

Dear Resident Students,

This message outlines our move-out procedure and protocol, includes links to schedule your move-out appointment, how to request an exception due to extenuating circumstances, and also provides information on remote resources as you return home for the semester. Please read carefully.

There are four different categories of resident students. Please identify which category of move-out you qualify for, then follow the email below for additional instructions.

1. Students who went home for the lockdown and plan to come back and move out same day.
2. Students who went home for the lockdown but will come back to stay before moving out.
3. Students who are here and not in isolation or quarantine.
4. Students currently in isolation/quarantine here or at home.

Resident Student Move-out Categories:

1.) Students who went home for the lockdown and plan come back and move out same day:

- You cannot return to campus to move out your belongings until Monday, April 5.
- You will be able to schedule move-out appointments between April 5 and April 11.
- No PCR negative test needed if only here for move out time period.
- If MCLA's testing operation is open, you are welcome to test with us in the Campus Center on your move-out day.
- You are not allowed to bring any family or friends during your move-out appointment.

2.) Students who went home for the lockdown but will come back to stay before moving out:

- You MUST provide a negative PCR test on the day you return or you cannot stay and will have to move out at that time.
- You cannot return to campus to move out your belongings until Monday, April 5.
- You will be able to schedule move-out appointments between April 5 and April 11.
- If MCLA's testing operation is open, you are welcome to test with us in the Campus Center on your move-out day.
- You are not allowed to bring any family or friends during your move-out appointment.

3.) Students who are here and not in isolation or quarantine:

- You may schedule move-out appointments beginning Friday, April 2 through Sunday, April 11.

- If you plan to move-out before April 5, email rps@mcla.edu to schedule an appointment.
- If MCLA's testing operation is open, you are welcome to test with us in the Campus Center on your move-out day, or a day prior to your move-out.

4.) Students in isolation/quarantine here or at home:

- You may schedule a move-out appointment for a date after our scheduled quarantine or isolation requirement is lifted.
- If your release date is after April 11, you will not need to move out until your quarantine or isolation requirement is lifted. Your belongings can remain in place and you can schedule a move-out time when released.

Detailed Move-out Procedure:

Resident student move-out for the spring semester will take place by appointment between the hours of 9 a.m. and 7 p.m. from Monday, April 5 through Sunday, April 11. (Note: The last move-out appointment on Sunday, April 11 will be 3 - 5 p.m.)

**Appointment scheduling links are located at the end of this e-mail.*

NOTE: Students who plan to move-out before Monday, April 5, should send an e-mail to rps@mcla.edu with the date and time you will be leaving.

An appointment process will be used to assure social distancing guidelines are followed.

Toward that end:

- Move-in time slots are limited to two hours.
- Students must move their own belongings from their room to outside the residence area. A helper is allowed to meet each student there. It must be the same helper for the full duration of the two-hour appointment.

In order to maximize your safety and the safety of others:

- Masks must be worn at all times.
- Social distancing (at least 6 feet apart from others) must be practiced at all times.
- There is a two-person limit in Berkshire Towers and Hoosac Hall elevators.
- Staff instructions and direction must be followed throughout the move-out process.
- You are encouraged to use hand sanitizer, gloves and disinfectant wipes, as needed.

Cleaning expectations...

1. You must fully clean your room and remove all your belongings. Check your closets and drawers to make sure you have everything.
2. Broom sweep your room and wash any stains on your floor.
3. In Berkshire Towers and Hoosac Hall, you must fully empty and clean your Micro Fridge.
4. In the Townhouses, you must fully clean all your common areas. Remove all items from your kitchen cupboards and drawers. Clean your stove and refrigerator. Fully clean your bathrooms including the toilets, shower and sinks.

Return your key(s) before you leave campus...

1. You must return your keys prior to your departure from campus to avoid being billed for a lock change or lock changes.
2. In Berkshire Towers and Hoosac Hall, you should bring your key to the front desk. Please bring your own pen.
3. In the Townhouses, you should return your keys to the locked key drop-off box inside the white storm door of the RPS Central Office (T89). This door is on the courtyard side of the office near the big blue RPS banner. There are instructions on how to prepare your keys for return over the drop-off box. Please bring your own pen.

