

## **Move-Out Logistics & Social Distancing Protocols**

April 24, 2020

1. Each student will be assigned a move-out date and window of time by the Residence Life staff. Assigned dates and times will be communicated to students and parents via email at least two weeks in advance.
2. The student and one parent/guardian will be permitted in the residence hall to pack and remove personal items during the assigned move-out time.
3. Immunocompromised students will be scheduled to move out first and with added social distancing measures.
4. IMSA will provide gloves to all students, parents and staff during move out. Masks will be provided to staff members. When possible, students and parents should bring and wear their own masks. A limited number of masks will be available for students and parents. Boxes, tape, disinfecting wipes and hand sanitizer will be available in each residence hall.
5. Prior to the student's arrival, the door to the student's room will be unlocked and propped open. Wing and exterior doors will also be propped open during move out timeframes to minimize contact.
  - a. Note: IMSA is currently in possession of all keys and fobs, as they were turned into staff prior to spring break.
6. A Resident Counselor will be in the hall commons during each check-out time frame to greet and confirm student arrival. The student will be given their room condition card that must be signed by the student and initialed by the parent upon leaving.
7. A cart or dolly will be provided to each family during the move-out process. Residence Life staff will sanitize each cart or dolly between uses.
8. Completed room condition cards will be signed by the student, initialed by the parent/guardian and turned in prior to leaving the Academy. Pens used for signature will be disinfected between each use. Staff will complete room inspections at a later date.

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9. Checkout will be modified to expedite the move out process. Students will not be required to return room furniture to standard room arrangement or to clean. Anything left in the room will be discarded.
10. Signs will be posted in each hall common area regarding social distancing and limiting the use of elevators to second floor residents only.
11. Security officers will direct students/parents where to park and provide instructions on which doors to enter and exit to maintain social distancing.
12. Facilities staff members will be on site to disinfect and sanitize daily.
13. Staff will check the temperature of each student and parent/guardian when they arrive on campus. Anyone with symptoms or a temperature of 100.0 or higher will not be permitted to enter the residence hall.
14. Items that need to be returned to IMSA, including textbooks, laptop computers, and athletic uniforms, will be placed in a box provided by IMSA and labeled with the student's name. The student will be responsible for dropping the labeled box off in the main gym.
15. Any student unable to move out during their assigned time will be managed on a case-by-case basis.
  - a. Students, with parent approval, may designate a proxy to pick up their belongings.
  - b. If a student (or proxy) is unable to remove their personal items from campus during the scheduled move out days, IMSA staff will pack the student's personal items in boxes and store on campus until the student can retrieve the items.