

This message is to provide you with information about resident student move-out and the opportunity to test for COVID-19 prior to leaving campus.

Greetings!

Resident student move-out for the fall semester will take place by appointment between the hours of 9:00 am and 7:00 pm from Wednesday, 11/18 through Tuesday, 11/24. Students are expected to fully move out of their on-campus rooms. This includes removing all belongings and fully cleaning bedrooms and common areas. Prior to leaving campus, students must also turn in their keys to avoid being billed for a lock change. (NOTE: **If you plan to move-out before Wednesday, 11/18**, please send an e-mail to rps@mcla.edu with the date and time you will be leaving. We will respond to your e-mail with the location at which you should return your keys.)

An appointment process will be used to assure social distancing guidelines are followed.

Toward that end:

- Move-in time slots are limited to two hours.
- Each student is limited to one helper. It must be the same helper for the full duration of the two-hour appointment.

In order to maximize your safety and the safety of others:

- You and your helper must wear a mask at all times.
- You and your helper must practice social distancing (at least 6 feet apart from others) at all times.
- There is a two-person limit in BT and HH elevators.
- Staff instructions must be followed throughout the move-out process.
- You and your helper are encouraged to use hand sanitizer, gloves and disinfectant wipes, as needed.

Other important reminders:

- Save the appointment receipt that you receive when you book your move-out appointment. You will need it if you have to make a change to your appointment.
- If you need to change the appointment you make, please be sure to cancel your original appointment so someone else can use it.
- If you have not already, please take a moment to read [VP Holbrook's e-mail from October 21st](#). This e-mail details the process for requesting on-campus exception housing from Wednesday, 11/24 through Thursday, 12/17

Go to the appropriate link below to schedule your move-out appointment:

Berkshire Towers Residents:

If you live in A Tower, [schedule an appointment here](#).

If you live in B Tower, [schedule an appointment here](#).

Hoosac Hall Residents:

If you live in Hoosac Hall, [schedule an appointment here](#).

Flagg Townhouse Residents:

If you live in T01 - T36, [schedule an appointment here](#).

If you live in T37 - T64, [schedule an appointment here](#).

If you live in T65 - T91, [schedule an appointment here](#).

COVID Testing Opportunity

We have been carefully following the latest COVID-19 developments related to travel advisories and transmission and positivity rates across Massachusetts and the Northeast. While we have been highly successful at mitigating the spread of COVID-19 across campus, we know that a number of you have expressed concerns about making sure you are not at risk to spread the virus upon your return home.

We are making testing available to any resident who wants to take a test before leaving campus. We recommend that you test 36-24 hours before you move out so you will have results when you leave. Testing will be available from Monday, November 16 through Friday, November 20, and on Monday, November 23. Testing appointments will be based on your move-out appointment. Information will follow the week of November 9.

Thank you for reading this e-mail carefully. If you have questions about the fall move-out process or anything else related to your departure, please do not hesitate to email rps@mcla.edu or call 413-662-5249.

Last, we will send you an e-mail regarding spring semester housing assignments in early December. Please keep an eye on your MCLA e-mail account for this important communique.

Safe travels home!

- Dianne

Dianne Manning
Director - RPS