RESOURCES GUIDE
for ensuring a safe and healthy return to campus living
Ensuring a Healthy and Safe Return to Capital

In effort to ensure the safe return to University housing, a number of precautions have been put in place. This guide is intended to outline the actions being taken and to serve as a resource for students and families. Below are the pillars of our return plan. Each of which are outlined further in the document.

Fall 2020 Adjustments to Housing:

- Traditional residence halls will be occupied with decreased density.
- Neighborhood Housing (to include College Ave. Residence Hall) will remain at planned occupancy.
- Students who are not yet ready to return to campus living, can complete the Housing Release Request form located at: www.capital.edu/residence-life.
- Room rates will be adjusted to ensure that no students will be penalized through the reassignment process.
- A detailed cleaning and disinfection plan has been developed for both prior to student move-in and during the academic year.
  - Details of this plan can be found later in this document, and include a breakdown of products being used.
  - Residential policy will be adjusted to comply with CDC and other recommendations.
  - Move-in will be expanded to allow for proper safety measures to be implemented:
    - First-Year Move-in: Wednesday, August 19 and Thursday, August 20.
    - Returner Move-in: Saturday, August 22 and Sunday August 23.

As we continue to learn about COVID-19, and work with our partners on both a state and local level, we understand that there needs to be flexibility in our planning. For instance, it is possible that there could be a resurgence of COVID-19 this Fall or Winter that would necessitate an abrupt closure of residential facilities. As such, we are asking that students plan and pack accordingly. Talk with family about what your personal plan will be if a need to quickly vacate campus arises. If you are able, bring only items that you need when you move-in. We learned a lot of lessons from our closure in the Spring. We have used those lessons to create a detailed plan for this type of closure should it be necessary.

Please use this document as a resource both as you prepare for move-in, and once you arrive on campus. We will ensure that any updates are included promptly and the latest version is available on our website: www.capital.edu/residence-life. Lastly, there is detailed information for contacting our staff within the guide. If at any point you need to reach out, please do not hesitate to do so. Our team, both professional and student staff, will undergo extensive training leading to the start of the year, and have the most up-to-date information. We look forward to having you with us on campus this Fall.
Overview of the process:

In an effort to ensure the safety of residential students a number of precautions have been put in place in University housing facilities. Most notable of these adjustments, sleeping rooms in traditional residence halls will be converted to single occupancy, which unfortunately means that many students will not be able to occupy the space they selected during our housing selection process in April. First-year student housing assignments will also reflect this change and students will be placed in single rooms. A limited number of spaces in traditional residence halls has been reserved for roommates who wish remain together, or for students to elect to live with a roommate. Students choosing this option take on an assumption of risk. Students may request a double using the "Request a Double" form located at [https://capital.erezlife.com](https://capital.erezlife.com). Per the Student Handbook, the Office of Residential and Commuter Life reserves the right to change room assignments, assign roommates, and consolidate vacancies at any time. While this is something we typically try to avoid, the nature of our current circumstance has required us to think differently about how we occupy the halls. Beyond creating space in individual sleeping rooms for recommended physical distancing, we have taken into consideration the number of students in each hall, using each restroom facility, in laundry rooms, and numerous other factors.

Reassignment Notes:

*Please note the following items that will be taken into account when reassigning student housing:*

- At the time-being students assigned to the following locations will NOT be relocated: Capital Commons, CU Apartments, Sheridan and College Ave. Houses and Apartments, Trinity North Townhouses and Apartments, and College Ave. Residence Hall.
- Students assigned to the following locations may be relocated from their current housing assignment: Saylor-Ackermann Hall, Cotterman Hall, Lohman Complex, and Trinity Suites.
- Some space remains available at the Capital Commons. Groups of 4 (2 pairs of existing roommates) will be relocated to these spaces. Student preference will be considered when making these changes.
- Some space may exist in traditional halls for roommates to remain together, or for students to elect to live with a roommate. Student preference will be considered when making these changes. **Students choosing this option take on an assumption of risk. Students may request a double using the 'Request a Double' form located at [https://capital.erezlife.com](https://capital.erezlife.com).**
- Every effort will be made to keep you in the same hall proximity to your selected roommate.
- Every effort will be made to keep you in the same residence hall or similar style space.
- All students with approved housing accommodations through the Office of Disability Services will be accommodated to ensure their needs are met. Please note that these students could be relocated from their current housing placement.
- Students who choose to do so, can be released from their housing agreement to remain at their home address and continue their coursework online. Students who do not meet our existing eligibility requirements to do so will not be released to pursue private rental in the local community.
- Unfortunately, we aren't able to honor all student preferences in this housing reassignment process. If there are extenuating circumstances that require a student to be relocated from their updated housing placement, we will work through those on a case-by-case basis.
- Once assignments are finalized, a communication will be sent to students' Capital University email accounts.
Housing Quick Facts

