

Office of Residence Life

Spring 2021 Move-In Instructions

To decrease the possible transmission of the COVID-19 virus during our move-in process for the protection of our students and/or guests, all McKendree University students will be required to schedule a check-in appointment to get tested for COVID-19 before they can move in to their residential space.

Students who become ill with symptoms of COVID-19, or are exposed to someone with COVID-19 shortly before they plan to arrive, should delay their travel, contact their health care provider for evaluation, and not come to campus until they have completed their quarantine and are no longer contagious. **For professors to be informed of absence, the student must also inform the Office of Health Services.** Documentation of COVID-19 test results is required and should be emailed or faxed and must include all of the following:

1. results of the test
2. date the test was administered
3. name and address of the lab
4. verification that a nasopharyngeal PCR or antigen test for SARS-CoV-2 was performed

Documentation missing from any of the above information will not qualify and professors will not be notified. Please submit documentation to Health Services:

- via email to lmauten@mckendree.edu
- by fax to (618) 537-6955

In some circumstances and depending on the limited availability of isolation housing, students traveling more than 250 miles who are tested upon arrival and who test positive will be assigned to a campus location to isolate. Those within a 250-mile radius will be asked to return to their permanent residence/home until they have completed their quarantine and are no longer contagious. We **strongly advise** students who are traveling more than 250 miles or traveling by air or other public transportation to be tested before arriving on campus.

Commuter Students

To attend class, commuters and students living in other non-McKendree housing must present documentation of their negative test result to Jennifer Pickerell in Career Services, who will process them for the Office of Health Services. The test should be completed after Jan. 13 but before returning to in-person classes.

Commuter students have a couple of options for testing:

1. Schedule a time to have a test performed with the Office of Health Services. Tests costs around \$35. You can schedule a time via Patient Fusion:
<https://www.patientfusion.com/external/appointment/7a26ae65-4e70-48e1-9ac0-d396ec0cace1?origin=doctor>
2. Get a free test at St. Clair Square Mall at 134 St. Clair Square, Fairview Heights. It is open 7 days a week from 8:00 am to 4:00 pm, while supplies last, so go in the morning if possible. For more information, visit the St. Clair County Health Department webpage: <https://www.co.st-clair.il.us/webdocuments/departments/health/nonpost/covidtesting.pdf>
3. Contact your health care provider or schedule a test at a local pharmacy.

After meeting these requirements, commuters should submit documentation of their COVID-19 test results to Jennifer Pickerell:

- via email to jkpickerell@mckendree.edu
- by fax to (618) 537-6538
- by dropping off negative result documentation in Clark Hall 104

Early Arrivals

Early arrivals are residential students who have received permission to be on campus early. Any student who attempts to move in early without permission will be asked to leave and will be documented with the Office of Student Conduct.

Early Arrival athletes can check in and receive a COVID-19 test during the following dates and times:

Team	Date	Start Time
Basketball – Men’s	Sun., Dec. 27, 2020	1:30 pm
Swimming – Men’s	Sun., Dec. 27, 2020	2:00 pm
Swimming – Women’s	Sun., Dec. 27, 2020	2:30 pm
Wrestling – Men’s	Sun., Dec. 27, 2020	3:00 pm
Wrestling – Women’s	Sun., Dec. 27, 2020	3:30 pm
Basketball – Women’s	Mon., Dec. 28, 2020	10:00 am
Late arrivals from 12/27 will need to get tested Monday morning with Women’s Basketball		
Hockey – D1 Men’s	Mon., Jan. 4, 2021	9:00 am
Water Polo – Men’s	Mon., Jan. 4, 2021	9:30 am
Volleyball – Men’s	Sun., Jan. 10, 2020	3:00 pm
Hockey – Women’s	Wed., Jan. 13, 2021	3:00 pm

Athletes will come to Health Services at their allotted times for their COVID-19 test. They will get a mark/stamp on their hand when finished so that they can move-in/collect their keys from the Residence Life staff. If you have been positive within the 90 days of your check-in date, please still report to Health Services to at least get marked/stamped.

