

# DePaul Housing Move-In Guide Lincoln Park

August/September 2020





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# Note to Students

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This guide is for on-campus residents from COVID-19 surging states, which means you chose one of the following move-in dates for your mandatory quarantine:

**August 26 – Quarantine for 14 consecutive days in your designated space on the Lincoln Park campus.**

**September 2 – Quarantine for 7 consecutive days in your designated space on the Lincoln Park campus, providing you completed 7 consecutive days of quarantine in your hometown before arriving at DePaul. Your first 7 days of quarantine must be documented to show adherence to the City of Chicago Emergency Travel Order. Details about providing this certification will be provided to you via email.**

During your quarantine at DePaul, we will deliver meals and urgent mail to your room, provide access to WiFi and Philo TV streaming, etc. Students must stay in their rooms and not interact in-person with anyone else, including other students, for any reason except for urgent medical care and COVID testing during the quarantine period.

# Section 1

## Welcome to Lincoln Park Campus Housing

Greetings!

The Department of Housing and Student Centers, as well as the Department of Residential Education are welcoming on-campus residents for the 2020-2021 academic year. With our combined years of experience at DePaul University, our departments never expected a pandemic to occur much less significantly impact our student population. Asking you to quarantine for 14 days is a task that comes with numerous challenges, but it is absolutely necessary to protect your health and safety.

This guide will not only prepare you for your move on campus, but it will focus on resources to assist you through the mandatory quarantine required by the City of Chicago Emergency Travel Order. Moreover, we will continue to update our website with information related to your return to campus and COVID-19.

If you have questions, please email us at **housing@depaul.edu** or utilize our chat feature available on the Housing website: **go.depaul.edu/housing**.

Thank you!

**Department of Housing and Student Centers**  
**housing@depaul.edu**  
**(773) 325-7196**  
**go.depaul.edu/housing**

**Department of Residential Education**  
**resed@depaul.edu**  
**(773) 325-4211**  
**go.depaul.edu/resed**

**Willkommen! ¡Bienvenido!**  
**Bienvenue ! Welcome! Witaj!**  
**Välkommen! Benvenuto! Bem-vindo!**



## Section 2

# What It Means to be in Quarantine

Quarantine helps prevent the spread of disease before a person knows they are sick, including if a traveler has been infected with the virus but does not have symptoms. Under the Chicago Emergency Travel Order, quarantine means staying at a single designated home or dwelling for 14 days before doing any activities outside of the home or dwelling. People in quarantine should separate themselves from others as much as possible and check themselves for symptoms. For DePaul residents, this means staying in your room for the entirety of your quarantine period.

Per the order, residents must not be in public or otherwise leave their room, unless seeking medical care or COVID-19 testing. If you need to seek medical care, students may call **AMITA Sage Medical Group at (773) 549-7757**. Please call in advance. DO NOT visit the office in person unless instructed by AMITA Sage to do so.

**In a medical emergency, please call 9-1-1.**

If a resident violates the quarantine order, they are subject to fines of \$100 - \$500 per day, up to \$7,000 by the City of Chicago. DePaul University is not liable for any Emergency Travel Order violation(s) made by a resident. Therefore, residents are responsible to pay their fines. The violations to the quarantine order will subject the resident to potential University sanctions that include but are not limited to removal from housing and university probation through the university conduct process.

## What to do if you experience COVID-19 Symptoms or have been informed you have been exposed via close contact:

If you experience COVID-19 symptoms or you have been exposed as a close contact, please call **Public Safety at (773) 325-7777**. Public Safety will contact a member of the Residential Education staff who will be in contact with you in a short period of time. The staff member who contacts you will assist you in reporting your information to the university and gather a few other pieces of information as well to assist in next steps. These next steps are: the procedure for getting tested, speaking with a contact tracer, and potentially moving to a different space for isolation. Isolation is for a resident with a confirmed case of COVID-19. The determination of being moved will rely on a variety of factors, including at what point during your initial quarantine period you experience symptoms.

# Section 3

## Move-In Day Instructions

### Step 1: Before Move-In Day, Schedule Your Move-In Time

Residents arriving for quarantine on August 26 or September 2 can sign up for a move-in time via **myhousing.depaul.edu**. If you experience any issues with the selection of an appointment time, please contact us at **housing@depaul.edu**.