Room Rates

Student housing rates have been altered slightly as to not penalize any student being relocated. Students in traditional halls will all be charged the double rate of their respective building. Neighborhood and suite style residents will be responsible for the posted rate of the housing they have selected.

- Schaaf Hall: $2,883
- Lohman Complex: $2,746
- Cotterman Hall: $2,855
- Saylor-Ackermann Hall: $2,719

All rates, including these above, can be found online at:
- [https://www.capital.edu/Room-and-Board-Rates/](https://www.capital.edu/Room-and-Board-Rates/)

Residency Policy/ Apply for Release

- Students who are not yet ready to return to campus living, can complete the Housing Release Request form located at: [https://capital.erezlife.com/](https://capital.erezlife.com/).
- This will allow students to continue their coursework remotely, from their home address.
- Please note, any exceptions to policy will only be made for FALL 2020, and will not include release from housing to seek local rental for those who do not meet our requirements for release.

Request a Double:

A limited number of spaces in traditional residence halls has been reserved for roommates who wish remain together, or for students to elect to live with a roommate. Students choosing this option take on an assumption of risk. Students may request a double using the "Request a Double" form located at [https://capital.erezlife.com/](https://capital.erezlife.com/).

Snapshot of Move-in:

- A move-in plan has been developed to maintain the celebration of move-in, while allowing for safe practices. Key components of the plan include:
  - Assigned move-in appointments using a drive-through check-in process
  - Limit on the number of guests that can come to campus, **no move-in help will be provided**
  - Personal protective equipment (PPE) will be provided to students and families at move-in, and additional hand washing/sanitizing stations will be available
  - A detailed explanation on move-in for first years and returners will be provided to students via email.
Cleaning & Custodial Services Overview:

The most essential piece of our reopen plan relies on thorough and consistent cleaning and disinfecting of residential spaces. The Office of Facilities Management is working closely with our new housekeeping provider, WFF Facilities Services, to finalize a comprehensive residential cleaning and disinfecting plan. Some of the major components include:

- Prior to move-in:
  - Traditional Halls: All resident rooms as well as bathroom/shower rooms will be cleaned and disinfected using Stari-Fab and fogger.
    - “Disinfected” door seal will be placed on all entrance doors with completion date.
    - Additional hand sanitizing stations will be installed.
  - Neighborhood and Suites:
    - All properties will be cleaned with Alpha HP and Microfiber cloth and disinfected using Stari-Fab disinfectant and fogger.
    - “Disinfected” door seal will be placed on all entrance doors with completion date.

- During academic year:
  - Traditional Halls:
    - Full clean with Alpha HP and Microfiber Cloth/disinfection with Virex of Residence Hall
    - Shared Restrooms and Common Areas : Cleaned and disinfected 2 times per day, Monday through Friday, and 1 time per day Saturday and Sunday.
  - Neighborhood and Suites:
    - Set of cleaning supplies will be provided for each property. Set will include: bottle of disinfectant, glass cleaner, and 2 cleaning rags.
    - Daily cleaning and disinfection after move-in will be the full responsibility of the students.
    - In case of suspected, or confirmed case, additional cleaning may be implemented.

