



HOUSING & RESIDENCE LIFE

COVID-19 Check-Out Information

March 21, 2020

Dear Residential Students,

The University of North Alabama **will continue all instruction via remote/online environment for the remainder of the Spring 2020 semester**. With respect to Center for Disease Control, Alabama Department of Public Health, and the National Institutes of Health, it seems imperative to support social distancing efforts in a clear manner to protect the health of our campus and local community. And as such, University Housing and Residence Life operations must be amended. This correspondence outlines the changes in our operations. Please know that your experience at UNA and in particular, housing, is of the utmost importance to us and this decision was not made lightly.

Residence Halls:

All current residents are expected to check out of their housing assignment. However, we understand that leaving on-campus housing is not possible for all residents, so housing accommodations will be reviewed for individual residents and their circumstance. Students who have access to alternative housing and/or do not meet the criteria for exigent/hardship circumstances should remain off campus. This is a precautionary measure and aligns with all health-related guidelines and recommendations regarding the COVID-19 outbreak that has occurred in other areas of Alabama, as well as globally. We will relocate residents to areas that support social distancing and maximize the support that we can provide. In efforts to create an efficient and safe move-out process, our priority is to:

- Maintain the health of our students and staff by adhering to guidelines set forth by the CDC regarding social distancing and large group gatherings.
- Maintain the security of the buildings and your belongings.
- Create the easiest move-out process as possible given the circumstances.

Extenuating Circumstances:

University housing and dining services will remain open for students who reside on campus and who do not have alternative accommodations or have other exigent circumstances.

Possible circumstances that may be considered include extreme distance to, and current conditions in, your home locations; documented needs for academic accommodations that can only be met on campus; complete reliance on local employment for financial stability; or residential displacement (homelessness). Jobs of convenience will not be considered a legitimate reason for remaining in the residence halls.

If you believe you meet one or more of these exceptions, you may complete an online form no later than Sunday, March 22nd at 12pm at <https://roompack.com/forms/#/form/LIAMmm>. A decision will be shared via UNA email within 24 hours. Please note that should your request for an exemption be granted, you will

likely be required to move to a different residence hall in order to ensure appropriate staffing. Housing and Residence Life staff will contact you with further instructions at a later date.

*** This form is ONLY for residents that are requesting a hardship extension for the remainder of the semester. It is not for residents that need to schedule a later pick-up time due to compromised immune systems, inability to travel an extended distance during the designated check-out days, etc.*

Check-Out Procedures & Precautions:

- You may bring two (2) guests to assist, but only one (1) may enter the hall with you. Please follow CDC guidelines and do not ask those with compromised immune systems or high-risk conditions to assist.
- You will enter the Rice/Rivers front parking lot at the parking deck entrance and proceed into the line as directed. Health Services and Housing & Residence Life will be present to ask a series of questions and take your temperature before you will be allowed to proceed.
- Disposable gloves will be supplied to students and parents upon their arrival. We ask that you practice social distancing and maintain a 6ft. distance at all times.
- Take all personal items to your vehicle and dispose of all trash/perishable items in outdoor dumpsters. We will have a limited number of carts, boxes, and trash bags for you to utilize during the move-out process. Please note that carts must be returned to the tent located behind Rice Hall so they may be disinfected before it is used by another resident. We will have options available for residents to donate items to charity if you would like to do so.
- In order to provide a quick check-out process, we ask that you remove your belongings and we will assume responsibility for cleaning your room after your departure.
- You will turn in your key at the tent behind Rice Hall. You will no longer have access to your room after this step.
- University Police will be on hand to facilitate a successful move-out.

Check-Out Scheduling:

You will need to schedule your move-out date and time: Timeslots are available in 1-hour increments per the schedule below and are staggered per building to limit the number of people in a single area at one time. You will be permitted to enter the residence hall during your scheduled check-out time with one guest to assist you. If you do not have assistance, we will have a limited number of volunteers that will be present to assist.

Schedule:

- **Saturday, March 21st:** Residents that are currently on campus (pre-approved for Essential Housing Needs) may check-out between 9am-4pm. You will return your key to the Housing & Residence Life office in Rice Hall.
- **Sunday, March 22nd-Tuesday, March 24th:** Residence Hall students will schedule a one-hour time period to return to campus and gather their belongings between 9am-6pm.

IMPORTANT UPDATE: We must postpone Tuesday, March 24th check-outs due to the expectation of severe weather. If you reserved a Tuesday check-out time, please select a Wednesday time using the same link. If you cannot retrieve your belongings on Tuesday, please complete a Delayed Checkout Request Form and we will arrange for you to retrieve your belongings after March 30th.

To schedule a check-out time, please visit <https://www.una.edu/housing/living-on-campus/hrl-covid-19-information.html> to reserve a move-out time. We apologize for the inconvenience, but you cannot arrive prior to your reserved time as we must limit the number of individuals in each building at all times.

Delayed Check-Out Requests

- **Long-Distance Travel:** We recognize that some residents have already left the area and traveled extended distances to be with family which may prohibit them from retrieving their belongings between March 22nd-24th.
- **Medical Conditions:** Additionally, if you are sick, are exhibiting any symptoms of COVID-19, or have a high-risk medical condition (auto-immune disorder, respiratory or heart conditions, diabetes, etc.,) then we ask that you do not return to campus at this time.
- **International Students:** If you are an international student that is returning home and have travel arrangements that prevent you from leaving immediately, will be accommodated until your departure.

If you fall into any of these categories, please complete a Delayed Check-Out Request Form at <https://roompact.com/forms/#/form/bOwVyn>

Apartments:

We have assessed our facilities and spoke with individuals providing guidance from the state and CDC. At this time, we are not asking apartment residents to relocate or check out of your apartment. You will continue in your current contract for the foreseeable future. We ask that you continue to follow the expectations set forth and practice social distancing by maintaining 6 feet distance and do not gather in large groups. Additionally, all university and residential policies should be strictly followed. We will continue providing updates as they become available.

Adjusted Credits:

The university is working on a plan that would provide prorated credit for on-campus housing and dining plans. More information will be provided in the coming weeks.

Mailroom:

- You may submit an address change on the USPS website at <https://tinyurl.com/s89yoyn>.
- Students may retrieve packages on Tuesday, March 24th between 2-4pm and Thursday, March 26th between 2-4pm
- Mailroom will resume normal business hours on Monday, March 30th.
- Students must provide Mane Cards to pick up packages.

Contacting Housing & Residence Life:

We appreciate your patience and understanding in a time of unprecedented events. This is not how we hoped to conclude the spring semester, but your health is our priority. Please contact housing@una.edu or 256-765-5558 with any questions.

Roar Lions,

Housing & Residence Life