

North Central College Residence Hall Guidelines

RESIDENCE LIFE PROCEDURES

Move In Procedures

- **Move In Date And Time**
 - New Students will begin move in on Tuesday, August 18 – Wednesday, August 19
 - Returning students will begin move in on August 21st and end August 23rd
 - Residents who can't make their assigned time must email the Office of Residence Life by August 7th to be assigned a new move in time
 - New and returning residents are assigned a specific move in date with a 3 hour time frame
 - Move in times
 - 8:00 am – 11:00 am
 - 12:00 pm – 3:00 pm
 - 4:00 pm – 7:00 pm
- **Move In Guidelines**
 - During a student's assigned move in time, students will unload their belongings at designated locations according to their residence hall
 - Students are limited to one vehicle on move in day, and may not use large moving trucks.
 - Students who arrive prior to their move in time will be directed to a designated parking lot until their move in time
 - At check-in, residents will receive their room key, student ID, and welcome bag. In order to receive your student ID, you will need another form of photo ID (e.g. driver's license, state ID, or passport).
 - If not previously completed, residents will be required to electronically sign the [2020-2021 Room and Board Agreement](#) prior to being issued their room key.
 - Students are encouraged to pack light and use boxes smaller than 5 sq. feet to assist with ease of unloading.
 - Students are responsible for bringing their items to their room
 - Residents are asked to move their belongings by themselves, if possible, to allow for social distancing
 - If a student requires assistance, only one guest per resident will be allowed to enter the residence hall
 - Guests should only assist with moving items that the student cannot move by themselves
 - Guests are restricted from the residence hall outside the 3-hour move time.
 - Guests must always be escorted
 - Students are required to follow all building specific guidelines including one-way directional hallways, stairs, and exits
 - All students and guests are required to use face covering and maintain physical distancing during the move in process

- All students and guests are strongly encouraged to wash or sanitize their hands or wear gloves during the move in process
- Exterior and hallway doors will be held open to reduce the need to grab handles and high touch areas
- Students should avoid using elevators when possible
- ***Elevator capacity is limited to no more than two people***
- Moving carts (red carts) will be available at designated buildings (e.g. Ward, Patterson, New Hall, Res Rec, Schneller)
 - To check out a cart, students must provide an ID other than their student ID
 - Students are asked to limit their use of red carts to 30 minutes or less
 - Students will clean red carts before and after use, with supplies provided by an RA or AHD
 - Red carts will only be available during move in and check out periods

Move Out Procedures

● Fall Check Out Guidelines

- Students will sign up for a check out time during the last week of the semester
- At the time of check out, each student will complete an express check out form that is available from an RA or AHD in their building. Student will deposit the completed express check out form in the designated box in their building
 - ***Failure to turn in an express checkout form will be considered an improper checkout.***
- Students are required to follow all building specific guidelines including one-way directional hallways, stairs, and exits
- All students and guests are required to use face covering and maintain physical distancing during the move-out process
- All students and guests are strongly encouraged to wash or sanitize their hands or wear gloves during the move out process
- Students should avoid using elevators when possible
 - Elevator capacity is limited to no more than two people
- Residents are asked to move their belongings by themselves to allow for social distancing
 - If a student requires assistance, only one guest per resident will be allowed to enter the residence hall
 - Guests should only assist with moving items that the student cannot move by themselves
 - Guests are restricted from the residence hall outside the 3-hour move time.
 - Guests must always be escorted
- Moving carts (red carts) will be available at designated buildings (e.g. Ward, Patterson, New Hall, Res Rec, Schneller)
 - To check out a cart, students must provide an ID other than their student ID
 - Students are asked to limit their use of red cars to 30 minutes or less
 - Students will clean red carts before returning, with supplies provided by an RA or AHD in their building

● Break Periods

- Residence Halls will remain open during Winter and Spring break
- ***Students must submit a formal request to remain in the residence halls over a break period.***
 - Students who cannot or should not go home, those who have NC sponsored responsibilities, and those who have extenuating circumstances or are otherwise

interested in limiting their travel or exposure will be considered. The Office of Residence Life reserves the right to deny a student's request based on student conduct or concerns for student or community safety

