

Visible Music College

STUDENT STUDIOS UPDATE - MARCH 17, 2020

**Policy and information is subject to change as new information/guidelines are released by the Government and CDC.*

Please be sure to read this document in its **entirety**.

1 - The Student Studios will remain open for the remainder of the semester based on information we have available right now.

We will continue to monitor our situation and if it becomes necessary or we are advised by the government, we will make adjustments as needed.

We are asking that all students who continue living in the Student Studios practice social distancing and safety measures as advised by the CDC.

- Keep at least 6 feet of distance between people in same space/conversation
- Wash hands thoroughly for at least 20 seconds and avoid touching face as often as possible
- Keep gatherings of people smaller than 10 people
- Avoid traveling to different towns/cities - if do, self-quarantine for 14 days after to ensure no contraction of the virus
- If you start showing symptoms (fever, dry cough, shortness of breath), report to Student Life Staff immediately and self-quarantine

We understand that some of you will need to continue working and might not have the opportunity to limit your public exposure. We understand this and are grateful for you - many operations in our community such as local grocery stores and delivery services, just to name a few, rely on your ability to work (in the same way that you also rely on a steady income).

As an effort to continue to "[flatten the curve](#)" and limit the spread of this virus, we are asking you to be diligent in your social settings. If you are around the general public at length, please let your fellow friends know this information before hanging out. If you begin to feel sick or develop symptoms of the virus, remove yourself from all social settings and inform your employer and the student life staff - if you have a roommate, we will make plans to help your roommate get transferred into an available room.

It is not our job or desire to do any policing. You will not get in trouble if you do not follow protocol but it might affect your ability to remain on campus. It is our responsibility to do what we can to help provide a safe space for all students and residents on campus, so following guidelines given to us by our government and local health officials is very important to us. There **are** students on campus with compromised immune systems who are at high risk of severe injury and even death if they contract the coronavirus - so failure to follow procedures is literally risking the lives of fellow students.

Ultimately, we are here to serve you in every way possible. We will be stocking the cafe with as many games and activities as we can find. If you need something, please ask. Make sure to spend some time outside in a safe way - go for a walk to the river. Spend time connecting with family and friends via online hangouts. Lean into your time you spend with God. Watch church via livestream on Sundays - this is uncharted territory for all of us and we need each other now more than ever. I am so excited for how God will use this time for His glory and our good, especially in the midst of these unprecedented times.

Praying for you and your families!

2- The Student Cafe will remain closed for the remainder of the semester.

We will not be serving any meals to students for the remainder of the semester. We will be distributing non-perishable items (such as snacks and pasta) to students weekly upon request for as long as we have (and are able to get) supplies.

If you are on campus and would like to receive non-perishable items, [please use this form to let me know](#). I will prepare a bag for you and leave it outside of your dorm door on Wednesday morning.

We will plan to do this weekly on Wednesdays until our supplies are depleted. If you would like to use the oven in the kitchen, please [email me directly](#) and I will arrange time for you to have access to this space.

3 - The Cafe hang-out space will remain open with specific guidelines on its use.

We are advising you to implement these practices while using that space as advised to us by our government and CDC. As we continue to receive updated information, these guidelines may change.

Cafe Hang-out Guidelines: *(these will be posted in the cafe and on the cafe door)*

- Please limit to no more than 10 people in this space at one time
- Please keep 6ft of distance between each other
- Please wipe down each table, the couch, the tv remotes, any used microwave or toaster oven, and door handles with clorox wipes prior to you leaving the space (in case of a small group hang-out, the last person(s) leaving should do this).
- Please wash your hands frequently and refrain from touching your face. The Bathrooms will be stocked with soap and paper towels and the doors are propped open to encourage hand washing. If you need to use the bathroom during your time in the cafe, please use the clorox wipes in each bathroom to wipe down door handles and faucets upon your exit.

4 - Updated Dorm Guidelines for students who will continue living on campus *(these guidelines may continue to change as we receive new information from the CDC and government):*

- **We are advising all students to limit your time off-campus and in public places unless it is a necessity.** If you do need to go into the public (to work, to the grocery store, to pick up medicine), please use caution and practice guidelines as advised by the CDC.
- **Students who are planning to travel out of state are being asked to self quarantine** in your room for a period of 14 days. Please inform us of this prior to your departure from campus so that we can move you into a separate room if you have a roommate and also so that we can be aware to help you get things you may need while in quarantine. You should [email Jessica directly](#) with this information.
- **Please practice safe distancing while in the dorm and hanging out with friends.** (do not hang out in groups of more than 10 people, keep 6 ft apart, wash your hands frequently, refrain from touching your face.)
- **HangTime hours and Door-Open policy are still in effect as well as the On-Campus curfew** (although we believe on-campus curfew to not be needed based on limited time off campus).
- **If you begin to experience any sickness symptoms**, please make plans to let your friends know and practice social distancing by not hanging out in any size groupings. [Please let us know](#) as well - we want to help get you medicine and food as you may need it. We are all in this together :)
- **If you have food or groceries delivered, please use caution in receiving these items.** Some practices that are being used by others is having the delivery person leave things at the door (while you remain inside) and wiping everything down with clorox wipes and transferring to a personal bag before bringing them to your room. Remember to wash your hands as soon as your return to your room.

