



January 14, 2021

Dear Residential Student,

This is the last Housing move in email we are sending prior to the move in process, which begins next week. Please read it carefully! As you know, move in requirements vary greatly based on a number of factors. Due to safety concerns related to COVID-19, we must strictly adhere to the requirements established by New York State and the University. Students who arrive on campus without having met requirements that apply to them may be prohibited from moving in.

You have signed up for move-in to the Quarantine arranged by Pace. The quarantine will be at the New York Marriott Downtown, located at 85 West Street At, Albany St, New York, NY 10006. Students are asked to arrive at their scheduled time, but if they need to arrive later than scheduled, we will accommodate that. There will be an after-hours arrival procedure in place for students arriving after 7PM on the three check in days.

As noted in earlier communications, students arriving for Quarantine are strongly encouraged to submit a COVID-19 PCR test result (taken within 72 hours prior to arrival) and submit the results ([you can find the directions for doing so here](#)). Students entering quarantine without posting a negative pre-arrival test (taken within 72 hours prior to arrival) will not be able to test out of quarantine, and will be required to quarantine for a full 14 days.

#### **Required Forms:**

All students arriving to quarantine must complete the ***Quarantine Agreement*** in order to move in. New students (those who did not live on campus in the fall) who are arriving for quarantine must ALSO complete the **2020-2021 Housing Agreement** and **NYC Pre-Arrival Packet**. All of these forms can be found under APPLICATIONS AND FORMS in your MyHousing account. Please be sure to complete these forms in advance, as failure to do so will delay your check in process.

#### **Duration of Quarantine:**

While on site, most quarantine students will need to participate in a day-four COVID test. This test will be provided to the students in advance, and students will be required to administer it to themselves and place it outside their door on a specific date. Students who arrive without a negative pre-arrival test will be exempt from on-site testing, as they will be required to remain in quarantine for a total of 14 days. Students who arrive with a negative pre-test will be released from quarantine as soon as they receive a negative result to their "day 4" (the exact date will depend on how long it takes to receive results of the test, but students should be prepared to move to campus on short notice).

Students who arrive with a negative pre-arrival test, but who test positive during the on-site testing, will be required to remain in isolation in the hotel as directed by University Healthcare (this is usually for a total of 10 days from the point of the positive test).

### **Cost of Quarantine**

Please note that while Pace is covering the costs of the quarantine itself, including daily meals, students will be responsible for arranging and paying for their own transportation to campus upon their release from quarantine. Students will be required to leave quarantine and move in to their regular assignment as soon as they are released from quarantine by the University Healthcare staff.

### **Checking out of Quarantine and Moving to Campus:**

On the day they are released from quarantine, students will need to check out of the hotel with the Pace staff (at the Pace desk in the lobby). At that time, students will be issued a wristband, which will demonstrate that they have met all arrival requirements, and allow them to enter campus buildings. Students will then be able to move directly into their building.

Residence hall check in will be largely contact free:

- Students who lived on campus for the fall and are returning to the same room for the spring term should be able to simply return to their building. Their building and room access should remain unchanged.
- Students who were on campus in the fall, but whose room assignment has changed during the break, should report to their new building to begin their move to their new room assignment. An arrival packet will be available for you at your residence hall security desk when you are released from quarantine. This packet will have a welcome letter from your building's Community Coordinator, as well as anything else you need (a key for residents of Maria's Tower, and a key card for residents of 55 John Street).

- Students who did not live on campus in the fall 2020 semester should report to their new building to begin their move to their new room assignment. An arrival packet will be available for you at your residence hall security desk when you are released from quarantine. This packet will have a welcome letter from your building's Community Coordinator, as well as anything else you need (a key for residents of Maria's Tower, and a key card for residents of 55 John Street).

If you have any concerns or need any assistance when returning to your building, please call the RA on duty or your building's Community Coordinator (these numbers should be posted in the lobby of your building), contact the housing office at 212.346.1295, or contact Security at 212.346.1800.

Below is a summary of the "to do" items for students who are moving into Quarantine, and a Quarantine FAQ. Please read over both carefully.

Take care, and we look forward to seeing you soon!

The Housing Office  
Pace University, NYC

### Quarantine Pre-Arrival To-Do List

- obtain pre-arrival COVID test and submit it to Medicat ([you can find the directions for doing so here](#))
- complete required forms in MyHousing
  - Quarantine Agreement
  - Housing Agreement (only students who were not on campus for the fall)
  - Pre-Arrival form (only students who were not on campus for the fall)
- Once moved in to the on-campus room assignment for the spring, participate in weekly COVID-19 testing and complete the Pace Safe App EVERY DAY

### Quarantine Info and FAQ

#### Arrival and Check In

#### **LOCATION:**

Students in NYC will be quarantining at the Marriott Downtown Hotel, at 85 West Street. It is approximately a 15-minute walk from Pace buildings in Lower Manhattan.

