

DePaul Housing

Move-In Guide

University Center

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 at University Center.

September 2 – Quarantine for 7 consecutive days in your designated space at University Center, 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, 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 University Center in the Loop

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 (312) 362-8400**. Public Safety will contact a member of the Residence Life Team 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: Arrive at Holden Court and the Unloading Zone

The University Center is located at 525 South State Street, but unloading happens at this back entrance on Holden Court, just off of Ida B. Wells Drive. Pull your vehicle into the designated area, Holden Court, to unload. All students and moving helpers (no more than 2 helpers per student) are expected to abide by the university policy of **mandatory face coverings at all times**.

Speed packs will be provided to transport belongings to your room and can be checked out by providing state-issued photo ID. Once the speed pack is returned, staff will return your ID.

After unloading you will be directed to move your vehicle into one of the parking lots located near University Center. These parking lots are not affiliated with University Center, so you will be expected to pay the parking fee. If you leave your vehicle unattended in the unloading area, it will be towed at the owner's expense.

Step 2: Check In and Move Belongings

The check-in process also takes place in Holden Court. Residents will begin by verifying their name and room number to staff, who will then assist them to their room.

After returning the move-in equipment to the loading dock, residents will be directed to the second floor where they will obtain their University Center ID, room key, and guidelines about how to properly complete their room condition report.

Residents are encouraged to proceed through the check-in stations to get their University Center ID and key while another member of their party stays in the room to unpack.

IMPORTANT NOTE ABOUT YOUR IDs

Your University Center ID is separate from your DePaul ID card and is used only at the University Center. You will need this card to enter the building, enter your unit and use your meal plan. If your card is lost, stolen or damaged, you will be charged a \$50 replacement fee.

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 DePaul ID card distribution.

Section 4

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.

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 skillets)
- 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 5

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 **Loop Campus office (312-362-6923)** or **Lincoln Park office (773-325-7779)** 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:

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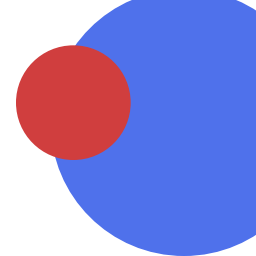
Please note that this service is for URGENT CRISES ONLY.

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 6

University Resources




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

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 | deanofstudents@depaul.edu |
Loop: (312) 362-8066 | Lincoln Park: (773) 325-7290

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 | 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 | 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. University Center residents are not automatically billed the health services fee to their DePaul Student Account. For more information, contact the Office of Health Promotion and Wellness at hpw@depaul.edu.
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 |
Loop: (312) 362-5959 | Lincoln Park: (773) 325-7466

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 | Loop: (312) 362-8400 |
Lincoln Park: (773) 325-7777 |

Residence Life 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. The Residence Life Team (RLT) live on campus and are available to assist students with their transition to DePaul.

go.depaul.edu/resed | resed@depaul.edu

Student Mail Center is located in the Lower Level of DePaul Center and can be reached at **go.depaul.edu/printmail** or **(312) 362-8367**. 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 7

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 CAF or Market on the 2nd floor of University Center.

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
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Meal Delivery



Section 8

Mail & Package Delivery

While in quarantine you will not be able to check your mail so please do not plan any deliveries until after your 14-day or 7-day quarantine on campus (whichever applies to you). 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** at University Center 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 9

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 11th Floor of the DePaul Center for all of your dining needs.

For information about Fall Quarter events, facility updates, and operating hours, please visit **go.depaul.edu/Fall2020**.

After Quarantine
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