5 - If you have decided to remove your belongings and move off campus for the remainder of the semester, please read through the instructions below.

While we are keeping the Student Studios open to our current residents, we also understand that the decision to move off campus and/or return home may be the best option for you and/or your family.

You might decide to keep some items here in your room on campus but spend the remainder of the semester at home. This is fine and [we ask that you inform us of this decision](#). You will need to make plans to return to campus and be fully checked out of your room no later than May 11th, 2020 (or if you plan to live on campus for the summer semester, you will need to be back by this date to checkout of your current room and be placed in your summer room).

The decision to keep the Student Studios open is so that we can continue to provide safe and secure housing options with reliable internet access to some of our students who do not have these options off campus.

Either way, we love you and want to continue to support you in these next few weeks/months as we all adjust to this new way of learning and living.

If you are currently on campus and have decided to move out of the dorm for the remainder of the semester, you will have first priority on [scheduling a check-out appointment](#).

We would like to allow time for you to pack up your belongings and check out **before** we allow other students to return to campus. Check-out appointments are available starting today (March 17th and will continue through March 22nd).

If you have decided to move out but these dates will not work for your schedule, please email us directly and we will help you find a time that works for your schedule.

Our goal is to continue to practice the caution recommended by our government while also aiding you for what works for your calendar.

Students who are able to move-out during the dates listed above can use this link to schedule their move out appointment.

If you are currently off campus and have decided to move out of the dorm for the remainder of the semester, you will be able to plan to return to campus as early as March 22nd and will have until March 29th to pack your belongings and [schedule a check out appointment](#).

You are welcome to stay on campus during this time as you pack your belongings.

If you are feeling sick or experiencing any virus symptoms, we ask that you wait to return to campus and email us directly to make a plan for your move out.

If you are currently off campus and have decided to return to the dorm for the remainder of the semester, you will be able to move back on campus starting on March 29th.

If you are currently somewhere without reliable internet access and need to return to the dorm sooner so that you can attend your online classes, please email us directly and we will make a plan for an earlier return date for you.

STUDENT STUDIO CHECKOUT INFO: See Next Page

Student Studio Checkout procedure:

- Decide what day you plan to depart campus with all of your items and [use this link](#) to schedule your room checkout appointment (your room checkout will be the last thing you do before you leave campus - you will have your checkout appointment, turn in your room key, and depart campus. If you need to checkout outside of hours where appointments are available, please email us directly so that we can make a plan specific to your schedule).
- Pack up all belongings in your room and remove them from the building (you can not be checked out of your room if your belongings are still in the dorm - even if you have moved them to the hallway).
- Remove all trash from the room and take it to the dumpster.
- Wipe your wardrobe with clorox wipes - shelf and each drawer. Clean your wardrobe mirror.
- Remove your belongings from the fridge and freezer - wipe with clorox wipes as best you can around your roommates items if they are remaining after you.
- Remove your belongings from these spaces and clean as best you can:
 - Cabinet under kitchen sink
 - Kitchen Drawer
 - Kitchen Counter
 - Cabinet under bathroom sink
 - Bathroom Counter
 - Behind the bathroom door and water heater area.
 - wipe down places in shower where your items were
 - vacuum your bedroom as best you can (avoiding your roommates items if they are still in the room) - move your bed and vacuum under it
 - Wipe out the inside rubber rings of the washer/dryer and wipe the top of the washer.
 - wipe down the AC filter with clorox wipes
 - wipe down AC Temp with a clorox wipe
 - Use magic eraser to clean any spots on walls
 - sweep and mop the bathroom floor and kitchen floor.
- It is a good idea to keep a container of clorox wipes available for your room checkout appointment as there are often things that still need to be cleaned during the checkout procedure.

If you do not have cleaning supplies or need to borrow a broom/dust pan, a mop and/or vacuum, please let us know on [your checkout form](#) and I will plan to help get you what you need (as long as supplies are available).

One last thing - please know that we, as a staff, are monitoring every single development closely and will be communicating with you as often as needed to keep everyone up to date and in compliance with the latest recommendations from the CDC. It is possible that we could see restrictions loosened in the next month - it is possible we could see them tightened. Either way, our responsibility to you is to provide the safest environment we can to live in while completing your degree.

In closing - let me assure you of this - our God, who created the whole world, is not hiding, lost or confused. He's not wondering what to do - He never promised us that we'd be protected **from** trials, He promised to be with us **in** the trials. We're going to make it through this together.

The Visible Music College Student Life Team

JD Wilson, Jessica Simpson, Brittany Janiszewski, Korey Hicks, Crystal Bergman