**CHECK IN TIME:** The move in appointment you selected starts at the following date and time:  
01/19/2021 9:00 AM

Please note that we strongly advise people not to arrive EXACTLY at the start of their move in window, particularly if moving in during the morning hours. We want to make sure no one is waiting in a line before we open, as it is important to maintain a socially distanced move in process. To this end, we have limited the number of students arriving during each of time slots each day of the move in process.

**YOUR BELONGINGS:** You will need to store everything you bring in the room in which you stay. You will also need to transport your things to campus when you are released from quarantine. For this reason, we strongly advise that you minimize what you bring, and plan to have excess belongings shipped to you on campus once you move in to your spring housing assignment.

**WHAT YOU SHOULD DEFINITELY BRING:** clothing for between 4 and 14 days, any medicine you need, personal hygiene products that you need, snacks, drinks, bottled water, your personal digital devices, your device chargers, books, magazines, etc., and any laundry supplies you may need to clean a clothing item or two by hand in your hotel room bathroom.

**WHAT WE ADVISE YOU NOT TO BRING:** items specific to the setting up of your residence hall room, including plastic storage drawers or bins, posters, coffee makers, and other items that you will not use in the hotel room itself. It would be best to have these items delivered for you to pick up once you arrive in your residence hall room.

**MOVE-IN ASSISTANCE:** You may have up to two people assist you in checking in and getting our things to your room or the storage location. Anyone assisting must adhere to all social distancing and face covering requirements posted in the hotel, and as listed in this email. All those assisting must depart the location within 1 hour of your arrival. The hotel and housing staff members on site will NOT be able to assist in moving things to the storage location or to your room.

### While in Quarantine

**SOCIAL DISTANCING AND FACE COVERING:** At all times in the quarantine location, with the exception of their assigned hotel room, students must wear a face covering, must maintain 6 feet of distance between themselves and others, and must adhere to all posted social distancing requirements.

**STAY IN ROOM:** Students in quarantine must stay in their rooms at all times. The only exception is a true emergency that requires them to leave their room (e.g. building evacuation, etc.) For all other issues, students will be able to call the hotel front desk, the Residential Life Staff on site, or a number of other support resources that will be made available to them (more information below).

**SERVICES FROM THE HOTEL:**

- Linens and towels : In most cases students will be in their rooms fewer than seven days. For this reason, no replacement of linens will be scheduled, but you may call the front desk to have clean linens provided if necessary. They will be delivered (contact free) to your room.
- Garbage removal: students will be provided with garbage bags that they may leave outside their room for removal. Replacement garbage bags will be provided.
- Meals: The hotel will provide three meals each day, with two daily deliveries. There will be a delivery in the morning of breakfast and a cold lunch (which you may store in your room fridge) and then a hot meal delivery in the evening. Deliveries will be contact free (left outside your door). The hotel has been given the dietary needs and restrictions that you have provided to us through your responses to the questions attached to your Spring Housing Arrival Plan. If you find that there is a problem with a meal that is delivered to your room, you can call the front desk and they will work with the housing staff to ensure that you get a suitable meal ASAP.
- Room amenities: each room comes with complementary Wi-Fi, a coffee maker and a supply of coffee, a small refrigerator, and a smart TV. The hotel will deliver coffee refills on request.
- NO LAUNDRY: there will be no personal laundry service in the hotel, and students cannot have their laundry picked up or sent out for cleaning. Students are advised to bring clothing for 14 days, and any laundry supplies they may need to clean a clothing item or two by hand in your hotel room bathroom.
- LIMITED AVAILABILITY OF DELIVERY: We ask that students refrain, to the degree possible, from having items delivered to the hotel. Understanding that it may be necessary to have some items delivered, students in quarantine must understand that any items they have delivered to the hotel may be delayed in their delivery from the front desk to the room. Hotel staff will not make deliveries, and Residential Life will have limited availability to make deliveries.
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**SUPPORT FROM PACE:**

- Housing staff: Pace Residential Life and Housing staff will be present 24 hours a day during the move in process. On the remaining days, there will be an overnight shift from 7:30PM to 7:30AM, and a day time shift from 10:30AM to 4:30PM. Additional support from the housing staff is only 10 minutes away (in our residence halls on campus). Students will be provided with a list of numbers to call for assistance when they check

in, but in most cases, they will contact the front desk to get assistance from the housing staff.

- Quarantine Support Coordinators: These are staff/faculty volunteers from the University who will host regular outreach to students in travel advisory quarantine beginning with the start of their quarantine. Each volunteer will be assigned about 5 students to check in periodically to see how they are doing and address any concerns about basic needs, problem solving, and connecting with others (virtually) during their quarantine time period.
- Healthcare Unit and Counseling Center Remote Support: all students will have access to remote assistance from the Healthcare Unit and the Counseling Center during their stay in quarantine. Directions for accessing these services will be provided at check in.