### Step 2: Arrive at Your Residence Hall

*(At the chosen appointment time, no sooner.)*

Move your vehicle to a designated area by following directions given by staff. Vehicles may typically pull up right in front of the hall in the loading zone to unload. Do not to park in handicapped spaces, fire lanes, service areas, driving lanes, or other areas not designated for parking.

Before you enter the building, please make sure you have your ID card ready to present to the front desk staff. Also, all students and moving helpers are expected to abide by the university policy of **mandatory face coverings at all times**. If anyone is without a mask, we will provide one via the front desk of your residence hall.

**Returning residents** must present their official DePaul ID card. If you are a returning resident who has lost their ID, please email ID Services at **idservices@depaul.edu**. The subject line should be used accordingly with your information:  
**"ID reprint Quarantine, LAST NAME, ID number."**

**Incoming freshmen and new transfer students** may present a government issued ID, such as a driver's license, state ID card, or passport. New residents will not need their DePaul ID until after they have completed quarantine. Please review the most recent email from ID Services for information regarding ID card distribution.

### Step 3: Housing Check-In and Unloading Your Vehicle

At the front desk of the residence hall, please state that you have arrived for your move-in appointment. Your name and appointment time will be cross-checked by the front desk staff.

*Continued on next page.*

Once verified, go directly to your assigned room where you will find the door unlocked and a welcome envelope with your name on the desk.

### **Inside the welcome envelope, you will find:**

- A welcome letter
- A link to their online check-in confirmation form – **Must complete upon arrival!**
- A room key
- Quarantine Information / Instructions
- Wristbands for up to two (2) moving assistants – family member or friends
- Additional information from Residential Education and Housing

If you have moving helpers, please make sure they wear the wristbands from the welcome envelope.

Quickly unload your vehicle; there is a 15-minute time limit if you park in the unloading zone in front of your building. You may also move your car to a designated lot/garage on campus. Vehicles can be moved to the Clifton Avenue Parking Garage or the Sheffield Avenue Parking Garage; the wristband will serve as free parking for August 26 and September 2 only.

Red bins with moving wheels are available in the lobby on an honor system. You may use one (1) red moving bin only during your appointment window – no more than 30 minutes. If possible, we recommend you bring your own cart or dolly.

Once unloaded, please return the red moving bin to the lobby.

### **IMPORTANT THINGS TO NOTE!**

Students approved for Fall Quarter 2020 housing will have their own room. With that being said, **no furniture may be disassembled or removed from your unit.**

**Leave a Bag, Get a Bag!** Every day (7 days a week) our cleaning crew will pick up garbage bags left outside your door. Trash must be left outside by 2:00 p.m. each day and the bag must be tied. In exchange you will be provided a new garbage bag, which will also be left outside your door.

# Section 4

## Residence Hall Addresses

Belden-Racine Hall	2311 North Racine Avenue
Centennial Hall	<b>2345 North Sheffield Avenue.</b> Go to the third floor of Centennial Hall, which is off of the fourth level of the Sheffield parking garage.
Ozanam Hall	2350 North Clifton Avenue
Corcoran Hall	910 West Belden Avenue
Courtside Apartments	2308 North Sheffield Avenue
McCabe Hall	900 West Belden Avenue
Munroe Hall	2312 North Clifton Avenue
Sanctuary Hall & Townhomes	There are two locations based on unit numbers. <b>2358 North Sheffield Avenue for:</b> Sanctuary Hall 101-114, 201-502 <b>2345 North Kenmore Avenue for:</b> Sanctuary Hall 115-120, Townhomes
Seton Hall	2425 North Sheffield Avenue
Sheffield Square	2318-2326 North Sheffield Avenue
Student Center	2250 North Sheffield Avenue
University Hall	2345 North Clifton Avenue

**NOTE:**

Due to COVID-19, we are reducing occupancy Fall Quarter 2020 and limiting the amount of buildings open on campus.



# Section 5

## Suggested Packing List

As you purchase and pack items for your on-campus move to DePaul, we recommend bringing only the essentials. We still want you to bring what you think is necessary and what you feel will help make your assigned space your home away from home. However, we also want to acknowledge that COVID-19 remains ever-changing and, as such, we simply do not know what to expect week-to-week or month-to-month. In the event DePaul needs to shut down its campuses, we want you to be prepared and ready to go.