- Residence Life will collaborate with Campus Safety to develop a staff coverage strategy to maintain standards of safety and security during these break periods
 - **Health and Safety Checks**
 - Residence Life will coordinate a visual Health and Safety check, having Resident Assistants view the room from the open door
 - Residents are required to keep their rooms clean and free of any policy/fire safety violations
 - **Maintenance Requests**
 - Students with facility concerns should contact their RA or AHD and provide written and photo or video documentation of the concern
 - Failure to contact an RA or AHD and provide required documentation may result in delayed response and or damage charges
 - RAs and AHDs will only respond in person to assess a facility concern within a student's room in situations where resident documentation is insufficient or in situations where health and safety concerns or significant damage is possible
-

FACILITY CHANGES

Public Areas and Equipment for Use:

- **Building Entry/Exits**
 - Where social distancing cannot be maintained, entry and exit points will be designated
 - New entry/exit point designations will be identified by signage with an additional notation regarding evacuation direction in the event of an emergency
- **Hallways**
 - Signage on education of social/physical distancing will be placed throughout hallways to remind students, faculty and staff to maintain a 6' distance away from one another while traveling through hallways
 - Directional floor signage will be put in place, if a need arises.
- **Stairwells**
 - When feasible, stairwells will be designated as “up” or “down” only
 - Signage will be placed on stairwell doors to identify the designation with an additional notation regarding evacuation direction in the event of an emergency
- **Elevators**
 - Dependent on the building, elevator capacities will range from 1-2 person maximums
- **Drinking Fountains & Bottle Filling Stations**
 - Continue use of bottle filling stations
 - Signage specific to water filling station regarding safe use
- **Shared Kitchens/Kitchenettes**
 - Shared kitchens and kitchenettes will be temporarily closed in all residence halls, due to the inability to monitor and maintain use and cleanliness
 - Designated kitchens will be available upon request by students, and can be reserved for specific times by contacting an Area Hall Director (AHD)

- Students given approval to use community kitchens are responsible for cleaning the facilities before and after use
- No items may be stored in the community kitchen, including food items in the refrigerators
- **Lounges**
 - Residence hall lounges, which allow for appropriate physical distancing, will remain open with limitations to seating/occupancy
 - Students must follow building specific guidelines posted outside lounges
 - Students are required to wear face coverings and maintain physical distancing
 - Students may not move lounge furniture in a fashion that would impede physical distancing. (e.g. placing furniture closer than six feet apart)
 - The College will monitor the use of lounges and change guidelines or close lounges as needed
- **Laundry**
 - Students must follow building specific guidelines posted outside laundry rooms
 - Students are encouraged to use a mobile application to monitor when their laundry is done and whose machines are open.
 - CSCPay Mobile- Coinless Laundry System
 - *Students should not touch others' laundry, even if the cycle has finished*
 - Students should contact a Resident Assistant (RA) of the RA on duty of the building, if laundry is unattended for more than 2 hours
- **Bathroom—Communal**
 - Students must follow posted guidelines outside each bathroom
 - All residents must wear a proper face covering when entering communal bathrooms
 - Exceptions include activities where PPE is not possible (i.e. brushing teeth, showering, etc.)
 - Bathroom capacity is limited to the total number of shower and toilet stalls in the bathroom
 - Students are expected to continue to maintain physical distancing from others in the bathroom. If physical distancing is not possible because of current occupants, even if the bathroom capacity has not been reached, students should wait or visit another bathroom
- **Computer Labs**
 - Students must follow building specific guidelines posted outside computer labs
 - Guidelines may include limiting the number of students in labs and cleaning devices before and after use.
 - Cleaning products are available from Resident Assistants (RAs) and Area Hall Directors (AHDs) within each hall
 - Residents must wear face coverings and maintain physical distancing
- **Facility Issues**
 - Students with facility concerns should contact an RA or AHD and provide written and photo or video documentation of the concern
 - Failure to contact an RA or AHD and provide required documentation may result in delayed response and or damage charges

RESIDENCE HALL CLEANING & DISINFECTING PROTOCOL

Residence hall cleaning takes place daily and is scheduled between 7 AM and 3 PM, Monday through Sunday (schedules differ per building). Resident students are responsible for cleaning their individual rooms; however, common areas such as building lounges, hallways, community bathrooms, as well as other shared spaces of the building, will be cleaned daily per the campus COVID-19 Cleaning and Disinfection Protocol.

