Wheeler Hall Quarantine/Self-Isolation Information for Students
September 20, 2021

Thank you for helping to keep our community safe by following the CDC guidelines for quarantine and self-isolation. Knowing this may be a stressful time, we want to do everything to make your stay in Wheeler Hall as comfortable as possible. Please visit CMU's COVID-19 website for the latest information regarding COVID-19.

Please read through this entire document.

**Students who fail to comply with these safety guidelines will be immediately referred to the Office of Student Conduct and suspended from CMU.**

**Release information**

The email you received from Student Affairs provides you with your tentative release date from quarantine/isolation. Residence Life does not have this information. If your end date is September 25, you will be released at midnight on September 26. Midnight is defined as the first minute of the day, not the last minute of the day. You will receive your release from quarantine/isolation letter from Student Affairs between 8 and 11 p.m. on your end date so that you may leave Wheeler Hall as of midnight. You do not have to go at midnight; you may spend a final night in Wheeler Hall.

If you have questions about your release date, reply to the follow-up messages from COVID Tracking or contact COVIDtracking@cmich.edu. Please note that they will respond to your email in turn; do not email multiple offices or multiple times.

**Items to take to Wheeler Hall**

We encourage you to bring your essential items like clothes, school supplies (textbooks, lab manuals), electronics, power cords, laptop, cell phone, prescriptions, eyeglasses, over the counter medication such as Tylenol and cold medicines, hygiene products, entertainment items, a favorite pillow/blanket, and other comfort items. You will not be able to do laundry during this time.

**Move-in**

Move-in takes place outside the east entrance of Wheeler Hall. The exact location is near the railroad tracks and between Kesseler and Kulhavi Halls. A CMU staff member will meet you there, issue you a key, answer questions and let you into the building. Once in the building, you will report to the staff member stationed by the elevator on the 1st floor to let them know your assigned room number. You may take the elevator or stairs to the first floor.

**Leaving Wheeler to get a COVID-19 test or medical treatment**
You may leave Wheeler Hall to get a COVID-19 test or to seek medical treatment. Please go to the first floor and show your proof of an appointment to the security staff. They will tell you how to leave the building and how to return, and they will log your exit and return time. Call 911 if you have a life-threatening medical emergency.

Parking

Residence Life can provide you with a temporary parking pass to park in Lot #43. If you need it, please make sure to specify before you move to Wheeler Hall so that you can place it in your car once you arrive. Please contact Parkingservices@cmich.edu if you receive a citation while in Wheeler Hall.

Furnishings and Accommodations

Residence Life has furnished your unit with a pillow, bed linens, towels, toilet tissue, facial tissue, masks, sanitizer, soap, a shower curtain, trash bags, and cleaning supplies. The following items are available to you by request only - let the staff member by the first-floor elevator know if you require the following: thermometer, laundry detergent sink packets, soap, shampoo, toothpaste, or feminine hygiene products.

Occupancy

Our goal is to assign no more than one student per room in Wheeler Hall. However, if needed, the Office of Residence Life will place two students in a living unit if they have both tested positive for COVID-19. You will be notified in advance of receiving a roommate.

Damages

Residents will be charged for any damages to the living unit and public space and will be charged for any missing pillows/linens provided by the University.

Fire alarm

If the fire alarm goes off, you must exit the building. Please wear your mask and keep six feet away from others. Watch for a security staff member to signal you back into the building.

Room key & lockouts

Take your Wheeler room key with you when you leave your room to avoid getting locked out. In the event that you are locked out of your room and do not have your key, please take the elevator to lobby level and ask the staff member sitting by the elevator to assist you.

Leaving your room

You must wear a mask when you leave your room. Do not leave your assigned floor without permission. Do not congregate or socialize. Do not go into other students' rooms. Please make sure you keep at least six feet away from others that you encounter when you leave your living unit.

