May 6, 2020

Dear Resident,

Housing & Residential Education has been working hard to plan a safe and successful move-out for our residents currently away from campus. Please take the time to review each section.

On Wednesday, April 29, Governor Ron DeSantis announced the “Safe. Smart. Step-by-Step.” Plan for Florida’s Recovery (Executive Order Number 20-112). This order lifts the “Stay at Home” Order (Executive Order number 20-91) in Florida on Monday, May 4, in all counties except Palm Beach, Broward and Miami-Dade counties. Therefore, USFSP Housing & Residential Education will begin to re-open the move-out sign up form to allow residents to begin returning to campus, in staggered phases, to move out their belongings.

Our philosophy surrounding our move-out plan is focused on an expedient move-out for our residents in the safest way possible. Our plan is based on guidelines from state and local leadership and the CDC, as well as campus layout and resident distribution. In order to accomplish a safe and balanced move-out schedule, we have established move-out timeslots based on building population and resident’s home address on file.

As noted above, Florida residents from Broward, Miami-Dade, and Palm Beach counties remain restricted from return to the residence halls, per guidance from the Governor’s Office. Residents from New York, New Jersey, Connecticut, and Louisiana are also restricted (Executive Order Number 20-82 and Executive Order Number 20-86). We will add appropriate dates and times for these residents to return to campus as additional information becomes available.

**MOVE-OUT DATES/TIMES**

Please see the table below to identify your move-out window based on your home address in OASIS and your assigned building on campus. Residents who are physically off campus must sign-up via the Housing Portal for a move-out time slot within your assigned dates before returning to campus. To maintain social distancing practices on campus, residents will be permitted in their building only during their selected date and time.
<table>
<thead>
<tr>
<th>GROUP</th>
<th>POPULATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1</td>
<td>FL Residents* (excluding Palm Beach, Broward and Miami-Dade counties)</td>
</tr>
<tr>
<td>Group 2</td>
<td>FL Residents* (excluding Palm Beach, Broward and Miami-Dade counties)</td>
</tr>
<tr>
<td>Group 3</td>
<td>Non-FL Residents (except residents from CT, LA, NJ, and NY)</td>
</tr>
<tr>
<td>Group 4</td>
<td>Florida residents with home addresses in Palm Beach, Broward and Miami-Dade counties. Residents with home addresses in Connecticut, Louisiana, New Jersey and New York</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>BUILDINGS</th>
<th>MOVE-OUT DATES</th>
<th>Housing Portal Open to Select Move Out Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>RHO</td>
<td>May 14 - 17</td>
<td>Portal opens May 7 at 10am Portal closes May 12 at 5pm</td>
</tr>
<tr>
<td>USC</td>
<td>May 21 - 24</td>
<td>Portal opens May 7 at 10am Portal closes May 12 at 5pm</td>
</tr>
<tr>
<td>RHO / USC</td>
<td>June 1 - June 5</td>
<td>Portal Opens May 18 at 10am Portal closes May 25 at 5pm</td>
</tr>
<tr>
<td>RHO / USC</td>
<td>To be determined. Likely after June 15.</td>
<td>To be determined</td>
</tr>
</tbody>
</table>

All students not physically residing on campus may ONLY return to campus during their confirmed move out date and time. Please continue to be as flexible as these dates are subject to change based on changing conditions.

MOVE-OUT PROCESS

Schedule Your Move-Out Time
- Login to the Housing Portal to select your move-out date and time. Please see the table above for your applicable move-out time slot and when you will have access to sign up.
- Select the ‘Check-Out Sign Up’ icon and follow the instructions to select a date and time to move out. Consider travel times and the availability of any assistance you will need before selecting a time.

Check-Out Policies & Reminders
- Card access authorization to the building will be granted to residents only during their approved move-out date and timeframe.
 Residents will have two hours to complete the express checkout.
 To minimize crowds, residents can bring no more than two people to assist with their move-out. No children or pets permitted. Only certified service animals are allowed.
 HRE expects residents and their assistants follow CDC guidelines, including bringing and wearing personal protective equipment (face masks/gloves), practicing social distancing and frequently washing their hands, when in the buildings.
 Residents are strongly encouraged to follow CDC social distancing guidelines when utilizing elevators. Limiting passengers is ideal. Use a covered hand or elbow to press the buttons.
 Moving Carts will not be available so please bring your own, if necessary.

Check-Out Instructions
Residents will complete an express check-out. The express check-out steps include:

1. When you arrive on campus for your scheduled move-out time, proceed directly to your building and room.
2. Remove all personal items from your room/apartment.
3. Remove all trash and properly dispose in dumpsters.
4. If you have a bike, you must take it with you or it will be disposed.
5. Leave the air conditioning on 75 degrees, turn off all lights, and keep your blinds closed when you leave.
6. Take a photo of your room to document its condition for your records.
7. Retrieve your express check-out envelope from the RHO RA office or the USC Information desk and fill out the required information on the envelope. Place your keys inside and drop your keys off at your designated drop box (RHO-RA office front desk & USC Information desk). To maintain social distancing, we ask that only the resident drop off their keys at the drop box while their assistants wait outside.

PARKING
Parking Instructions to Facilitate your Move-Out
- Parking will be available in the Parking Garage and 2nd St. S (near RHO).
- Please do not park in the unloading zones longer than 30 minutes.
- Parking Services is not enforcing the permit requirement on Level 1 of the garage. The 1hr visitor spaces will not be enforced also. In Lot 2/STG, the 1hr Visitor spaces will not be enforced for USC residents moving out.
- Please do not park in any "Disabled Parking" space unless displaying a proper state-issued Disabled Parking placard, hangtag, or license plate.
- Please do not park in Numbered, Reserved, or Labeled parking spaces.

MAIL
- Please pick up any remaining mail from your mailbox before leaving campus.
- Ensure all of your carriers have an updated address on file for you.
- Update your forwarding address in the OASIS and contact any pending deliveries with
your updated delivery address. This includes updating your default address in Amazon.

We appreciate your patience and understanding as we work to facilitate your move-out. Practicing social distancing and other CDC recommendations is essential for a safe move-out and we appreciate your cooperation with our protocol. Please e-mail us at housing@usfsp.edu with any questions.

Sincerely,
USFSP Housing & Residential Education