



May 25, 2020

**Dear Residents,**

You have waited patiently to move out of your residence halls, and the time is here! Thank you to everyone who has signed up to move out or communicated to us alternative plans for retrieving your belongings. The designated move-out period is May 26—June 9.

Please note that **after today at 5pm you will not be allowed to sign up** for move-out timeslots.

Therefore:

- **If you have signed up** for a timeslot, please take the time to double-check your sign-up. *Those who did not sign up in the correct building or floor have been deleted.* You will have to sign up again with the correct information.
- **If you have not signed up** yet, please do so today by 5pm. After that time, contact [housing@mitchell.edu](mailto:housing@mitchell.edu) to make arrangements.
- You may double-check or sign up for a timeslot at [Mitchell Move Out](#).

**If are uncomfortable or unable to come to campus to move out during the designated move-out period of May 26-June 9, please make alternative arrangements at [housing@mitchell.edu](mailto:housing@mitchell.edu) at your earliest convenience. We have coordinated with [Dorm Room Movers](#) as another option if you are not able to come to campus.**

As we begin the move-out process tomorrow, it is essential the following guidelines and expectations must be followed. **Please read this email in its entirety to ensure you fully understand the expectations for move out.**

Before you come:

- **Bring your key and ID** with you when you come to campus. Your rooms are locked and you will not be able to get into your room without it.
- If you **don't have your key**, contact [housing](#) prior to coming to campus. We will leave a key with Campus Safety for you to get into your room when you check in.
- **Come prepared** with protective equipment. We are **requiring you and your moving assistant to wear masks and strongly recommend gloves.**
- **Bring bins, suitcases, boxes, or any other needed packing materials.**
- Remember, **bring only one person with you** to assist in packing your belongings.

Once you are on campus:

- Prior to going to your residence hall, **check in with Campus Safety at the guard booth** on Montauk Avenue.
- **Return borrowed Mitchell College technology or library materials to the Red Barn before proceeding to your residence hall.** Library and IT staff will be receiving them there. While there are no overdue fines being assigned for these items at this time, students will be billed

for replacement of unreturned items after the move-out period has ended.

- **You must stick to your allotted time slot** as housekeeping will clean buildings throughout the move out. Residence hall public restrooms and high-touch common areas will be cleaned and sanitized during the midday break and at the end of day. Please do your best to move out in the two-hour allotted time slot.
- **Practice social distancing** of at least six feet between people. **No congregating** will be allowed on campus; students are not allowed in campus buildings other than their residence hall and the Red Barn.
- **Clean out your MicroFridge if you rented one.** We will take care of getting the rented MicroFridges picked up.
- There will be dumpsters available in locations near the residence halls. **Please place all of your trash in the dumpsters.**
- Once all your personal belongings have been removed, **place your room key in the envelope taped to your door and leave the envelope inside your room.**
- If you have **questions/concerns while you are here** during move out, please contact either Campus Safety at 860-941-9316 or Residence Life Staff at 860-449-2657.

After Move Out:

- **Please log in to [eRezLife](#) and complete your Room Condition Report.** If you do not complete this form within one week of your move-out date, **we will assume you are agreeing with our assessment of the room condition.**
- Residence Life staff members will be more lenient than normal regarding room inspections after move out, however, **damage charges may still be applied.**

***Please be considerate of both our campus community and the New London community by being as efficient and as safe as possible during your time on campus and in the New London area. If you or your moving assistant have COVID-19 symptoms or a current COVID-19 diagnosis or have been exposed to someone COVID-19 positive, please refrain from coming to campus at this time.***

The health and safety of our students and community comes first and is our number one priority as we navigate this process. As such, if you are NOT comfortable coming to campus because of a specific health and safety concern, please contact Housing & Residence Life at [housing@mitchell.edu](mailto:housing@mitchell.edu), and we can discuss alternative arrangements.

Feel free to contact the Office of Residence Life at [housing@mitchell.edu](mailto:housing@mitchell.edu) with questions or concerns. The entire Residence Life Team thanks you for your patience and cooperation!

Stay safe and healthy,  
**Katrina Feyerherm, M.S.**  
Director of Residence Life

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