please leave the door open to discourage mold growth.
- Remove all trash to the appropriate receptacles on your floor/in your building
- Turn off the lights and unplug all electronic devices
- Close all windows and window blinds
- Lock your door and take your keys with you.
- Check out on your [Residence Life Self-Service](#) portal

Residence Life Staff, IITS, Facilities and Security may enter your rooms over the break to confirm that check-out protocols have been followed and to conduct maintenance. Students living in Esseff, Holy Cross and O'Hara should be aware that IITS will be performing an upgrade to the wi-fi in these buildings over the break. This upgrade will require IITS to enter your rooms and install a new piece of technology. Residents in Esseff and Holy Cross are asked to please clear the spaces around the IITS boxes mounted on each side wall in their rooms, to allow IITS room to work. O'Hara residents, all work will be performed in your ceilings, so no additional measure need to be taken.

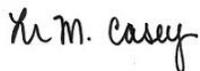
If you will not be returning to your room/apartment for the spring 2021 semester due to Graduation, Study Abroad, Internship, Student Teaching, change to commuter status or withdraw from the College, please remove all personal items from your living space. Prior to leaving campus, please return your room key(s) to the College Switchboard, located on the main level of the Library.

Dining Services hours will remain the same for the remainder of the week and weekend. Updated information for the week of November 16, 2020 will be sent by Dining Services.

The full move-in plan for the Spring 2021 semester will be shared with students via their kings.edu email address by January 6, 2021, but please reserve the weekend prior to the start of classes for your return to campus.

Should you have any questions or concerns, please contact Residence Life at reslife@kings.edu or 570-208-5856.

For the College,



Megan M. Casey