

**Subject:** Housing Procedures for Winter Break

**Date:** Monday, November 9, 2020 at 4:00:48 PM Eastern Standard Time

**From:** Els, Jason

**CC:** housing

# Housing Procedures for Winter Break

**On Campus Housing will close for Winter Break on Friday  
November 20, 2020 at 6:00pm.**

**Extended Class Schedule Week is Monday November 16 to Thursday November 19.**

**The last meal in the Dining Hall for the semester will be dinner on Friday November 20  
from 5:00-6:00pm.**

**Please Note:** Classes will continue to meet for End of Term Online Wrap Ups from Monday  
November 23 to Thursday December 3, 2020.

**All students in housing must turn in their room key prior to  
departing campus. Students can schedule a time to turn in keys  
to their RAs, RDs, and/or the Director of Housing.**

**Failure to turn in keys will result locks being changed and students will be held financially  
responsible.** Students will have their room key returned at the Spring 2021 Move In.

**Due to the current no-visitor policy in effect, students that require  
assistance with move out must provide the following information to  
[housing@unionky.edu](mailto:housing@unionky.edu) by Sunday November 8, 2020.**

- **Name of Student**
- **Student's Room Number**
- **Names of Guests** (students can bring up to 2 guests – family, friends, etc. – to help move out)
- **Date and Time of Leaving Campus**

Similar to Fall Move In, all guests must be screened when coming on campus. This must be done prior to entering any building on campus.

## **Students expecting to return for Spring 2021 are permitted to leave items in the room during the break.**

**All items in the room must be unplugged (except full-size refrigerators).** Items such as mini-fridges, microwaves, phone chargers, electric candles, air fresheners, and anything else that plugs into an outlet must be unplugged during the break.

**It is advised students do not leave perishable foods in their housing during the break, as they will spoil.** Foods such as fruit, dairy, and meat/fish/poultry products will spoil during the break, unless frozen.

## **Students not returning for Spring 2021 or students moving off campus for Spring 2021 must follow these procedures:**

1. **Schedule a time for check out.** Schedule a time to meet with your RA or RD for your room check out. Communicate via housing group on Teams.
2. **Vacate your room.** All personal items must be removed from your on-campus housing location. No personal items can be stored on campus during the winter break.
3. **Discard trash.** Any trash should be thrown away in the campus dumpsters.
4. **Check out & return your key.** The check out process is used to document the condition of your room at departure. Student must return key in person to the RA or RD. Additional financial charges may apply if you do not check out properly and/or do not return your key.

## **Students that require a late departure or need to stay for part or all of Winter Break must apply on MyUnion.**

**Direct Link:** [www.unionky.edu/res-break](http://www.unionky.edu/res-break)

**Reasons for staying can include:** Union employment, academic (internships, student teaching, & clinicals), athletic (approved by coach), financially unable to go home, unable to get transportation home, cannot go home due to being international, and having a late departure.

**Students staying for Winter Break (exception for official College reasons) will be charged \$11.00 per day to stay. Charges will be placed on a student's account.**

**The last meal in the Dining Hall for the semester will be dinner on Friday November 20.**

**All Dining Services (including the Dining Hall) will not be open during the Winter Break.**

## **Spring 2021 Move In is scheduled for Sunday January 17, 2021.**

Please check your email regularly during Winter Break for any updated information.  
Students on Athletic Teams may have different Move In dates.

For Spring 2021, students will be required to take a COVID-19 test within 72 hours of their scheduled move in time. Students can take a PCR Test (results 2-3 days) or a Rapid-PCR test only at Kentucky locations (same day). Rapid-PCR tests can be taken on the day prior to reporting to campus. Students must provide a negative result prior to being allowed on campus to move in, unless they have tested positive within 90 days.

Results and any other needed documentation must be sent to [covidresults@unionky.edu](mailto:covidresults@unionky.edu).

**We encourage you to be safe the last few weeks of this in-person semester to eliminate the risk of becoming ill (flu, strep, covid-19) and infecting your family and friends upon your return home.**

**If you have questions regarding Winter Break, contact [housing@unionky.edu](mailto:housing@unionky.edu).**

Jason Els

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**Summer Hours:** Monday to Friday 8:00am to 4:30pm