

MESSAGE 1: April 20, 2020

SUBJECT LINE: Residence Hall Move Out Information & Process

Dear Resident,

We hope that you and your family are staying healthy & safe during these challenging and unprecedented times. We appreciate your patience as we have worked to outline a safe, efficient, and orderly process to close the residence halls as your spring semester comes to a close. This email outlines that process and what actions are required of you as a part of it. **This is a long email, but we ask that you take the time to read the whole thing, carefully, and reach out if you have questions.**

In order to move-out and check-out, **you must sign up for a specific time slot.** Move outs will be from **Wednesday, April 29, 2020 through Sunday, May 3, 2020** for all cadets who do not need to return to campus for face-to-face instruction. We are limiting the number of residents per time slot to minimize the number of cadets on campus at any one time.

Before selecting & confirming your move-out time slot, please review the following requirements:

1. You are allowed to bring **one** (and only one) individual with you to campus to assist with move-out. Due to social distancing guidelines, only one person will be allowed in a room at a time. Your **one** guest should move things outside of the room to a vehicle or a dumpster. Please follow CDC recommendations and do not bring anyone with a compromised immune system to campus.
2. If you have a roommate, please coordinate in advance as **both roommates are not allowed to select the same time slot.**
3. All windows and doors must be opened during moving process and all individuals must maintain 6 feet social distance.
4. **You must bring your own carts/boxes/moving supplies.** There will be a limited number of carts available; we will provide no boxes/moving supplies.
5. **Face coverings are required!** Please bring your own Personal Protective Equipment (face coverings/gloves, etc.) as supplies are limited. We have a small supply that will be available for those who do not have any.
6. You must **take all personal items** from the room. In addition, remove all trash & perishable items. Any personal items left will be confiscated & donated when found.
7. You will be required to abide by the **two-hour arrival and move-out window.** This period includes your arrival to campus, gathering your belongings, disposing of trash, returning your keys, and leaving campus. There will be no time socializing and/or hanging out. You are not permitted to be on campus outside of your move-out window.

Please click on this link to select your move-out time. If you cannot make it to any of time slots listed, please indicate your reasons via the signup link.

We appreciate your understanding and patience as Cal Maritime does its best to provide a smooth move-out process. If you have additional questions or need additional information, please email housing@csum.edu.