



April 23, 2021

Dear Resident Student,

As we draw closer to your return home for the summer break, we strongly recommend that you focus on the following steps in the two weeks prior to the end of the semester to ensure a safe return to your home environment:

- Limit your trips off campus, to public spaces
- Renew your efforts to wear a mask, wash your hands, etc.
  - Restrict the number of people you allow to enter your living space, and restrict the visits you make to the living spaces of others
- Avoid crowded spaces with poor ventilation
- Continue your daily health screening through the Campus Shield App

All residence halls and College apartments will close for non-graduating students at **6 pm on Friday, May 14, 2021**. Students should depart campus no later than 24 hours after their last final. Students must log on to their [Self-Service Portal](#) by May 7th to indicate their departure date from campus. Graduating seniors must vacate housing by noon on May 17, 2021.

On their day of departure, students will need to re-enter the portal to check themselves out. Additional information and instructions will be available at your floor's mandatory closing floor meeting, which will be scheduled by your RA during the time period of April 28 – May 5. The College will work with any students in quarantine or isolation at the time the semester ends on a case-by-case basis.

We recognize that not all students are able to leave college housing by 6 pm on May 14<sup>th</sup>. If you need to stay in your on-campus housing location after that date and time, you must fill out the Summer Break Housing Inquiry Form located on your [Self-Service Portal](#). Examples of appropriate reasons to request housing include:

- A late final on the 14<sup>th</sup>
- Nursing students whose courses at LCCC continue through May 21<sup>st</sup>

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. The only exception to the restriction of non-King's guests from residential floors is when you move out—you are permitted to have 2 people assist you with packing up your room and loading up your car. Please limit, as much as possible, the time your helper(s) are in your room. Visitation hours are in place during the move out process and residents of Esseff, Holy Cross, and Luksic Halls are permitted to have non-King's guests assist them inside of the residence hall between 10am and 12am. Non-King's guest will not be permitted at any other time.

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

- Completely remove all belongings. Items left behind will be disposed of immediately after your departure.
- **Fully empty your fridge of all food items (apartments and rental refrigerators)**
- Defrost and unplug all mini fridges (main apartment refrigerators can remain plugged in but must be emptied) prior to departure to avoid spillage during transport

- Rental refrigerators must be defrosted, unplugged, cleaned, and left in the room for the rental company to retrieve after you depart campus.
- Remove all trash to the appropriate receptacles on your floor/in your building
- Large items can be placed in the dumpsters outside of Holy Cross Hall. There is a fine for leaving large items in your room.
- Turn off the lights
- Close all windows and window blinds
- Lock your door

Residence Life Staff will enter your room when you've departed to confirm check-out protocols have been followed. Residence Life will also check spaces to assess damages. Damage repair costs will be paid from your housing deposit. We will email students when their refund is processed and provided to the Business Office, no later than June 1, 2021. After that date, refund questions should be directed to the Business Office. If you are returning to King's housing for 2021-2022, your housing deposit will be rolled over.

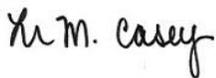
Prior to leaving campus, please return your room key(s) to the College Switchboard, located on the main level of the Library, or the Office of Residence Life, located on the first floor of the Sheehy Farmer Campus Center. Students who do not return their room key will be charged for the cost of changing their locks (\$150 in Holy Cross, Esseff, and Luksic Halls, \$525 in a College apartment).

Dining Service outlets will close for non-graduating students following dinner on Friday, May 14. Dining Services will provide instructions for graduating seniors to secure meals on May 15<sup>th</sup> and 16<sup>th</sup>.

If you are a non-graduating student and have not indicated your housing intentions for the 2021/2022 academic year, please contact the Office of Residence Life to secure housing or fill out the necessary forms for changing status. If you are not returning to King's for the 2021/2022 academic year and have not informed the College, please contact Fr. Thomas Looney ([thomaslooney@kings.edu](mailto:thomaslooney@kings.edu)) and formally begin the process for withdrawing.

Should you have any questions or concerns, please contact Residence Life at [reslife@kings.edu](mailto:reslife@kings.edu) or 570-208-5856.

For the College,



Megan M. Casey  
Associate Dean of Students for Residence Life