July 25, 2020

Dear Students and Families of Mitchell College and Thames at Mitchell,

It’s hard to believe that one week from now will mark my first month here at Mitchell, bringing me that much closer to welcoming you, the Mariner family, to the start of the fall semester!

I hope you found last week’s communication helpful in knowing what to expect when the semester begins. This week, I will be giving you updates and information on housing, dining, testing and the ways we will keep ourselves and each other healthy on campus.

Be sure to visit the Adjusting Our Sails page for updates, and if you don’t find what you’re looking for, please send your question(s) to communications@mitchell.edu. We will try to get you answers as soon as we can. Please note that as our guidance and guidelines from the Centers for Disease Control (CDC), the State of Connecticut, and local health authorities follow the ever-changing situation with COVID-19, all plans and dates are subject to change.

Pre-Arrival Testing and Daily Health Monitoring
We are requesting that both resident and commuter students self-quarantine for two weeks prior to their first day on campus. In addition to self-quarantine, all students are required to provide a negative COVID-19 test result. For students coming from a state on the Connecticut travel advisory list, current guidance recommends that the test be taken within 72 hours prior to their first day on campus; for all other students the test should be taken within five (5) days prior to their first day on campus. If test results are unavailable when a student arrives on campus, the student will remain in self-quarantine until they receive the results. Watch for more information about testing, as guidance may change. Please note that commuters’ first day is considered the first day on campus for in-person classes, after the initial two weeks online.

We are all in this together, and faculty and staff will follow the same self-quarantine and testing protocol as students.

All students, faculty and staff who will be on campus will be required to self-report their temperature and symptoms daily, using a health tracker application. This information will be used to monitor the collective health of the campus and identify any potential outbreaks of COVID-19. More information about the daily health tracker is coming soon.

Move-In Schedule:
• Resident Assistants – Monday, August 24
Move-In Procedure:
- Select your move-in day and time using the following links to SignUp Genius:
  - Resident Assistants
  - Thames at Mitchell & Thames Hybrids
  - New Students (Freshmen & Transfers)
  - Sophomores
  - Juniors & Seniors
- Each student will be allowed one 90-minute time slot. **Important:** Please use your Mitchell email address when signing up. Select the correct building and floor, or your time slot will be deleted and you will be asked to sign up again. To verify your building and room number, please check your housing assignment in eRezLife prior to selecting a time slot.
- Time slots will be available from 8am to 7:30pm (8am to Noon for Resident Assistants), with a midday break for the housekeeping staff to deep clean the residence halls.
- Each student may bring one helper to help them move in. We ask students to select a helper from the same household, whenever possible, and for the helper to also self-quarantine for two weeks prior to helping with move in.
- The move-in schedule allows for two students per time slot on each floor, and roommates may choose to select the same time slot to move in together.
- Think carefully about what to bring and pack lightly. This will assist you with an easier and quicker move in and also allows for more effective cleaning. As a reminder, after Thanksgiving break, Session II will take place remotely, with all students at home.

On Move-In Day:
- Check in at Henry Hall to receive your welcome packet and room key. If you are a new student, you will receive your student ID.
- When on campus, all safe-campus protocols must be followed, including:
  - Wearing a face covering (after move in has taken place, you will not be required to wear a face covering in your room)
  - Using proper hand hygiene – wash hands or use hand sanitizer frequently
  - Using proper cough/sneeze etiquette (e.g., cough and sneeze in your elbow – even when wearing a face covering)
  - Using physical distancing (minimum six feet)
  - Following traffic flow indicators and signage directions for the health and safety of others
- When moving into your residence hall, please note one stairway is for going upstairs and one stairway is for going downstairs. Please follow this protocol.
- During move in and their helper will be allowed to use the elevator together. After move in only one person is allowed in the elevator at a time.

First Two Weeks – Quarantine on Campus
For the first two weeks on campus, resident students will be asked to quarantine. During this time, residents are strongly encouraged to limit their indoor social interactions with only those in their “family unit” (see definition
while wearing a face covering and adhering to social distancing. A variety of both virtual and safe activities and opportunities to socialize, meet new friends and build community will be offered.

All meals – breakfast, lunch and dinner – will be delivered to residence halls daily during the first two weeks on campus. Residents will submit their meal choice to Dining Services via an app. Watch your email in the next few weeks for more information about the meal selection process.

Residents are encouraged to visit Mitchell Beach, walk in Mitchell Woods, visit with friends from other residence halls outside on campus (wearing face covering and social distancing), and get some ice cream from Michael’s Dairy. We ask you to remain on campus during this two-week quarantine if at all possible. Students will be allowed to order food or items through Instacart, Grubhub, DoorDash or other delivery services during the two-week quarantine period.

For everyone’s safety, guests of students are not allowed on campus and students are not allowed to go home during the two-week quarantine.

**Living with Others in Your Room, Suite or On-Campus Apartment**
Whether you are living in a double, triple, suite or on-campus apartment, the roommates/suitemates with whom you live will be viewed as a “family unit.” Floors in some designated residence halls will also be divided into a group of rooms or “pods,” denoted by color. Pods are considered a “family unit.”

