

March 26, 2020

Dear Residents,

I am emailing to update you on our current COVID-19 planning, as it relates to returning to campus to collect your belongings from the residence halls.

In accordance with guidelines from the White House and the CDC and based on state and regional travel restrictions and “shelter-in-place” orders, we do not anticipate opening the campus for students to retrieve their belongings prior to **Friday, May 1, 2020**. This decision was made with consideration not only for your health and well-being, but also for the well-being of your families and members of our faculty and staff. We ask that you respect this requirement and plan accordingly. Additional communications about the process for returning to campus to collect your belongings will be provided in the weeks ahead by the Office of Residence Life.

For those students unable to return to Rindge to retrieve their belongings, please be in touch with Residence Life so we can discuss what options might be available. As best as we can, we are attempting to think of ways to reduce the burden that these circumstances may cause.

Students who received an exemption and are currently on campus are being asked to return home as soon as it is safe for them to do so, except in the most limited of extenuating circumstances.

Residence Life will continue to coordinate requests and approvals for those of you who need to collect certain items through the following process:

Process for Retrieving Items

1. Complete the [Request to Retrieve Belongings Form](#). This form needs to be submitted at least 24 hours before your requested date of retrieval.
2. All card access and exterior door locks have been changed, so you will require assistance to access your residential area. If you are approved to return, you will receive additional instructions on how to access your room.
3. If granted permission to return to campus, you must check in at Residential Life (ground floor of New Hampshire Hall) upon your arrival on campus.
4. You will be given access to your space from a Residential Life staff member.
5. You will have 15-20 minutes to retrieve essential items (laptops, books, medication, electronics, clothes, etc.).
6. Please make sure you adhere to the CDC preventative health measures while visiting campus:
 - a. Cover coughs and sneezes with a tissue. If you don't have a tissue, cough and sneeze into the inside of your elbow, not your hands.
 - b. Wash hands often with soap and water. If soap and water are not readily available, use a hand sanitizer.
 - c. If you are feeling sick, stay home.

7. All questions regarding the Retrieving Items Request Form should be directed to housing@franklinpierce.edu or call 603-899-4176.

Please know that we are doing our very best to sustain the safe operation of University business and your academic programming. Should national and/or regional circumstances improve considerably and faster than projected, the May 1 date may change but it is simply too early to tell.

In times such as these, it is often inconvenient and difficult at best. Please continue to reach out to my office with any questions or concerns. I apologize for any inconveniences this decision may cause you or your family, but again, the highest priority in making this decision was the health and wellbeing of members of our Raven community.

Be Well Ravens.

Andrew R. Pollom, Ed.D.
Dean of Student Affairs
Franklin Pierce University