**Please note: There are items you may bring and items you cannot bring. Prohibited items found in campus housing will be confiscated by staff. See the full list of restricted and prohibited items at [go.depaul.edu/prohibiteditems](http://go.depaul.edu/prohibiteditems).**

## SUGGESTED ITEMS TO PACK

### Bedding/ Sleep

- ☐ Pillow
- ☐ Blankets
- ☐ Mattress pad/ encasement (beds are twin XL except in McCabe Hall and Centennial Hall (regular twin))
- ☐ Earplugs/eye mask

### Bathroom/ Kitchen

- ☐ Towels and washcloths
- ☐ Toilet paper and paper towels
- ☐ Shower caddy and toiletries
- ☐ Dishes, cutlery and kitchen storage containers
- ☐ Cleaning supplies

### Closet

- ☐ Clothes hangers
- ☐ Laundry detergent (high-efficiency liquid or detergent pods preferred over powdered detergent)

### Electronics

- ☐ Mini-fridge
- ☐ Microwave
- ☐ Single serving coffee maker
- ☐ Fan
- ☐ Small Vacuum cleaner
- ☐ Desk lamp (preferably with LED or CFL bulb – halogen bulbs are not allowed)

## Decor

- ☐ Poster putty or 3M hooks/ strips
- ☐ Room decorations/ photos

## Emergency

- ☐ First aid kit
- ☐ Go bag

*What is a go bag? It's an emergency-preparedness bag that you pack in advance in case you need to move from your permanent unit to a designated building for students who may become ill or specifically for those who may test positive for COVID-19.*

## Things to leave at home

- Candles, scented oil burners, and incense
- Extension cords (non-surge-protected), outlet adapters and outlet splitters
- Halogen lamps, lava lamps, and strobe lights
- Electric blankets, space heaters and portable air-conditioners
- Pets
- Toaster ovens, convection ovens, outdoor grills, and deep fryers
- Flammable liquids
- Appliances that use more than 900 watts or that have exposed heating elements
- Weapons (including firearms, swords, blades, stun guns, pepper spray, or mace)
- Hot plates and electric burners
- Rice cookers and slow cookers
- Indoor grilling appliances (George Foreman Grills, electric skillet)
- Popcorn poppers

### **KITCHEN USE ONLY (permitted at the start of Fall Quarter, September 9)**

These items are allowed in residence halls but can only be used in kitchens. They must be unplugged when not in use.

- Sandwich makers and panini presses
- Toasters
- Irons (may also be used in laundry rooms)

# Section 6

## Connecting with Other Residents in Quarantine

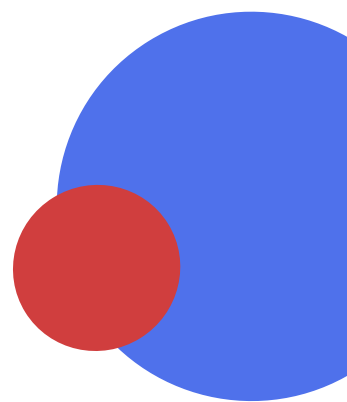
### Activities, events, and ways to connect

The Department of Residential Education will be offering the Blue Demon Wow (Weeks of Welcome) Virtual Experience. We plan to offer you a full schedule of virtual events that will be designed to help you make connections with other students and become acclimated to the greater DePaul community. Events will include a combination of synchronous (in real-time) and asynchronous (access anytime) programming that will be offered each day during your time in quarantine. Students will be provided a full schedule prior to your arrival on campus. The daily schedule will also be found at [go.depaul.edu/den](http://go.depaul.edu/den). Platforms needed to participate in these programs will be Microsoft Teams, Zoom, and Facebook.

You can expect to have more frequent interactions with Residential Education Staff virtually during this time in partnership with other campus partners. We will help you connect with other Blue Demons through our variety of passive opportunities like social media challenges, virtual game nights, and meet and greets.

During these challenging times, we know that holistic wellness is critical to a Blue Demon's success. We will put more focus into wellness initiatives such as meditation, small group dialogs, and stress management workshops with our campus partners. Our goal is to make sure you feel connected and engaged with other people in your hall and throughout campus.