- Overview of cleaning products being used:
  - Penetrex: 30-day application
  - Steri-fab: fogging application prior to move-in and special occasion
  - Wirex256: Daily disinfecting

Reporting Facilities/ Housekeeping issues:

- Residents are highly encouraged to report any facilities or housekeeping issues by submitting an online work order at www.capital.edu/fixit. When submitting orders, use account number: 924322674 and the password: password.
- Additionally, students can call Facilities in case of emergencies Monday–Friday, 8 a.m. – 5 p.m. at (614) 236-6211, and at night and on weekends at (614) 746-6068. Please connect Residential and Commuter Life staff if you have a concern with the completion of a work order or the resolution of a housekeeping issue.
Other Health & Safety precautions being taken:

- Residential policy will be adjusted to comply with CDC and other recommendations. For more information, see Residential Life Policy updates here: [www.capital.edu/residence-life](http://www.capital.edu/residence-life).
- Face coverings to be worn in common spaces within residence halls (face coverings to be provided by the University).
- Building access will be limited to central entry points.
- Signage has been placed throughout residential facilities on how to practice safe social distancing and other habits to ensure the health and well-being of the residential community.
- All common spaces have been assessed to ensure compliance with safe physical distancing. Capacity for these spaces has been set and posted. Students are asked not to move or rearrange furniture or fixtures in common spaces to ensure compliance with health and safety guidelines.
- A thorough assessment of bathroom facilities was conducted to ensure a lower ratio of students to fixtures to facilitate increased physical distancing.
Residential Life Staff

Professional Staff

Professional staff are available to assist you and answer any questions you may have while living on campus. Visit our main office in the Harry C. Moore’s Student Union, Suite 118, Monday through Friday 8:30 a.m. to 5:00 p.m. or connect with a staff individually using the contact information below.

Jon Geyer  
*Director of Residential & Commuter Life*

Office: Student Union Suite 118  
Email: jgeyer@capital.edu | Phone: (614) 236-6955  
Schedule a meeting with Jon: [www.calendly.com/jgeyer-1](http://www.calendly.com/jgeyer-1)

Brendan Downing, PhD  
*Associate Director of Residential & Commuter Life*

Office: Student Union, Suite 118  
Email: bdowning3@capital.edu | Phone: (614) 236-6583  
Schedule a meeting with Brendan: [www.calendly.com/drdowning](http://www.calendly.com/drdowning)

Mandy Lautzenheiser  
*Area Director for Lohman Complex & Saylor-Ackermann Hall*

Office: Lohman Lobby  
Email: mlautzenheiser2@capital.edu | Phone: (614) 236-7687  
Schedule a meeting with Mandy: [www.calendly.com/mlautzenheiser2](http://www.calendly.com/mlautzenheiser2)

Abby Righter  
*Area Director for The Neighborhood*

Office: Saylor-Ackermann Lobby  
Email: arighter4@capital.edu | Phone: (614) 236-6788  
Schedule a meeting with Abby: [www.calendly.com/arighter4](http://www.calendly.com/arighter4)

Rose Troyer  
*Area Director for Cotterman & Schaaf Halls*

Office: Schaaf Lobby  
Email: rtroyer4@capital.edu | Phone: (614) 236-7103  
Schedule a meeting with Rose: [www.calendly.com/rtroyer4](http://www.calendly.com/rtroyer4)
Residential Life Staff

Student Staff

In addition to our full-time professional staff members each residential area employs a staff of student paraprofessional staff members called Resident Assistants (RA). RA’s serve as a first-line resource for students living on campus providing residential education, conduct and crisis response, on-call assistance and lockouts, and community building through programmatic efforts and community engagement opportunities. Students can connect with their RA, or ResLife-on-call staff online, during staffed office ours, or by utilizing our 24/7/365 on-call phone numbers.

Connecting with your RA/Community

- Prior to your arrival on campus, your RA will reach out to you via email. This email will provide you with their contact information, as well as information on how to join community social networks, such as GroupMe, and information on accessing your halls Engage site (https://capital.campuslabs.com/engage/organization/residentiallife) where contact information and important updates will be posted and events will be advertised.