More about your belongings...

1. You are expected to remove all trash from your room and common areas. If you need a garbage bag to do so, you can get one from the Berkshire Towers and Hoosac Hall front desks. In the Townhouses, you can get one from the same place the key drop-off box is located.
2. A Donation Station will be set up in each residence area. If you have household items in good condition, clean clothing, unopened non-perishable food items and/or e-waste that you don't want to take home, please bring the items to a Donation Station. (The Townhouse Donation Station is located in the Greenhouse.)
3. We ask that you put your donations in a clear plastic bag provided at the Donation Station or front desk. This extra step will help to keep everyone safe from the spread of germs.
4. If you have a bicycle on a campus bicycle rack, please remove it and take it home.
5. If you have a car in a campus lot, please do not leave it behind. All cars must be removed from campus.

Questions about the move-out process:

- If you have any questions about the move-out process, please do not hesitate to write to rps@mcla.edu or call the RPS office at 413-662-5249.

Go to the appropriate link below to schedule your move-out appointment:**Berkshire Towers Residents:**

If you live in A Tower, [schedule an appointment here.](#)

If you live in B Tower, [schedule an appointment here.](#)

Hoosac Hall Residents:

If you live in Hoosac Hall, [schedule an appointment here.](#)

Flagg Townhouse Residents:

If you live in T01 - T36, [schedule an appointment here.](#)

If you live in T37 - T64, [schedule an appointment here.](#)

If you live in T65 - T91, [schedule an appointment here.](#)

Appointment reminders:

- Save the appointment receipt you receive when you book your move-out appointment. You will need it if you have to make a change to your appointment.
- If you need to change the appointment you make, please be sure to cancel your original appointment so someone else can use it.

Student Exceptions:

Limited exceptions will be made to allow students who have extenuating circumstances to stay on campus until the end of finals on May 10. There will be no summer housing this year due to the uncertainty of the pandemic, so May 10 would be the final day in residence for any student granted an exception. Exception housing will be in Flagg Townhouses, but may not be in your current Townhouse assignment because we will be consolidating occupied areas.

If you are granted an exception to remain on campus you will be expected to follow all COVID-19 protocols and a new set of expectations for this exception period. You will be required to remain in the local area for the balance of the semester; may not go home, take a vacation, visit others out of town overnight, or have guests in your assigned residence location. This includes no guests in your residence for the balance of the semester. Dining Services will not be in operation during this period. You will be responsible for your own food.

All requests must be submitted no later than Thursday, April 8, at 12 noon and will be reviewed beginning Monday, April 5.

Spring 2021 Request for On-Campus Housing

Exception: <https://forms.office.com/r/RPChVfbBRS>

Dining Services

The last meal served in the Centennial Dining Room will be brunch on Sunday, April 11.

Student Employment

Similar to last March, all students with on-campus work-study positions (whether federal work-study or campus “trust” positions) that are unable to do their work remotely will continue to be paid their average weekly salary through the last day of classes, May 3.

Academic Resources

Please use the links below to address any issues you may have in your transition to remote learning.

- [Student "Remote-Ready" Checklist and Resources](#): Checklist for transitioning to learning remotely.
- **Freel Library:** Services including loaner laptops and digital scanning for reserved readings. (<https://library.mcla.edu/librarytogo>)
- **TechHelp:** [How to access Teams](#), [how to sign into Teams with your A#](#), and more. (<https://techhelp.mcla.edu/>)
- [HelpDesk](#): Call, email, or chat!

Support Services

Counseling Services and Health Services will continue to support students remotely. Counseling Services may be reached at 413- 662-5331 and Health Services may be reached at 413-662-5421.

Other Needs

Please reach out to us directly if you have unanswered questions or need resources we have not addressed.

We know that this pivot to remote is disruptive and a disappointment for many. Please know that this decision was made in the interest of the health and safety of our students and the community. Thank you again for the resilience and dedication you have shown in these difficult circumstances.

Best,
Cathy

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