

Even if you have already checked out, please read the following information to ensure that no further action is needed on your part.

Good afternoon, Chapman residents –

As the local, national, and global situation continues to evolve, we are working closely with campus leadership to plan for possible continued changes to housing and service availability. Currently, Chapman housing remains open only for those who **cannot** leave. Our staff will be contacting any student who indicates the need to remain to determine *if they are allowed to stay*.

One of the biggest changes starts immediately. Due to federal and state guidance, all dining establishments are closing today. Randall Dining Commons will continue to provide prepackaged food options for meals for students on a residential meal plan. Starting with dinner service tonight at 5:00 pm, you can pick up prepackaged meals at Randall Dining Commons until 8:00 pm. We will have more detail on breakfast and lunch service soon.

If you still plan to stay in Chapman housing:

- In conjunction with Chapman's consulting epidemiologist and the Orange County Health Authority (OCHA), we have determined that it is highly likely that students who remain in housing will need to move to consolidate our resources and to support proper social distancing. **These moves will not be optional, nor will you have any significant input in where you are reassigned.**
- If you do not have a residential meal plan, and you anticipate that you may need meal support through the new limited options, please contact our office at reslife@chapman.edu. We cannot guarantee options, but we are working on ways to support you.
- Starting Thursday, the campus will be closed to only essential services. Many walk-in services will no longer be available. Individual offices will have information about how to access their staff while most employees work remotely. There may be other limitations on your access to services at Chapman during this campus shutdown.
- Based on recent comments by state and federal officials, domestic travel restrictions may be put in place soon. Similarly, if the situation in Orange County changes, local officials may take action like Bay Area counties which require sheltering in place. Either of these policies may prevent you from traveling home or to another more comfortable environment in the coming weeks.

If you have items remaining in your room:

- If at all possible, plan a time this week to checkout of your room. You can use the [checkout scheduler](#) to sign up for a time, and if staff isn't available when you'd like to check out, you can use the express self-checkout form available by each hall office in your building lobby.
- Until you fully move out and check out, you will not receive the prorated refund.
- If there is a local outbreak, the OCHA may place more significant restrictions on the types of situations we can accommodate in Chapman housing. You may be required to return in a very short window of time and move items out if the situation changes, and you are strongly encouraged to check out now to prevent future stress or frustration.
- If you are not able to physically remove your belongings yourself, we encourage you to



- Ask local friends or family for assistance. We can coordinate room access if needed for those who can facilitate your move out.

- Look at unofficial social media channels for support – we have been told that some local Chapman families or parents have offered in various Facebook groups to help with the moving process.

- Continue to communicate with your building manager as you work out your plans.

- We are also working on possible options for those of you who are unable to return to campus. We hope to have these available soon for another company to pack up your items for check out.

If you have already moved your items out:

- If you haven't checked out in-person or used the express checkout form, please make sure you've filled out the [Resident Status Form](#). This week, our team will start following up with those of you who indicated you already moved out to formalize your checkout.

- If you have checked out in person with our staff, there is no further action needed.

- If you signed an express checkout form and left it by your hall office in the building lobby, there is no further action needed.

- We will issue refunds based on your official checkout date as soon as we can. However, please understand that our focus must be on ensuring the continued safety and health of the residents on campus.

We recognize that this entire process has been unexpected and disruptive. We truly appreciate the kind words and patience you have provided to our staff and the University during this difficult time. We continue to be deeply committed to your success as a student and ongoing support in housing as needed.

Sincerely,

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