Staffed Office Hours:

- RA’s hold nightly office hours where they serve as a resource for residents. During these hours students can connect with staff at ResLife desk in the main Lobby of each traditional residence hall. Staffed desks are located in the main lobbies of Cotterman, Lohman, Schaaf, and Saylor-Ackermann and are open from 8:30–10:30 p.m. each night. Preceding and proceeding staffed hours RA’s engage in community rounds where they are encouraged to connect socially with their community and to report maintenance and housekeeping concerns, as well as potential conduct violations.

On-Call Assistance/Lockouts:

- Residential and Commuter Life is on-call 24-hours per day, 365 days per year*. Students may reach on-call staff should they need immediate assistance or are locked out by calling the following numbers (based on their residential location):

  - Cotterman Hall................................................................. (614) 236-7980
  - Lohman Complex............................................................ (614) 236-7900
  - Saylor-Ackermann Hall.................................................... (614) 236-6289
  - Schaaf Hall................................................................. (614) 236-7575
  - Neighborhood.................................................................... (614) 236-7213

- On-call numbers may change during breaks/campus closures due to reduced staffing. Any change to on-call phone numbers will be communicated via email as well as through signage on building entrances.
Residential Life Policy Updates

Community Gathering

- Students must wear a face covering when in community use spaces.
  - Community use spaces include, but are not limited to: Restrooms, laundry rooms, lounges, lobbies, and hallways.
- Students should maintain a distance of 6-feet when in community spaces.
- Students are required to follow posted signage in all community use residential spaces.
- Students are prohibited from moving furniture that is placed in community use spaces. All furniture has been placed to ensure proper physical distancing.

Restrooms

- Restroom use in traditional residence halls (Cotterman Hall, Lohman Complex, Saylor-Ackermann Hall, and Schaff Hall):
  - Efforts have been made to reduce the number of students per fixture in each traditional residence hall restroom. Additionally, WFF Facilities Services, our new custodial services provider, will be cleaning and disinfecting all traditional residence hall restrooms twice daily (seven days per week).

Guests

- Guests from outside campus will not be permitted in the residence halls or other campus housing facilities
- Guests from other residential facilities will not be permitted in student residences.
- Students may have guests from within their residence, if physical distancing is adhered to and there is compliance with the room occupancy policy.

Laundry

- Laundry room capacity is limited to ensure safe physical distancing. Signage will be posted at the entry to the space informing residents of the number of persons allowed in the laundry facility.
- After using a laundry machine, students are required to use the provided materials to wipe down all machine knobs, buttons and other touch points before vacating the laundry room.
- Students are required to follow all posted signage.
- Students should not leave personal items in the laundry room.
- Students are prohibited from removing other students' belongings from machines.

Student Room Upkeep

- Students will be responsible for the upkeep of their residential space. Periodic health and safety inspections will be performed by members of the University staff. Students should regularly:
  - Remove trash from residential space.
  - Wipe all hard surfaces with cleaner/disinfectant.
  - Do laundry to avoid unnecessary build up.
Residential Student Resources

Residential Life Social Media:

- Residential & Commuter Life maintains an active presence across major social media platforms. We encourage students to follow our accounts, @capreslife, for important updates, reminders, and invitations.
  - Facebook: https://www.facebook.com/CapResLife/
  - Twitter: https://twitter.com/CapResLife/
  - Instagram: https://www.instagram.com/CapResLife/

University News & Updates:

- Capital University Coronavirus updates:
  - www.capital.edu/coronavirus
- Capital University Social Media Channels:
  - Facebook: https://www.facebook.com/CapitalU
  - Twitter: https://twitter.com/Capital_U
  - Instagram: https://www.instagram.com/CapitalU/

Campus Health & Wellness Resources:

- Capital University Center for Health & Wellness (CHW):
  - The Capital University Center for Health & Wellness offers a variety resources to students to physical and mental health care. For more on services or to schedule a telehealth appointment, contact CHW at: 614-236-6114

Other Residential Student Resources:

- Franklin County Public Health:
  - For updates and information on COVID19 in the local area, please refer to the Franklin County Department of Health website at: https://covid-19.myfcph.org/
- The Center for Disease Control (CDC):
  - For national updates and information on COVID19, please refer to the CDC website at: https://www.cdc.gov/coronavirus/2019-ncov/index.html
Frequently Asked Questions

Housing Assignments and Roommates

- **When is Move-in?**
  - First-Year students will move-in Wednesday, August 19 and Thursday, August 20.
  - Returning Students will move-in Saturday, August 22 and Sunday, August 23.
  - Additional information about the move-in process will be available later in July. In order to ensure the safety of our community, you should expect that move-in will look different than it has in past years.