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# Section 7

## Mental Health Resources

### University Counseling Services

The college experience includes many unique challenges and opportunities for students. It is a time of change, growth and transition. Reaching your academic goals can be difficult if you are suffering from emotional distress, relationship difficulties or other concerns. There may be times when these challenges lead to excessive stress, anxiety, depression, confusion, and loneliness. Seeking support, including counseling can enable you to understand and deal with these issues. University Counseling Services is committed to creating a welcoming and affirming space where the dignity of all DePaul students is valued and affirmed. We strive to support the educational success of students by providing culturally aware clinical services, including: individual and group counseling, outreach programming, consultation, community referrals, and training opportunities.

### How do I make an appointment?

Typically, the first step is calling our **Lincoln Park office (773-325-7779)** or **Loop Campus office (312-362-6923)** in order to set up an initial consultation appointment. You will have the opportunity to discuss your concerns with a counselor for about 15-20 minutes in order to assess what kind of service would be most helpful. Initial consultations are usually conducted telephonically but can also be scheduled in person.

### After-Hours Crisis

After hours (after 5:00 p.m. Monday through Friday and on weekends), students facing or dealing with an urgent crisis should call 911 or DePaul University Public Safety:

<b>Public Safety, Lincoln Park</b> <b>773-325-7777</b>	<b>Public Safety, Loop</b> <b>312-362-8400</b>
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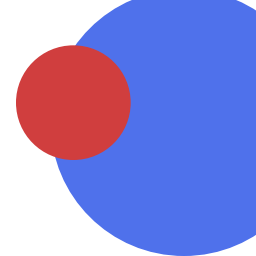
Please note that this service is for URGENT CRISES ONLY.

### Example of urgent crises:

- Thoughts of hurting self
- Thoughts of hurting other people
- Have not eaten in a few days (not due to illness)
- Recent victim of a physical or sexual assault
- Concern over a student's whereabouts

# Section 8

## University Resources




**Center for Students with Disabilities** coordinates providing accommodations and other services to students with documented disabilities.  
[go.depaul.edu/csd](http://go.depaul.edu/csd) | [csd@depaul.edu](mailto:csd@depaul.edu) | Lincoln Park: (773) 325-1677 | Loop: (312) 362-8002

**Dean of Students Office** handles violations of the Code of Student Responsibility at DePaul. The office manages the administrative withdrawal and absence notification process, and can help you identify campus and community resources in times of personal and/or family crises and medical emergencies.  
[go.depaul.edu/dos](http://go.depaul.edu/dos) | [deanofstudents@depaul.edu](mailto:deanofstudents@depaul.edu) | Lincoln Park: (773) 325-7290 | Loop: (312) 362-8066

**DePaul Central** is your one-stop resource for helping you manage the business side of being a DePaul student. Their office can assist you with decisions regarding financial aid inquiries, personal financial planning, immunizations, records and transcripts, and account transactions.  
[go.depaul.edu/depaulcentral](http://go.depaul.edu/depaulcentral) | [dpcl@depaul.edu](mailto:dpcl@depaul.edu) | (312) 362-8610

**Health Promotion and Wellness** provides holistic education, support and resources for you to establish and sustain long-term, healthy behaviors.  
[go.depaul.edu/hpw](http://go.depaul.edu/hpw) | [hpw@depaul.edu](mailto:hpw@depaul.edu) | (773) 325-7129

**Health Services** partners with **AMITA Sage Medical Group**, which is a community healthcare provider located on the Lincoln Park Campus at **1150 W. Fullerton Ave.** Office visits and basic lab work are covered by the health services fee. All Lincoln Park residents are automatically billed the health services fee to their DePaul Student Account. To discontinue the fee, contact the Office of Health Promotion and Wellness at [hpw@depaul.edu](mailto:hpw@depaul.edu).  
[go.depaul.edu/healthservices](http://go.depaul.edu/healthservices)



**ID Services** issues your DePaul ID Card, which serves as your official identification at DePaul. After you receive your DePaul ID card, you are required to have it all times while on campus. If you lose your DePaul ID card, contact ID Services immediately. ID Services also issues your U-Pass in the fall for public transit.

**go.depaul.edu/idservices | IDServices@depaul.edu |**  
**Lincoln Park: (773) 325-7466 | Loop: (312) 362-5959**

**New Student and Family Engagement** assists students and their families in making a smooth transition into life at DePaul. NSFE manages Premiere and Transition DePaul orientations, as well as the Chicago Quarter (Discover Chicago and Explore Chicago) program and Student Success Coaching.