Mail, packages, care items
With written permission, Residence Life will drop off your mail to Wheeler Hall. Please continue to send ALL mail to your home residence hall assignment and not Wheeler Hall. Please email your Residence Hall Director notifying them that you have mail that needs to be brought to Wheeler. A Residence Life staff member will coordinate getting the packages from your home residence hall and leave them with the security staff member at the lobby level during regular business hours.

Friends and family may drop off essential items for you, like extra clothing and care items. Please have them drop the items off with the security staff on the first floor of Wheeler Hall outside of the elevators. They can access Wheeler by going into the main Towers Lobby and entering through the front doors. After the items have been dropped off, you may come down to the first floor to retrieve them from the security staff. Items should NOT be left with the Towers Front Desk. For safety reasons, no visitors or guests are allowed within Wheeler Hall.

Food

The kitchenette located across from the elevator on your floor has products for you to take as needed! You will find items on the cart, refrigerator, and freezer. We encourage you to use these products to complement your meals. There is also a microwave and toaster in the kitchenette. Please sanitize your hands before and after selecting items from the kitchenette. All meal boxes will be labeled with your Wheeler Hall room number. Unfortunately, food delivery is not an option at this time.

**You will receive meals as follows:**

**Monday - Friday**
- Breakfast: Select from kitchenette items
- Lunch: Served at 11:30 a.m. will be placed on the cart outside the kitchenette
- Dinner: Served at 4:30 p.m. will be placed on the cart outside the kitchenette

**Saturday - Sunday**
- Breakfast: Select from kitchenette items
- Lunch: Served at 11:30 a.m. and will be placed in the refrigerator
- Dinner: Served at 4:30 p.m. will be placed on the cart outside the kitchenette

The kitchenette is stocked with beverages, dessert, frozen meals, breakfast items, and snacks for use upon your arrival and in between meals. Please sanitize your hands before and after going into the kitchenette.

Meals will consist of the following:
- **Main entree:** Will vary daily based on the menu offered at the dining facility.
- **Dietary restrictions:** If you would like us to be aware of products you would prefer not to be served, please let us know.
- **Side:** Fruits, vegetables, chips, etc. Select from kitchenette items.
- **Beverage:** Water, sodas, milk, and juice. Select from kitchenette items
- **Desserts:** Cookies and more. Select from kitchenette items

**SAFETY NOTE:** non-refrigerated meals should be consumed within 1 hour of pick up. Any remaining leftovers need to be discarded. Please do not store leftovers in the kitchenette.

If you have any allergies or dietary preferences they should know about or questions and concerns, please feel to reach out to Tyson Dubay with Campus Dining. Tyson’s office number is 989-774-6407 and his email is Dubay1tk@cmich.edu.
Maintenance

If you experience a maintenance concern with your room, please consult the sticker on the back of your room door for directions. If the situation requires a staff member to respond in-person to perform work on your room, we ask that you please step out and wait in the kitchenette while they are in your room. Please wear a mask and social distance.

Getting Fresh Air

You may go outside once per day between 9 a.m. and 5 p.m. for 20 minutes to get fresh air. You must wear a mask and keep six feet away from others. Please go to the lobby table and check out an access card to get back into the building using the exterior entrance. Return the access card to the security staff member.

Trash

Please place your trash in the provided bags and leave it outside your door at night. Trash will be picked up a few times each week.

Fitness packs

Packs contain a jump rope, hand band, circular band, and a mat. If you would like to borrow a fitness pack, please email Leslie Stockford at stock2lg@cmich.edu. In the message, please include your Wheeler Hall room number. A staff member will drop it off at your room door. When you are released from Wheeler Hall, place the pack in the "used fitness pack" bin that is underneath the key drop box on the first floor across from the elevators.

Support and outreach

A Residence Life staff member will reach out to you during your time in Wheeler Hall. Please continue to use your Residence Hall Director for questions and concerns. Their name, number, and email address are available on the Office of Residence Life website. If they are unavailable, they will direct you to a different staff member.

