Dear Students:

Thank you for your continued patience as we all navigate the changes that the COVID-19 pandemic has brought to each of our lives. We would like to provide information regarding retrieving your remaining items from campus. There are several steps that need to be taken before you can return to campus. Please read the following very carefully.

Schedule Your Visit

All students will be able to return to campus to retrieve their belongings beginning Wednesday, May 20, and ending Friday, June 19 to include the weekends.

So that we can effectively manage traffic and social distancing, students in the following locations will move out based on the following schedule:

- Spencer & Hilltop - (9–11 am)
- Woodson & McClung - (11 am–1 pm)
- Memorial & Kable - (1–3 pm)
- King & Tullidge - (3–5 pm)

Students in these residence halls must use the move out [SignUp Form](#) to schedule their return date and time.

Residents of all other buildings will need to schedule a time (between 9 am–5 pm on any day) directly with campus safety by emailing safety@marybaldwin.edu at least 72 hours in advance. In the email, you must include your MBU ID, contact number, building name, room number, and date/time of arrival, and the names of up to 2 additional people that will assist with your move. You should not use the sign-up form. Communicate directly with campus safety.

Health and Safety Measures

There are several precautions that are being taken to ensure the health and safety of staff, students, and visitors while returning to campus. The housekeeping staff will increase the cleaning of residence halls with an emphasis on sanitizing door handles on rooms and exits/entrances. We have limited the number of students that will be in the buildings at the same time to promote social distancing. We encourage all visitors to practice social distancing while in the building and wear face masks. Additionally, we ask that you bring no more than 2 additional people to accompany you for moving assistance.
COVID-19 - REQUIREMENTS FOR RETURNING TO CAMPUS

The following requirements must be fulfilled before returning to campus. This includes the student and the 2 additional people that will be assisting with the move:

1. Keep a 14 DAY TEMPERATURE LOG:

   Please note: We understand that you may not be able to fulfill the 14-day requirement before your scheduled date of return. Please record your temperature for all days leading up to 48 hours before your scheduled date of return.

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INSTRUCTIONS

BEFORE YOU TAKE YOUR TEMPERATURE:

- Wait 30 minutes after eating, drinking, or exercising.
- Wait at least 6 hours after taking medicines that can lower your temperature, like:
  - Acetaminophen (also called paracetamol)
  - Ibuprofen
  - Aspirin

USING AN ORAL THERMOMETER:

   Please note: An oral temperature is the most accurate method to assess your own temperature.

1. Turn the thermometer on by pressing the button near the screen.
2. Hold the tip of the thermometer under your tongue until it beeps. Do not bite the thermometer.
3. Read your temperature on the screen.
4. Record your temperature in the 14-Day Temperature Log, noting the current date and time the temperature was taken.
5. Clean your thermometer with soap and water and dry it well.
2. **WATCH THE FOLLOWING VIDEOS REGARDING HAND WASHING:**

   - What you need to know about handwashing.
   - Fight Germs. Wash Your Hands!

3. **READ AND SIGN THE FOLLOWING ATTESTATION 48 hours before** your scheduled return to campus.

   - MBU COVID-19 Attestation Form

   *Based on the information in this form, you will receive a confirmation email 24-48 hours before your scheduled move out date regarding your clearance to return. You will not be able to access the building unless cleared.*

   **Returning Keys and Library Materials**

   If you previously turned in your residence hall keys, report directly to the building you reside in. You must present your MBU ID card for verification purposes to the Campus Safety Officer or MBU Representative at the building. The Officer/Representative will assist you in gaining entrance into the building and your room.

   If you still have your residence hall keys, you will follow the same procedure of presenting your MBU ID to the officer/representative at the building. You will turn your keys over and sign the necessary key return paperwork with the officer/representative at the building before departing campus.

   If you have Grafton Library or ILL materials to return, please be sure to bring them to campus with you. We will have a designated box in each dorm for easy drop-off. You can also put them in the library drop box, located to the right of Grafton's front doors.

   **Questions**

   As always, if you have any questions or concerns please email reslife@marybaldwin.edu.

   Thank you again. Stay healthy and safe,

   The Office of Residence Life & Housing