May 11, 2020

Dear CSB Students,

I am writing to you about retrieving personal belongings that remain on campus. I want to thank you for your continued patience and good will as we continue to respond to directions from state and federal government related to social distancing and stay-at-home orders. The plan is for students to register to return to campus May 19-27, 2020. Please keep in mind that this plan is subject to change based on direction from the state and federal government related to social distancing and stay-at-home orders.

Students MUST sign up for a two-hour time slot to be on campus and retrieve personal belongings. Card access will only be active for the time you are on campus. Make sure you bring your student ID and keys with you. Students will not be allowed to return to campus any earlier than May 19. It is important that you do not socialize while you are on campus. Please efficiently retrieve your belongings and be on your way back home. If possible, please coordinate with roommates to come on different days and times to reduce congestion and maintain social distancing.

Please carefully review the options below to determine answers to your questions and next steps.

I will return to campus to collect my belongings

1. Please complete the Campus Return/Retrieval Plan form to indicate your date of return.
2. Upon completion of the Campus Return/Retrieval Plan form, students will receive an arrival time for their return to campus to help manage social distancing, parking, etc.
3. You should plan to remove all of your belongings from campus, including large items such as futons, personal mini-fridges, chairs, couches, etc.
4. Bring only one person to assist with your move.
   a. It is recommended that all individuals who return to campus wear a mask and ask that you bring your own, if possible. Also, please bring hand sanitizer and/or wash hands frequently.
   b. For the safety of our community, if you and/or your guest has been exposed to or are experiencing symptoms of COVID-19 such as fever, dry cough, etc., please refrain from coming to campus.
   c. Please remember to use good judgment, engage in safe practices, and show respect for others. All students and guests helping with moving should follow best practices to prevent exposure to the coronavirus.
5. A limited number of moving carts will be available to you. Please plan to bring your own, if possible, to assist with your move. Dumpsters will be available for trash removal.
6. Rooms should be returned as close to move-in condition as possible. Please make your best effort to leave the room clean and organized. Per the housing agreement, residents will be billed for damages. Any items left behind will be considered abandoned and will be discarded. A fee to remove abandoned property and/or trash may be assessed.
7. Culinary Services and all food and beverage retail outlets on campus will be closed. Please plan accordingly.
8. Mail may be picked up in your mailbox at Mary Commons. If you have packages or need other assistance, the Mary Commons Info Desk/Mail Center will be staffed between 9AM and 4PM on May 19th-22nd, and again on May 26th and 27th from 9AM to 4PM. Please plan your return date accordingly if you have mail or packages to pick up.


10. Please refer to the Library COVID-19 information page for details on returning library items.

11. All campus buildings will be locked unless there is approved access.

12. If you have college property to return (instruments, kits, etc) or need to retrieve personal items (art, etc) within an academic building/department, please indicate this on your Campus Return/Retrieval Plan form.

13. If you have items in a locker room in the HCC, Outdoor athletic complex or pool area, please indicate this on your Campus Return/Retrieval Plan form.

14. Please park in a designated stall and not on the grass, in fire lanes, blocking roadways, etc. If you need to pick up or drop off items from areas other than your residence (BAC, HCC, Library, etc), we ask that you load the items from your residence into your vehicle and then relocate to lots 8 and 10 while you go to other areas.

15. Keys should be returned, when you return to campus, via the following Express Check-Out process:
   a. Express Check-Out envelopes will be located in black drop boxes outside of your hall/area office.
   b. Once you have moved all items from your room/suite/apartment, please fill out the front of the envelope and drop your key inside. If you have any additional keys from campus (from your campus job, etc.), please include those in this envelope, as well.
   c. Insert your completed Express Check-Out envelope, containing your keys, in the drop box in the lobby of your residence hall.

I cannot come to campus to retrieve my belongings (due to travel restrictions, illness, circumstances), or I am just not comfortable returning to campus to retrieve my belongings.

- You may designate another person (a proxy) to retrieve your belongings. This person could be another CSB/SJU student, faculty, staff, family member or friend. Please provide the person’s name and relation to you on the Campus Return/Retrieval Plan form. We will connect with you and your designated contact. If you are unable to identify another person, please indicate that on your form, and we will be in touch with you.
- If you are truly uncomfortable with the idea of returning to campus at this time, please indicate this on the Campus Return/Retrieval Plan form. College personnel will pack up and store your belongings to retrieve at a later date.
- If you are unable to return to campus and have keys, please indicate this on the Campus Return/Retrieval Plan form and we will provide further instructions to you.

Thank you for your support and patience during this time. Please take care of yourselves and your loved ones and know that we are thinking of you and keeping you in our prayers. The CSB community is deeper than our physical proximity, and we look forward to the time when we will be together again.

If you have any additional questions, please email housinginfo@csbsju.edu.

Sincerely,

Mary Geller
CSB Vice President for Student Development