**BREAKING QUARANTINE:** Remaining in quarantine is very important. Students caught breaking quarantine are subject to the university's disciplinary process, and may also be subject to summary action of removal from the quarantine hotel and other University Housing, and other disciplinary action including suspension or dismissal from the University. If you are dismissed from the quarantine hotel, you will need to secure alternate hotel accommodations to quarantine for a new required 14 day period at their own expense. It is very important that students who quarantine with us DO NOT break quarantine. The only reason to break quarantine is if there is an emergency with the hotel please follow all directions to evacuate and make sure to wear your face covering to protect yourself and others.

**HOUSING POLICIES IN EFFECT:** All Pace University behavioral policies are in effect for all students during quarantine, in addition to any policies, procedures or requirements that are explained in this email or in the Quarantine Agreement students must sign at check in.

**TESTING:** During the period of quarantine you will be required to have a COVID-19 test. This will be provided for you by Pace. Details of the testing process will be communicated when you check in for quarantine.

**MOVE OUT PLANNING:** Each student's end of quarantine date will depend on their pre-arrival testing status and their day-four testing status. The Pace Healthcare Unit will determine the date you are released from quarantine and that date will be communicated to you by the housing staff after the receipt of the day-four testing results. Students should be prepared to leave quarantine and move to their spring housing assignment with just a few hours notice.

## Quarantine FAQ

Can quarantine be waived if I show a negative COVID-19 test result?

- A negative test provided at the time of arrival in New York will not exempt someone from quarantine, but students who arrive with a negative COVID-19 PCR test taken within 72 hours of arrival, and who have a negative result from their day-four COVID-19 test, will be permitted to end their quarantine early.

What happens if I am caught breaking quarantine?

- Remaining in quarantine is very important. Students caught breaking quarantine are subject to the university's disciplinary process, and may also be subject to summary action of removal from the quarantine hotel and other University Housing, and other disciplinary action including suspension or dismissal from the University. If you are dismissed from the quarantine hotel, you will need to secure alternate hotel accommodations to quarantine for a new required 14 day period at their own expense. It is very important that students who quarantine with us DO NOT break quarantine. The only reason to break quarantine is if there is an emergency with the hotel please follow all directions to evacuate and make sure to wear your face covering to protect yourself and others.

Can I drop off my things at my residence hall before reporting to the hotel for quarantine?

- No, no one who needs to quarantine may enter the residence halls until after they have quarantined, even to drop things off.

Will there be room for my things at the hotel?

- Everything you bring with you will need to be stored in your hotel room. We strongly advise that students bring a limited amount of personal items, and have other items shipped to them in their residence hall room after they complete quarantine.

How will I get from the hotel to the residence hall once quarantine is over?

- In most cases students will walk to campus (about a 15 minute walk). Students are also welcome to take a taxi or other car service. Students are responsible for arranging for, and paying for, their move back to campus.

How will I manage classes if I am still in quarantine after classes start?

- The first two weeks of classes will be online for most students. In the event that a student is in quarantine for one or more days of in-person classes, the student will need

to communicate with their instructors to let them know so that their instructors can accommodate them attending classes remotely as needed.

Will I be tested for COVID-19 during my quarantine?

- Students who arrive at quarantine after having taken a pre-arrival COVID-19 PCR test (and receiving a negative result) will receive a day-four test during their quarantine, administered by Pace. This second test, if also negative, will allow students to leave quarantine early. Those students who do not arrive having taken a pre-arrival COVID-19 PCR test (and receiving a negative result) will not need to test during their stay, as a single test taken during quarantine will not result in an early end to their quarantine.

Can family or friends help me move into the hotel?

- Yes, up to 2 people can assist with moving into the hotel. They are required to wear face covering, and to abide by all posted social distancing requirements.

Can family or friends quarantine with me in the accommodations provided by Pace?

- No, we cannot accommodate friends or family to quarantine in the accommodations provided by Pace. Students and their friends or families are welcome to secure their own hotel or other accommodations (at their own expense) to quarantine together before arriving to move into their residence hall.

Can family or friends help me move from the hotel to the residence hall?

- Yes, up to 2 people can assist with moving in to the residence hall **AS LONG AS THEY HAVE ALSO MEET ALL NY STATE QUARANTINE OR TRAVEL RESTRICTION REQUIREMENTS**. They are required to wear face covering, and to abide by all posted social distancing requirements.

Can I mail things to my residence hall?

- Yes, students may mail things to their residence hall. We encourage them to plan to have them mailed so they arrive **AFTER** the student has moved out of the hotel and into the residence hall.

Is there anything you recommend that I bring with me to quarantine?



- Yes. We recommend that you bring: clothing for up to 14 days, any medicine you need, personal hygiene products that you need, snacks, drinks, bottled water, your personal digital devices, your device chargers, books, magazines, etc., and any laundry supplies you may need to clean a clothing item or two by hand in your hotel room bathroom.

Will laundry be available at the hotel?

- No. There will be no personal laundry service in the hotel, and students cannot have their laundry picked up or sent out for cleaning. Students are advised to bring clothing for 14 days, and any laundry supplies they may need to clean a clothing item or two by hand in your hotel room bathroom.