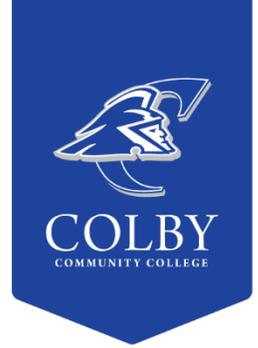


Dean of Student Affairs

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May 3, 2020

Good Morning,

As many of you know, the "stay-at-home" order was changed to a "safer-at-home" order and goes into effect Monday, May 4, at 12:01 a.m. With that said, Colby Community College will begin the dorm-move-out process on Tuesday, May 5. With this process, we must remain mindful of our students, staff, and community's safety. Please read the following information carefully.

To sign up, you will need to go to the included link, found at the bottom of the page, and select the building you reside in and select a time. All times are in 1 hour and 45-minute blocks to maintain social distancing and still abide by the governor's orders of no more than ten (10) people in a location at one time. This means you are allowed to bring one (1) additional person to assist you with moving.

Please do not exceed your time on campus, and please come at your appointed time. We have people wiping down doors, elevator buttons, etc., between appointments and need time to prepare for the next group of students.

By signing up for a time, you are verifying:

1. You have not traveled to a location currently listed under Kansas travel and quarantine rules as listed by KDHE and/or the Thomas County Health Department;
2. You are not currently experiencing symptoms of COVID-19;
3. You have not been in contact with, or exposed to, anyone who diagnosed with COVID-19 within the past 14 days.

Everyone who is moving out is required to wear personal protective equipment (PPE) while on campus. Please wear a mask/scarf/bandana and gloves. If you do not have those items, masks and gloves are available in the Embree Hall lobby.

Once you have finished moving out, please clean your room to the best of your ability. When finished, leave the keys on your desk and lock door(s) behind you. You will then need to email Jim (jim.rorabaugh@colbycc.edu) to let him know you are finished. **This is a REQUIREMENT** to be considered properly checked-out of the dorms.

Once again, thank you for your patience and understanding as we have navigated the best possible way to keep everyone safe. Please let me know if you have questions or need further information.

The link for signing up for a time is: <https://trojanadvisingcenter.setmore.com/>

Sincerely,

Nikol Nolan
Dean of Student Affairs