Ways to contact the Office of Residence Life with concerns or questions:

Weekday (Monday-Friday) 9 a.m. – 5 p.m.: Email/call contact your home front desk to be connected with your Residence Hall Director.

Weekdays after 5 p.m. & Weekends: Contact your home assignment front desk to be connected with a professional staff member on-call.

Release process

You may **ONLY** leave Wheeler Hall when you have been approved to do so by a representative of the CMU Office of Student Affairs. No other person (physician, parent, coach, etc.) can release you from Wheeler Hall. The Office of Student Affairs will email you a release letter stating what time and day you are able to leave. This letter will also explain the checkout process.

If you attempt to leave Wheeler Hall without following these guidelines and expectations, you will be immediately referred to the Office of Student Conduct and may be suspended from CMU.
Checking out of Wheeler Hall

Once you have been approved to leave quarantine/isolation housing, the Office of Student Affairs will email you the release letter. Please follow this process to exit Wheeler Hall:

1. Bag all trash in your room and leave it in the hallway. Leave all University-owned linens and pillows in the room to be laundered.
2. Grab all of your belongings and put your key back into the provided envelope.
3. Take the elevator down to the first (1st) floor. Once you come out of the elevator, you will see a key drop box next to the bulletin boards. Place your key and envelope into that box.
4. Explain to the staff member stationed by the elevator that you have permission to leave Wheeler Hall. They will ask to see your release letter email and may ask for your name or additional information.
5. For your privacy, exit through the exterior door closest to the train tracks, not into the Towers Lobby.

Additional resources

Residence Hall Front Desk Phone Numbers (* denotes front desks that are open 24/7)

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beddow</td>
<td>989-774-4947</td>
</tr>
<tr>
<td>Calkins</td>
<td>989-774-4961</td>
</tr>
<tr>
<td>Towers*</td>
<td>989-774-6748</td>
</tr>
<tr>
<td>Saxe/Herrig/Celani*</td>
<td>989-774-5612</td>
</tr>
<tr>
<td>Fabiano/Emmons/Woldt</td>
<td>989-774-4109</td>
</tr>
<tr>
<td>Larzelere</td>
<td>989-774-5330</td>
</tr>
<tr>
<td>Merrill*</td>
<td>989-774-5547</td>
</tr>
<tr>
<td>Robinson*</td>
<td>989-774-4613</td>
</tr>
<tr>
<td>Sweeney</td>
<td>989-774-4886</td>
</tr>
<tr>
<td>Thorpe*</td>
<td>989-774-5634</td>
</tr>
<tr>
<td>Trout*</td>
<td>989-774-5165</td>
</tr>
</tbody>
</table>

Please note CMU offices are generally open Monday through Friday, 8 a.m. – 5 p.m.

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergencies</td>
<td>Call 911</td>
</tr>
<tr>
<td>CMU Police Department</td>
<td>989-774-3081</td>
</tr>
<tr>
<td>Residence Life Central Office</td>
<td>989-774-3111</td>
</tr>
<tr>
<td>Wheeler Hall (Towers) Front Desk</td>
<td>989-774-6748</td>
</tr>
<tr>
<td>Foust Hall COVID Testing Center</td>
<td>989-774-1317</td>
</tr>
<tr>
<td>CMU Health Services</td>
<td>989-774-6599</td>
</tr>
<tr>
<td>Office of Student Affairs</td>
<td>989-774-3346</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>989-774-3381 (virtual appointment)</td>
</tr>
<tr>
<td>Academic Advising and Assistance</td>
<td>989-774-7506</td>
</tr>
<tr>
<td>Listening Ear 24-Hour Referral and Helpline</td>
<td>989-772-2918</td>
</tr>
<tr>
<td>Central Michigan District Health Dept.</td>
<td>989-773-5921</td>
</tr>
</tbody>
</table>