For all other approved early arrivals and students who have stayed for the entire winter break, please use the Patient Fusion portal to schedule your COVID-19 test with Health Services on January 11, 12, 13, or 14. When you log on to Patient Fusion, only five times will be viewed on the screen; scroll down to find later times. You can find the portal here: <https://www.patientfusion.com/external/appointment/7a26ae65-4e70-48e1-9ac0-d396ec0ace1?origin=doctor>

For those students who need to collect their keys, there are two locations where keys will be distributed by date:

- For athletes moving in on Sunday, Dec. 27, keys will be available in the building next door to Health Services (521 Stanton St./old Student Success House) between 1:00 pm and 5:00 pm. Once you have received your negative test, you can collect your keys.
- For all early arrival dates on and before Sunday, Jan. 3, keys will be distributed at the Baker Hall Office. Simply pull into the circle drive by Baker Hall, then call the RA on duty at (618) 537-4386.
- For all early arrival dates from Monday, Jan. 4 until Thursday, Jan. 14, 2021, check in at your residential area. Please call the RA on duty for your building/area when arriving and they will inform you where to meet them.

Residential Area	RA Duty Phone
Baker, Barnett, or Walton Halls	618-975-4388
Residence Hall East & West, The Suites, and Hunter St. Apts.	618-304-6366
McKendree West Apartments	618-975-4386

Before Move-In

A schedule and process that facilitates social distancing will be implemented for move-in this semester to keep the McKendree community safe and to limit the spread of COVID-19. The move-in timeline will be broken up into 90-minute time slots between 9:00 am and 6:30 pm from Friday, Jan. 15 through Monday, Jan. 18.

1. Any individual participating in move-in (students, parents, staff, etc.) are **highly encouraged** to wear a face mask and practice social distancing for at least two weeks before arrival on campus.
2. Students must schedule a 90-minute appointment slot for their move-in date and time.
 - a. Multiple move-in days (Friday, Jan. 15 through Monday, Jan. 18) and times (9:00 am to 6:30 pm) are available to account for the slower move-in process and provide students with a variety of options.
 - b. Appointment slots will be first-come, first-served.
 - c. Appointments can only be secured through the online forms available on the Residence Life website. If there is an issue or complication with your sign-up, please call the Office of Residence Life at (618) 537-6855 during normal business hours. Please remember that the Office of Residence Life is closed from Wednesday, Dec. 23 to Monday, Jan. 4.
 - d. Students should NOT sign up for an appointment with Health Services, just Residence Life. We will forward the scheduled check-ins to Health Services so they will be aware that you are coming there first.
 - e. Students can only sign-up using their McKendree University email address and must enter an access code to view the sign-up. The Access Code is: [Bogey21!](#)
3. The Sign-Up Genius
 - a. First, you will need to find on the grid the date and time you wish to sign up. Select “Sign up” in that row and then “Submit and Sign up” at the bottom of the page.
 - b. Enter your building and room or apartment number and make sure the “Quantity” says 1.

Sign me up for:

Available Slot	Date (mm/dd/yyyy - CST)	Room #	Quantity
Check In	Fri., 01/15/2021 8:00am - 9:00am	<input type="text"/>	1 ▾

- c. Students must indicate on the appointment form the total number of individuals needed to complete their move-in process. Move-in groups may include no more than three total individuals (e.g. one student and two helpers). If it is just you, put 1; if two parents are coming, put 3.

How many people will be present during your move-in appointment (including yourself)?
Please note that you may only bring up to 2 people to assist you with your move-in process.