- **Will I still be able to move into the space I selected during Housing Selection?**
  - Residents living in Neighborhood housing and College Avenue Residence Hall will remain in the spaces that were selected during the Housing Selection process. To ensure the safety of our community, students living in traditional residence halls and the Trinity Suites may be reassigned. Students will be housed in private (single) rooms, with an opportunity to request a double (see below). This will require us to relocate most students from the spaces selected during Housing Selection. Please review the Housing Reassignment Process outlined on pages 5-6 for further details.

- **Will I have the same roommates?**
  - In Neighborhood housing and College Avenue Residence Hall, yes! Students in traditional halls will be reassigned to private (single) bedrooms. Students may request to live with a roommate using the “Request a Double” form located at https://capital.erezlifecom.

- **Will I have a choice in where I am reassigned?**
  - While we would love to be able to honor requests, given the nature of the situation, and the timeframe we are working from, students will not have a say in where they are reassigned. We will do our best to honor students current housing placement during reassignment. Please review the Housing Reassignment Process outlined on pages 5-6 for further details.

- **If I am reassigned for the Fall, will I be able to move into my selected housing in the Spring semester?**
  - Unfortunately, No. The space that students occupy for Fall will be their housing assignment for the duration of the Academic Year.

- **Will my housing accommodation still be met? What about my current placement?**
  - Yes. If you have an active housing assignment on file with the Office of Disability Services, that will absolutely be honored. It is possible, however, that your placement could change.

- **If I don’t return, will my housing deposit be refunded?**
  - Housing deposits will be credited to student accounts. Those with a positive balance could request a refund through Student Accounts. Please check the Capital Student Accounts page for assistance: https://www.capital.edu/student-accounts/

- **What will the cost of my room be?**
  - 2020-2021 Room rates will be adjusted slightly. Neighborhood housing and College Avenue Residence Hall will be billed at the published rate. Housing in traditional residence halls will all be billed at the buildings DOUBLE rate. Room rates can be found here: https://www.capital.edu/room-and-board-rates/

- **If I leave campus, will my meal plan be refunded?**
  - If residential facilities close, housing and meals will be refunded at a prorated amount.
Frequently Asked Questions

Health and Safety

- What precautions will be put in place to ensure my safety in addition to lowering the density in the traditional residence halls?
  - *Increase cleaning and sanitation plan to be implemented*
    - Prior to move-in:
      - **Traditional Halls:** All resident rooms as well as bathroom/shower rooms will be cleaned and disinfected using Stari-Fab and fogger. "Disinfected" door seal will be placed on all entrance doors with completion date. Additional hand sanitizing stations will be installed.
      - **Neighborhood and Suites:** All properties will be cleaned with Alpha HP and Microfiber cloth and disinfected using Stari-Fab disinfectant and fogger. "Disinfected" door seal will be placed an all entrance doors with completion date
    - During academic year:
      - **Traditional Halls:** Full clean with Alpha HP and Microfiber Cloth/disinfection with Virex of Residence Hall
      - **Shared Restrooms and Common Areas:** 2 times per day - 7 days per week.
      - **Neighborhood and Suites:** Set of cleaning supplies will be provided for each property. Set will include: bottle of disinfectant, glass cleaner, and 2 cleaning rags. Daily cleaning and disinfection after move-in will be the full responsibility of the students. In case of suspected, or confirmed case, additional planning will be implemented.
  - *Residential policy will be adjusted to comply with CDC and other recommendations*
    - Face coverings to be worn in common spaces within residence halls (face coverings to be provided by the University)
    - In common spaces, physical distancing and compliance with posted signage will be required.
    - Guest policy will be revised to limit non-residents of a building from entering.
    - Building access will be limited to central entry points.