Please note that cleaning needs for Positive/Presumed COVID-19 instances may affect schedules for routine cleaning, and some non-essential routine cleaning tasks may be suspended to allow for enhanced cleaning and disinfection of frequently touched surfaces and high-traffic areas.

- **Routine Cleaning**
 - **Entrances, Lobby Areas & Hallways**
 - Daily: spot clean walls, vacuum, dust/wet mop hard surfaces, dust furniture/fixtures, spot clean floors as needed, clean drinking fountains, spot clean walls/fixtures
 - **Restrooms**
 - Daily: sweep, mop with disinfectant, replenish paper products/soap, clean/sanitize toilets, urinals, walls, doors, stall partitions, fixtures/dispensers, shower areas (where applicable); clean mirrors, sinks, countertops
 - **Break Areas & Lounges**
 - Daily: dust/wet mop, vacuum, dust, clean/sanitize countertops, cabinets, tables and chairs, spot clean walls, switches, doors
 - **Stairwells**
 - Daily: spot clean for debris, sweep/mop stairs and landings, dust/clean/sanitize handrails
 - **Trash/Recycling**
 - Daily: collect from classrooms, labs, hallways, restrooms, common areas
- **Enhanced Routine Cleaning (Mitigate Spread Of Covid-19):**
 - High touch surfaces disinfected daily (in areas listed above)
 - High touch surfaces include: tables, doorknobs, light switches, countertops, handles, desks, toilets, faucets, sinks, etc. ([CDC](#))
- **Supplemental Cleaning Supplies, Equipment And Recommended Practices**
 - Supplemental cleaning supplies will be deployed to various areas on campus as additional means for space users to help mitigate risk and reduce the spread of COVID-19.
 - Wall mounted hand sanitizer dispensers (outside of classrooms, strategically placed in common areas, residence halls, high-traffic areas)
 - Spray bottles and paper towels will be provided in each community bathroom
 - Hands free door openers to be installed in restrooms, where possible

POLICY AND PROCEDURE CHANGES

General Student Expectations

Students are expected to follow all regulations, policies, and procedures related to the COVID-19 pandemic established by the College as well as federal, state, and local agencies. ***Instances of students not complying with the following expectations will be handled with a communal responsibility and educational approach.*** If a student repeatedly violates established policies and procedures related to the COVID-19 pandemic including, but not limited to, social gatherings, physical distancing, face covering,

and hand washing, or it is determined that a violation is severe, a student may be held accountable through the student conduct process.

Resident Policies

- **Community Expectations for Residents**

- Residents are required to comply with all College policies related to personal and community protection, including but not limited to hand washing, face covering, physical distancing, and social gatherings
- Students are encouraged to regularly clean and disinfect frequently touched surfaces within their rooms
- Recommended cleaning products can be found on the CDC website <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
- Students are encouraged to purchase hand sanitizer for use when they cannot wash their hands

- **Guest Policy**

- Guests not affiliated with North Central College are not permitted within residence halls without prior approval
- Residents are required to receive approval to host a non-affiliated guest from their Area Hall Director.
- Non-affiliated guests also require written approval from all roommates or suitemates.
- Only approved non-affiliated guests may visit residence halls, including individual rooms and public areas within the residence hall
- Residents may host North Central College community members as guests in lounges or public spaces within residence halls, while maintaining physical distancing
- All over-night guests between the hours of 12:00 am and 8:00 am, are prohibited.
- Residents are permitted to host 1 guest in their room or suite. The total number of guests may not exceed the number of residents assigned to the room or suite. Suites with 5 or more residents may not have more than 10 people in the suite at one time
- Guests must be escorted at all times
- Guests violating the guest policy will be asked to leave and escorted out of the building
- If a student repeatedly violates the guest policy or it is determined that a violation is severe, a student may be held accountable through the student conduct process