**“Family Units” by Residence Hall:**
- Mariner Hall: Your suitemates
- Montauk: by the first floor as one family unit, and by apartment for the second and third floors
- Simpson, Saunders, Matteson & Waterfront: assigned pod on your floor

**Guidelines for Family Units:**
- Socialize freely when in your room, pod, suite or on-campus apartment. However, we recommend face coverings and social distance whenever possible.
- If a member of your “family unit” tests positive for COVID-19, the other(s) in your room, pod, suite or on-campus apartment are required to quarantine in place, while the positive person will be relocated to the designated isolation residence hall.
- It is important to keep your areas clean and sanitized for the collective health and safety of everyone in your “family unit.”

**Isolation Space**
If students become infected with the virus, East Winds and the Gardner Annex (house) have been designated as an isolation space.

Students who were assigned to live in East Winds have been reassigned and should contact housing@mitchell.edu with any questions or concerns in regards to their re-assignment.

**Bathrooms**
**Communal Bathrooms**
Students will be assigned to a designated shower, sink, toilet/urinal to use in Simpson, Saunders, Matteson and all Waterfront residences.

**Shared bathrooms**
Mariner suites and Montauk Apartment bathrooms will be viewed as “family unit” bathrooms. Students are responsible for keeping bathrooms clean and sanitized. Mitchell will provide students with directions and appropriate cleaning supplies.
Cleaning protocols for both communal and shared bathrooms:
- Use the disinfectant wipes placed near sinks, shower stalls and toilets.
- Wipe/spray the basin of the tub/shower and faucet handles following use.
- Wipe/spray sink basin/faucet handles and soap dispensers following use.
- Close toilet lids before flushing, if lid is present.
- Wash hands every time you use the bathroom.
- Minimize time in all shared bathrooms.
- Leave cell phone in room when using bathroom.
- Use hairdryers in room, NOT in bathroom.
- Residents are expected to store personal hygiene items in their rooms.
- All bathrooms in the residence halls will have the following:
  - Paper towel dispensers
  - Hands-free garbage bins

Kitchens
Students in Montauk Apartments and Fair Haven will be responsible for cleaning their own kitchens and will be provided with the appropriate cleaning materials. The kitchenettes with microwaves in the other residence halls will be stocked with cleaning materials, and students are required to disinfect before and after use.

Stairwell Etiquette:
- One set of staircases will be designated as UP and the other as DOWN.
- If another resident is not following this protocol, yield to the person going down, and wait until the person going down has passed and then go up.
- If you touch the hand railing, make sure to wash your hands or use hand sanitizer.

Elevator Etiquette:
- One resident is allowed in the elevator at a time.
- If a resident sees someone in an elevator, they will be expected to wait until the next one to provide space between themselves and the other resident.
- While waiting for the elevator, residents are expected to wait six feet apart.

Laundry Recommendations:
- Clean bed sheets, towels and clothes regularly.
- One resident uses the laundry facilities at a time.
- Shake dirty laundry in room, not in the laundry area.
- Use the warmest setting for water and dry completely as both help to kill viruses.
- Fold clothes once you return to the room.
- Wash your hands or sanitize them after leaving the laundry room.
- Wash or disinfect your laundry bag/hamper as well.
- Consider storing laundry in a disposable bag.

Dining Services Operations:
Although the delivery of meals in the dining hall has changed to adapt to the pandemic, the same excellent food choices will be offered.

Dining Services has made the following accommodations, which will be in place for students after the initial two-week quarantine on campus:
- The cafeteria traffic flow in Milner Dining Hall will be one lane in and one lane out – signage will be posted.
- Students will self-swipe their dining card.
- Seating has been rearranged to both inside and outside the dining area to maintain social distance.
Disposable plates, cups and utensils will be used.
“Grab and go” meals will be offered.
Pre-ordering of meals with timed pick-up will be utilized.

Visitors and Guests:
- Students will be prohibited from visiting other residence halls or allowing students from other residence halls in their building.
- Guests and non-residents are not allowed on campus during the two-week quarantine.
- After the two-week quarantine, students can follow the steps below for permission to have visitors on campus:
  - Fill out a visitor request form in RoomPact.
  - Once the request is approved by your Residence Hall Director, guests can visit in common areas only.
  - Social distancing and wearing face coverings is required.
  - Guests will not be allowed in the residence halls or rooms.
- Residents living within the same residence hall are permitted to visit one another after the two-week quarantine. During the two-week quarantine students should limit interactions to their “family unit” as much as possible.
- Commuter students are not allowed to enter residential buildings, rooms or suites.

We are committed to ensuring the health and well-being of students and will keep you updated with developments or changes in guidance. We will be providing you with information on additional topics, including the academic and support services delivery model and campus life. If you think you missed any previous communications, you can access them at the bottom of the Adjusting Our Sails page on our website. Also stay tuned for information about future Zoom sessions to address any additional questions you may have.

Enjoy these beautiful days of summer and continue to take care of yourself, others and your community. I look forward to seeing you soon!

Tracy Y. Espy, Ph.D.
President

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