- I don’t feel safe returning, can I choose not to return? Even if I’m outside commuting range?
  - Yes, if you plan to remain at your home address and complete coursework online. Students will not be released from the University residency requirements to seek private rental in the Bexley community. It should be noted that this change to policy is only applicable for the Fall 2020 semester, and will be reevaluated beyond that.

- If I return to campus housing, but later feel safer at home, can I move out of housing without penalty?
  - Yes. Students who return to campus and later determine that they would feel more comfortable at home may check out of their residence hall. A prorated refund will be provided for housing and meal costs, but students would be assessed a $300 Housing Cancellation Fee.

- Whom can I speak with if I feel stressed or overwhelmed?
  - The Center for Health and Wellness remains open and is available for telecounseling appointments. If you would like more information about the measures being taken to ensure your safety in campus housing, please contact the Office of Residential and Commuter Life. We can connect you with a representative from our Facilities team.

- Will I be notified if there are any confirmed cases on campus?
  - While we may not be able to share much information, to protect the member of our community who has been diagnosed, appropriate updates will be provided. Students are encouraged to pay special attention to regular University communications around COVID-19.
Frequently Asked Questions

Health and Safety (continued)

- What if I test positive for COVID-19?
  - You should make the Center for Health and Wellness aware so that proper care can be provided. The CHW will work with appropriate departments to ensure your safety and wellbeing, and that of the campus community.

- What additional housekeeping services will be provided?
  - Will housekeeping now be provided on the weekends? A second full clean of all restrooms and common areas has been added to the daily schedule. In addition, common touch points will be disinfected on an on-going basis. Cleaning will occur seven days a week. Students in the traditional halls will also have access to cleaning supplies and those in houses, apartments and suites will be provided a cleaning and disinfection kit at the start of the academic year.

- Will Capital be providing PPE for me/my space?
  - Capital will provide each student, faculty and staff member with two washable cloth masks. Cleaning supplies for personal spaces will be available in the traditional residence halls, and provided to each of the houses, apartments and suites.

Move-in

- Will move-in look the same as it always has?
  - Unfortunately, no. There will be a number of necessary changes to ensure the safety and well-being of students and staff. A detailed process will be outlined and communicated to students well in advance of their move-in date.
  - The following are likely scenarios for move-in:
    - Students will be assigned a specific move-in window.
    - There will not be assistance provided for the move-in process.
    - The number of friends and family permitted to assist with move-in will be limited.

- Will Capital be providing PPE for me to move-in?
  - Capital will provide each student, faculty and staff member with two washable cloth masks. Cleaning supplies for personal spaces will be available in the traditional residence halls, and provided to each of the houses, apartments and suites. Additional hand washing stations will also be placed outside of each residential facility.

- What if I need to reschedule my move-in time?
  - Students will be able to request an updated move-in time through the Reschedule my Check-in form at https://capital.erezlife.com.

- Will early arrivals be permitted?
  - While we will work with some groups that have a need to arrive early, outside of emergency situations or extremely extenuating circumstances we will not be able to accommodate individual requests for early arrivals.

- How do I request to arrive early?
  - Requests can be made for early arrival at https://capital.erezlife.com

- Will there still be help to move-in?
  - There will not be assistance provided for move-in.
Other Questions:

- What if there is a COVID19 resurgence in the Fall?
  - In the case there is a resurgence, it is possible that the University will be required to close residential facilities as it did in the Spring. A detailed process has already been created and is ready for implementation should a need arise.
  - Please note: The University is committed to providing housing consistency for students who consider Capital University to be their primary residence due to housing insecurity, distance, or other extenuating circumstances.
  - Students with a demonstrated need to remain on campus after the determined date of an early university closure. MUST request to do so online at https://capital.erezlife.com through the “I Need to Stay” form.

- If you have any questions that were not answered by this guide, please reach out to Residential Life via email at: residencelife@capital.edu or by phone Monday through Friday, 8:30 a.m. to 5:00 p.m. at (614) 236-6811.
live connected.
Residential & Commuter Life