Select ▾

- d. Put in your student ID – make sure to include the 0 but no initials (for example, 0321654).
4. Students are asked to not sign up for the same appointment date and time as an immediate neighbor. The Residence Life staff may review the appointment breakdown by area and reach out to students to move appointment dates/times to prevent this and to maximize social distancing. Roommates can move in during the same time slots.
5. If a student does not sign up for a move-in appointment, they will not receive their keys or be permitted to access their space.
6. Sign Up Links

Residential Area	# per Hour	URL
Baker Hall	3	https://www.signupgenius.com/go/70A084CADA628A2FB6-baker2
Barnett Hall	3	https://www.signupgenius.com/go/70A084CADA628A2FB6-barnett2

Hunter St. Apts.	1	https://www.signupgenius.com/go/70A084CADA628A2FB6-hunter2
McK West Apts.	15	https://www.signupgenius.com/go/70A084CADA628A2FB6-mckwest
Res Hall East	4	https://www.signupgenius.com/go/70A084CADA628A2FB6-residence4
Res Hall West	4	https://www.signupgenius.com/go/70A084CADA628A2FB6-residence5
The Suites	3	https://www.signupgenius.com/go/70A084CADA628A2FB6-thesuites2
Walton Hall	3	https://www.signupgenius.com/go/70A084CADA628A2FB6-walton2

Check-In with Health Services

- Once the student arrives, they will first report to the Office of Health Services, where they will get their COVID-19 test. Students will wait until their results are completed, approximately 20 minutes. Once completed, if the student receives a negative test they will report to their residential check-in area. Students will receive a mark/stamp from Health Services so they can verify their test results with the Residence Life staff at their move-in. Any student arriving at their move-in location without the mark/stamp will not be allowed to check in.
- Reminder:** In some circumstances and depending on the limited availability of isolation housing and medical resources, students traveling more than 250 miles who are tested upon arrival and who test positive, will be assigned to a campus location to isolate. Those within a 250-mile radius will be asked to return to their permanent residence/home until they have completed their quarantine and are no longer contagious. We **strongly advise** students who are traveling more than 250 miles or traveling by air or other public transportation to be tested before arriving on campus.

Move-In

- Only the student should come to the check-in and collect their keys. They must show their McKendree ID, or another photo ID, before being permitted to continue. Guests and/or parents will not be provided keys or any other materials.

Move-in Locations

Residential Area	Key Collection Location
Baker Hall	Baker Hall 120 (RD Office)
Barnett Hall	Barnett Hall 106 (RD Office)
Hunter St. Apartments	Res Hall East Lobby/Fire Place Lounge
McK West Apartments	McK West Clubhouse
Residence Hall East	Res Hall East Lobby/Fire Place Lounge
Residence Hall West	Res Hall East Lobby/Fire Place Lounge
The Suites	Res Hall East Lobby/Fire Place Lounge
Walton Hall	Walton Hall 157 (RD Office)

- Move-in Requirements:
 - Masks are required. Please see our face mask and social distancing policies starting on page 47 and 48 in the Student Handbook: https://www.mckendree.edu/policies/student_handbook.pdf
 - All students should strive to complete their move-in process within their hour appointment time slot.
 - Each student is allowed to have one or two move-in helpers, if necessary. All guests are required to leave the residential buildings once the one-hour appointment has commenced.
 - Congregating in lobbies and/or common areas will not be permitted.
- Once students have collected their keys and completed all necessary paperwork, they should proceed to their assigned room to unload their belongings and move into their residential space.
 - Students may enter and exit the residential area as needed to collect all items required for move-in but should practice social distancing in all circumstances.
 - When possible, clear paths in hallways, stairwells, and elevators to promote social distancing.

- c. Vehicles may be left in the unloading zones during the one-hour appointment but after this time, the vehicle should be relocated to a parking area to keep the unloading zones clear for others.
- d. Move-in volunteers from the university community will not be available during any part of the process.
- e. Students moving into a new housing location will need to complete their required room condition report once they have received their keys. Students must complete this form within three days or they will be charged a \$15 fee.

After Move-In

- 1. At the end of the student’s appointment slot, move-in helpers must depart campus.
- 2. Students are asked to promote social distancing and prevent the possible spread of COVID-19 by reducing traffic in hallways, stairwells, and elevators as much as possible until the move-in period ends on Jan. 18 at 6:30 pm.
- 3. Congregating in lobbies and/or common areas will not be permitted.
- 4. If you have any questions or concerns after moving in, please call the Office of Residence Life or the RA on duty outside of normal business hours.

Residential Area	RA Duty Phone
Baker, Barnett, or Walton Halls	618-975-4388
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