



May 18, 2020

Dear Resident Student:

The College has received guidance that will permit us to schedule our move out process beginning May 20, concluding by June 6th. Please read this email in its entirety and follow all instructions before coming to campus. If you have any questions or specific requests, please contact us at reslife@kings.edu.

The College and Residence Life have established an intentional move-out process, which is designed to limit the number of people in each residence hall at any given time. This is for the safety of our students, families, and staff.

If you are unable to report to campus during the designated move-out period, please email reslife@kings.edu for assistance. Please do not come to campus if you have not scheduled to do so.

If you are feeling unwell the day of your move out, please stay home. If you have been exposed to or come in contact with a confirmed case of COVID-19, please do not come to campus. Email reslife@kings.edu to make alternate arrangements.

Preparing to Move Out

1. Sign Up for a Check-out time
 - a. Visit your [Housing Self-Service portal](#) and select the Express Check Out Form for your building under 'Forms and Applications.'
 - i. Check out blocks are scheduled for 9:00am and 2:00pm daily. You will have 2 hours to pack and move your items and dispose of any trash.
 - ii. If you need to reschedule your selected move out time, you can go back into your Housing Self-Service and adjust it accordingly.
 - iii. Report to your residence hall at your selected time
2. Be sure to bring boxes, trash bags and any other moving supplies you will need.
3. You and anyone assisting you with moving out will need to wear a mask. You will need to bring a mask for you and the person helping you move out. We do not have masks to provide you.
4. Bring your King's ID card and residence hall keys. Your King's ID will work only for the day you have selected.
5. Students will be provided 2 hours to pack and move their belongings.
6. In the interest of public health, please bring only 1 person to assist you with your move.
7. Moving carts will be available on a very limited basis, except in Flood Hall, so we recommend that you bring your own hand truck if one is desired.

Moving Out

1. Arrive at your residence hall on your selected date and time.
 - a. To allow us to maintain a safe number of people in the building, please do not arrive early, and please do not come to campus if you have not scheduled to do so.
 - b. Bring your King's ID card and residence hall keys. Your King's ID will work only for the day you have selected.

- c. Be sure to wear your mask while in your residence hall and while on campus.
2. Remove all personal belongings, personal furniture, and trash from your rooms.
3. Take all trash directly to the dumpster. Signs with dumpster locations will be posted on your floors.
4. Close your windows and turn your lights off.
5. A key envelope with each resident's name will be taped to your door. Please place your keys in your designated envelope and leave the envelope in the appropriately labeled gray cans located near the entrance/exit of your building.
6. Be sure to check your building mailbox one last time before you depart.
7. Log into Housing Self-Service and complete the Express Check-Out process. This must occur by the end of your 2-hour move out window.

Additional Notes for students:

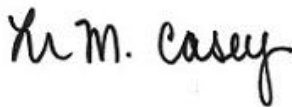
- College offices and buildings will not be open for business.
- Please do not wander your building or visit spaces that you do not need to be in (i.e. lounges, laundry rooms, other floors).
- Please do not visit friends in other buildings who may be moving out at the same time.
- If a package was delivered in your absence, please visit the Office of Residence Life to sign it out.
- Maintain social distancing as much as possible. Please coordinate move-out times with your roommate(s). *Residence Life will cancel move-out appointments if roommates sign up for the same time slot.*
- King's College does not provide storage for student belongings, except in limited circumstances for students from other countries or a far distance. Students who meet this criterion should make prior arrangements with Residence Life by emailing reslife@kings.edu.
- Security staff will be present to assist with traffic and parking concerns.
- Facilities will take the time in between each moving period to sanitize areas of the building that have frequently been touched (i.e. exterior door handles, elevator buttons, stairwells, and any carts). Hand sanitizer and wipes will also be limitedly available. Please bring and wear your own mask.

If you have already moved out of your residence hall room/apartment, please email reslife@kings.edu so we know that you will not be signing up for a time slot. If you still have your room key(s), please place them in a sturdy/padded envelope, and address them accordingly:

Office of Residence Life
King's College
133 N. River St.
Wilkes-Barre, PA 18711

Thank you again for your patience as we have navigated this process. We are sending you all best wishes for a safe and healthy summer!

Sincerely,



Megan Casey
Associate Dean of Students for Residence Life