

**March 22, 2020**

**This message is for students living in residence halls on the Bottineau campus:**

In response to questions about retrieving books, education materials and other belongings from DCB residence halls, this message is being sent to explain the process to be followed for doing this. Please keep in mind that **social distancing and limiting personal contact and the touching of surfaces are critical at this time**, especially with COVID-19 cases still on the increase. We believe the procedures for retrieving items from the residence halls are essential to minimize the possible spread of the COVID-19 virus.

In order to limit the volume of people and time spent in the residence halls, the highest priority is providing access to students needing to pick up **books and other educational materials**. Due to current health and safety concerns, at this time we are not able to accommodate requests for students to completely vacate their rooms. We will notify students when we have identified a date that is safe for students and their families to enter the residence halls and remove all of their belongings. We have been advised that allowing large numbers of students to vacate their rooms at the same time defeats the purpose of social distancing and limiting the spread of germs.

Please be aware that the campus has implemented a health and safety screening protocol for anyone entering buildings on the Bottineau campus beginning on Monday, March 23<sup>rd</sup>. Students wishing to retrieve books and other study materials must also go through the screening. With this in mind, the process for gaining access to residence hall rooms by students who wish to pick up their books, education materials and a limited number of personal items is as follows:

- *Access hours – 10 AM to 5 PM, Monday through Friday, March 23-27*
- *Students must first stop at the screening table in the main entrance of Thatcher Hall*
- *The Campus Health Center will ask a short series of screening questions to determine if it is safe for students to enter their residence hall*
- *If a student completes the screening successfully, she/he must bring a copy of the screening form with them to the residence hall as proof they can enter. Students will then be escorted by a hall director or RA to their rooms, with no stops along the way. Once they have picked up their belongings, they must leave the building. For security purposes, a log will be kept of the student's name, room number, when they arrived, when they left and who escorted them.*
- *For students who do not meet the screening requirements, DCB Residence Hall staff will work with them to gather the needed materials from their rooms and deliver them to a location on campus where the student can retrieve his or her items.*

Thank you for your understanding and cooperation as we work through these unprecedented times. We are doing our best to accommodate a successful completion of the semester while balancing the very real health and safety issues facing the state, country and world.

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