Thanks for registering for your move out time. Below are detailed instructions for how the process will work once you arrive on campus. We will also post this information on our website for quick reference.

PPE and sanitizing
You and your helpers are required to wear a protective face covering. Disposable or cloth are fine, but they must cover your mouth and nose completely. Please bring your own hand sanitizer and cleaning wipes for personal use. We will have sanitizing wipes and spray available to clean carts and public surfaces. During and after your move, please wipe any areas you have touched such as door knobs/handles, hand carts, elevator buttons, hand railing, etc.

Time slots
Please arrive to campus at your assigned move in time, not before. If you arrive early, you will need to remain in your car and will not be able to park in the unloading zone until your 8am or 12pm assigned time. You are registered for a four hour slot; either 8am-12pm or 12pm-4pm CT. Extensions will not be granted.

Helpers
You are permitted up to two helpers to complete your move. If you will not be able to attend your move out time and you have individuals as your delegate, you must notify Residential Life in writing at reslife@loyno.edu with their first and last names. Please copy (cc) them on the email sent to Residential Life.

Parking and unloading
When you arrive to campus for your scheduled time, please proceed to the Freret Street Parking Garage. Someone will direct you to a reserved parking space in which you can park for the duration of your four hour time slot. We ask that you only use this space as we are trying to maintain all proper social distance measures to ensure you have a safe and comfortable move out. You may then proceed through open areas next to the stairwell doors to avoid any unnecessary contact with doors. Staff will be available to direct you.
If you are moving out of the Broadway campus, please proceed to the Pine street lot and you will be directed to appropriate parking areas.

Checking in
Proceed to the covered driveway between Carrollton and Buddig Halls to check in for your slot. You and your helper(s) are required to sign in before proceeding to your room. For the Broadway Campus, please check in on the front porch of Cabra Hall following the same procedures as above. Remember only two helpers per resident are permitted.

Moving carts
We will have moving carts available on both campuses at limited capacity. It is highly encouraged to bring your own to minimize sharing and need to sanitize. Residential Life staff will sanitize the moving carts in between use.

Elevators and lobby areas
All lobby areas and front entrances will be marked with six foot markers to ensure social distancing when waiting for the elevator or stairs. Please follow these guidelines as they are required. Do not
crowd lobbies. Limit elevator capacity to three people and only those you are traveling with. Do not share elevators with other students/families. Before beginning to load the elevator we ask that you stage your belongings outside of the elevator before beginning to load and ride down. We hope this will prevent the number of elevator trips needed to complete your move. Take stairs if available to you and avoid touching hand railings.

**Accessing your room**
Your building and your room will be unlocked when you arrive on campus. Once checking in, you may proceed to your res hall and room.

**Packing your room**
Please pack up your room and dispose of all trash to dumpsters located outside the residence halls. You do not need to clean your room. Simply move your stuff and all trash out. Do not leave ANY items behind.

**Packages**
If you have any packages left in the res life package room, they will be delivered to your room prior to your arrival so that you can bring them with you.

**Storage**
If you are contracted with USS for storage, your boxes are available at the check in table.

**Support**
While staff presence will be limited on campus, we will have many support mechanisms in place so that we can virtually assist you if a staff person is not easily found prior to move out day or as you are in the process of moving. You may text us at 504-384-7711 between 8am and 4pm on any move out day and receive assistance. Leading up to move in day, you can email us at reslife@loyno.edu, text us at 504-383-7711, or call us at 504-865-2445 for a response during business hours.

Thank you for your cooperation in this process. We know this is a sacrifice for you to return to campus and we appreciate you helping in the task of closing out the school year and preparing for the fall.

Sincerely,

Amy Boyle
Director of Residential Life