

March 16, 2020

Grand View Residents,

With the recent announcement from Grand View University to finish Spring Term in “social distancing mode,” with on-line instruction continuing through the end of the semester, we **strongly recommend** to check out of your residential space at your earliest convenience to lower the risk of health concerns, both to yourself and others. Residence Life will use the Express Checkout Process to maximize the effectiveness and efficiency of leaving campus.

Campus housing, however, will remain an option as we recognize that, for some, campus housing is considered a primary residence and full- or part-time employment in the local area is essential. Therefore, we will not require students to leave campus housing, but we **strongly encourage** checking out of your residential space at your earliest convenience to minimize potential spreading of the virus.

HOW TO COMPLETE A CHECKOUT THIS SEMESTER

- 1) Completely remove all belongings from your room
- 2) Clean your bedroom and any common spaces in your room
- 3) Take a picture to document the condition of your room for your records
- 4) Drop off your key to one of the following locations
 - a. Student Life Office: M-F, 8:15am - 4:30pm
 - b. Key Drop Box, Student Center Welcome Desk: All evening and weekend hours (contact Campus Security if unable to access Student Center)
- 5) Once you drop off your key, your ID access will be deactivated for your room and residence hall

In order to help Residence Life staff make checkout preparations, please complete this [form](#) today.

For those who must stay, food service options will continue with appropriate modifications. At this time, residents planning to live on campus during the summer are encouraged to return home but not to check out of their residential space.

If you have questions, please contact Adam Demers with Residence Life by email, ademers@grandview.edu, or by phone at 515-263-2885.

We appreciate your cooperation and acknowledge this is a difficult situation for everyone.