



July 31, 2020

Dear Resident Student,

The College and Residence Life have established an intentional move-in 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. Please do not come to campus if you have not scheduled to do so.

If you are feeling unwell the day of your move in, please stay home. If you have been exposed to or come in contact with a confirmed case of COVID-19, your temperature is 100.4F or higher, and/or you have symptoms such as cough, shortness of breath, chills, or headache the day of move in, please do not come to campus. Email reslife@kings.edu and studenthealth@kings.edu to make alternate arrangements for move in.

Move in Schedule

- Student Groups with Designated Arrival Days
 - Saturday, August 15th: Orientation Coordinators
 - Monday, August 17th: Orientation Leaders
 - Monday, August 17th: Admissions Ambassadors
 - Monday, August 17th-Wednesday, August 19th: 4th year Physician Assistant students
- Returning Students to Esseff, Holy Cross and Luksic Halls
 - Monday, August 17th-Sunday, August 23rd
 - Exception: returning students will not be permitted to move in to Esseff or Holy Cross Halls on Tuesday, August 18th and Wednesday, August 19th, so that we may focus on the first-year students those days.
- Returning Students to Alley Center, Alumni Hall, Flood Hall and O'Hara Hall
 - Monday, August 17th-Sunday, August 23rd
- First-Year Students
 - Tuesday, August 18th and Wednesday, August 19th

Preparing to Move In

1. Sign Up for a Check-in time
 - a. Visit your [Housing Self-Service portal](#) by **August 16th** to select a move in date/time on the home page of your portal.
 - i. Check in blocks are scheduled for 8:00am and 1:00pm daily. You will have 3 hours to move your items into your residence.
 - ii. If you need to reschedule your selected move in time, you can go back into your Housing Self-Service Portal until August 16th and adjust it accordingly.
 - iii. Report to your residence hall at your selected time
 - iv. All sign-ups and changes must be made by **August 16, 2020**. Any changes or additions after that time must be made by emailing reslife@kings.edu.
 - b. Students who are on the rosters for the approved student groups listed above will only be able to choose a time slot on their assigned day. They will not have the option to change their

arrival date. Students assigned to an early arrival date must select their move in time by the day prior to their arrival.

2. You and anyone assisting you with moving in will need to wear a cloth face covering/mask. You will need to bring a cloth face covering/mask for you and the person helping you move in. We do not have masks to provide you.
3. Students will be provided 3 hours to move their belongings in to the building.
4. Please bring only 2 people to assist you with your move.
5. 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.
6. Students and those assisting students with move in are asked to please take their temperature prior to coming to campus. If your temperature is higher than 100.4F, and/or you have symptoms such as cough, shortness of breath, chills, or headache, please do not come to campus, and contact reslife@kings.edu and studenthealth@kings.edu to make alternate arrangements for move in.
7. Students will not receive a confirmation email from the system once they sign up for a move in time.

Moving In

1. Arrive on campus 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.
2. Room keys will be distributed from specific locations, which will be shared with students the week prior to move in.
3. New students will need to visit the Office of Residence Life the day they move in to take their picture for their student ID card. Only students should enter the Campus Center and the Residence Life Office. Masks must be worn, except while the picture is being taken.
4. Please unload all belongings from your car, and then move your car to a parking area designated by Security, before returning to unpack.
5. Resident Assistants will be present on your floor when you arrive. Please check in with your RA once you get to your floor.

Additional Notes for students:

- Please wear a cloth face covering/mask whenever you are in a public area—the hallway, bathroom, lounge, elevator, lobby, laundry room, etc. You do not need to wear a mask when in your own room.
- Maintain social distancing as much as possible.
- Wash your hands regularly. When unable to wash your hands with soap and water, use hand sanitizer that is at least 60% alcohol.
- 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.
- Elevator capacity will be limited due to social distancing requirements. During the move-in process, elevator cars should be used by one family at a time.

Early Arrival Requests

- If you need to request an arrival time outside of your above assigned move in time, please email reslife@kings.edu to submit a request for early arrival. Please note that we will not be able to approve many early arrival requests, so please do not submit a request unless it is absolutely necessary.

Students who request early arrival will receive written approval or denial from Residence Life after their request has been considered.

Students from States Designated by Pennsylvania with Recommended Quarantine Periods

Students living in states identified as high prevalence by the Pennsylvania Department of Health (PA DOH) at <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx> should self-quarantine at home for 14 days prior to return to campus and must notify the Student Health Center of their status.

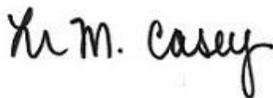
Students who traveled to states identified as high prevalence in the 2 weeks prior to return to campus must follow the bulleted points listed below for 14 days. At any time, the student may be asked to remain at home (self-quarantine on campus or at home) for a period of 14 days depending on the wide-spread COVID-19 activity in the area traveled to and/or because of non-compliance to mitigating behaviors. Individuals may be asked to obtain a COVID test.

Notify the Student Health Center of your travel.

- Take temperature twice daily.
- Monitor for and report temperature over 100.4 F and symptoms of COVID using the student online screening tool.
- Wear a cloth face covering/mask at all times when in common areas on campus and with any face-face exposure.
- Maintain physical distance of 6 (six) feet.
- Maintain diligent hand hygiene.
- Sanitize your room and shared common spaces frequently.

Residence Life has developed a number of FAQs, regarding the re-opening of our department. You can view them on the College's COVID-19 informational website, or by clicking [here](#) to download a copy. If you have any questions, please don't hesitate to let us know. Our office is open Monday-Friday, 8:30a-4:30p. We can be reached via phone at 570-208-5856 or reslife@kings.edu.

Sincerely,



Megan M. Casey
Associate Dean of Students for Residence Life