**go.depaul.edu/nsfe | orientation@depaul.edu | parents@depaul.edu |**  
**(773) 325-7360**

**Office of Public Safety** provides the following services: emergency response, crime prevention, security awareness, crime victim assistance, safety tips, and lost and found.

**go.depaul.edu/publicsafety | Lincoln Park: (773) 325-7777 |**  
**Loop: (312) 362-8400**

**Residential Education** is responsible for building a sense of community and DePaul spirit, providing residents with opportunities for engagement, responding to student crises and managing the residential student conduct process. Residence directors (professional staff) and resident advisors (undergraduate students) live on campus and are available to assist students with their transition to DePaul.

**go.depaul.edu/resed | resed@depaul.edu | (773) 325-4211**

**Student Mail Center** is located in the Student Center on the Lincoln Park Campus and can be reached at **go.depaul.edu/printmail** or **(773) 325-4912**. Your mailing address is listed on your assignment letter and available at **go.depaul.edu/residentmail**. You will receive your mail key at the completion of the quarantine period.



# Section 9

## Meal Delivery

For students in quarantine, DePaul University will be providing three (3) meals a day for the quarantine period starting with dinner on Wednesday, August 26. The deliveries will be made directly to the resident's room and they will be contactless. We will make every effort to stick to a regular delivery schedule as best we can so that you generally know when to expect your meals. There will be two deliveries made each day, one at lunch (between the hours of 11:00 a.m. and 12:00 p.m.) and one at dinner (between the hours of 5:00 p.m. and 6:00 p.m.). A continental, non-perishable breakfast will be included in the dinner delivery each day.

Menus will be pre-determined by Dining Services and will include changes in variety each day. If you have a special dietary need or allergy, this should have been indicated on the intake form that you filled out in preparation for quarantine.

### IMPORTANT THINGS TO NOTE!

Your Fall meal plan is not being used for your meals while in quarantine. DePaul is providing these meals for you. **The first meal you may eat outside of your room once quarantine concludes will be brunch on Wednesday, September 9.** For this and all subsequent meals, you may visit the 2nd floor of the Lincoln Park Student Center, as well as the Big Shoulders Coffee Shop located on the 11th Floor of the DePaul Center (Loop Campus).

**Keep your space clean!** Throw away food scraps and wrappers. Every day (7 days a week) our cleaning crew will pick up garbage bags left outside your door. Trash must be left outside by 2:00 p.m. each day and the bag must be tied. In exchange you will be provided a new garbage bag, which will also be left outside your door.

Meal Delivery  
Meal Delivery  
Meal Delivery  
Meal Delivery  
Meal Delivery  
Meal Delivery



# Section 10

## Mail & Package Delivery

You will be assigned a mailbox and a mailbox key, which you will receive after quarantine. While in quarantine you will not be able to check your mail so please do not plan any deliveries until after you've completed quarantine campus, starting September 9. If you are receiving something during your quarantine period that you absolutely need, such as medication, please indicate that on your intake form and our staff will have it delivered to your room. Please limit this service to essential mail/package delivery only.

Deliveries are **not allowed** directly to your residence hall either. You are not able to leave your room and delivery persons are not allowed up to your room. Below is a list of **restricted** deliveries and delivery services:



**Meal Delivery services, such as Grubhub, Uber Eats, DoorDash, Caviar, and Postmates**

**Meal Kits (Hello Fresh, HomeChef, Blue Apron)**

**Grocery Delivery (Instacart, Amazon Fresh, Peapod)**

**Any other service that delivers**

Mail Mail  
Mail Mail  
Mail Mail





# Section 11

## After Quarantine

**If you moved on campus August 26 or September 2, you will complete your quarantine the morning of Wednesday, September 9.** On September 9, you may attend your in-person classes (should you have any).

The first meal you may eat outside of your room once quarantine concludes will be brunch on September 9. For this and all subsequent meals, you may visit the 2nd floor of the Lincoln Park Student Center for all of your dining needs.

For information about Fall Quarter events, facility updates, and operating hours, please visit **[go.depaul.edu/Fall2020](https://go.depaul.edu/Fall2020)**.

After Quarantine  
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After Quarantine