University Housing Services Policies
COVID-19 Policy Addendum

University Housing Services works directly with Sacramento State leaders, health experts, public officials, and California State University to establish best safety practices. New policies have been created for our residential facilities and these will impact many aspects of living on campus. It is important that each residential student reads and understands all policies within the residence halls. This is an addendum to the standard University Housing Services policies and these policies are in place during the COVID-19 pandemic (until further notice). This list of policies includes new policies and polices that override current policies (for example, housing’s guest policy).

At any time, these policies can change and University Housing Services will notify all residents via their Sac State email. Any violation of these COVID-19 policies will result in documentation and the resident will go through the Housing conduct process. Any non-residential Sac State student will be referred to the Office of Student Conduct.

Cleanliness & Personal Hygiene

All residents should clean and disinfect personal and shared spaces within their residential rooms/suites before and after use. All residents should maintain consistent hygiene practices, including frequent hand washing.

Common Spaces: Kitchens, Laundry Room, Lounges, Recreation Rooms, etc.

All common spaces will be locked (kitchens, laundry room, lounges, recreation rooms). Residents will be able to reserve a time to use the space and check out a key or fob from the Front Desk of that residence hall. Residents that utilize these spaces have the responsibility of wiping down the surfaces they have touched at the end of their use (cleaning supplies will be provided to the residents). All residents must maintain the furniture setup in common spaces. Chairs, couches, tables, etc. should not be moved for any reason. Residents are allowed to bring one additional same-building resident into a community space if maximum occupancy isn’t exceeded and other residents utilizing the space don’t have a reservation.

Common Spaces: Computer Labs

Residents will be able to use their access fob to utilize the lab. Residents that utilize these spaces have the responsibility of wiping down the surfaces they have touched at the end of their use (cleaning supplies will be provided to the residents). All residents must maintain the furniture setup. Chairs, should not be moved for any reason. Residents are allowed to bring one additional same-building resident into a community space if maximum occupancy isn’t exceeded and other residents utilizing the space don’t have a reservation.
Entry into and Exiting the Residence Halls

All residents will enter their residence hall from the main entrance and will exit their residence hall from the same main entrance. All other doors will remain locked and alarmed. Residents are prohibited from exiting, propping, or letting people into the locked/alarmed doors.

Face Covering Requirement

Face coverings by students and staff are required in all common areas in the residence halls including, but not limited to: lobbies, common areas, lounges, computer labs, hallways, stairwells, and in line for mail. Face coverings are required for spaces outside of the residence halls, including, but not limited to: Courtyard Market, Servery at the Dining Commons, and any open recreational areas. If unable to maintain a physical distance of six-feet from others, a face covering is required. According to the California Guidance for Face Coverings (June 18, 2020), “a cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.”

Guest Policy (Visitation)

Outside guests are not allowed in the residence hall. This includes non-Sac State visitors/guests, other Sac State students who live off campus, and residents that live in other residence halls on campus. The prohibition of all visitors/guests applies to all resident rooms/suites, lobbies, lounges, and other common areas of the residence halls.

We strongly discourage residents living in the same building to visit each other. However, if this does occur, there can only be 1 same-building resident in the room/suite at a time. If there is a roommate or suitemate, the resident should request consent before having that 1 same-building resident visit the room/suite. Residents living in another building cannot visit others in the other residence halls. There will be no overnight guests allowed. All residents should sleep in their own bed spaces.

Hair Dryers

Hair dryers are not allowed to be used in the community or suite bathrooms. Please use your personal hair dryers in your bedroom.

Laundry Room

Residents will reserve the laundry room and go to the front desk to check out a key/access pass to get access to the laundry room. Residents are prohibited from entering the laundry rooms if there are no free machines or if they are not doing laundry at that time.
**Physical**

Physical distancing is one of the most important things we can do to fight the pandemic. Residents should follow these guidelines:

- Always maintain a six-foot distance from one another;
- Do not gather in lobbies, lounges, hallways, or other common areas;
- Comply with physical distance signage in the lobbies and on elevators;
- Continue to utilize phones and online video conferencing to stay in touch with those within and outside of your residential community

**Recreation Equipment Check-Out**

Residents will be able to reserve the recreation lounge and the recreation equipment from the front desk during the hours posted. While in the recreation lounge, it will be required for residents to physically distance themselves and to wear a mask. At the end of their reservation, all equipment must be returned to the front desk for proper cleaning and disinfecting.

**Reporting Symptoms or Contact**

Residents should report symptoms associated with COVID-19 or report contact with confirmed case(s) to Sacramento State’s Student Health and Counseling Services via phone (916-278-6461) or the online form. Click [HERE](#) to access the form. During non-business hours, residents can call the same number and immediately be connected to the 24-hour Nurse Advice hotline. If experiencing symptoms, residents should stay in their room, monitor their health, and use services provided to them. Residents may be directed to isolate in a different room, per direction of University Housing Services. If given direction to quarantine or isolate, the resident must cooperate.

**Right of Entry**

Residents must vacate their room during maintenance repairs, ESA and Service Animal Inspections, Health and Safety Inspections, pest inspections or treatments, or any other reason that it is required for a Sac State representative to enter a room. Housing staff will schedule work in advance with the residents to ensure safety for all.

**Social Gatherings**

Social gatherings are prohibited at this time; residents are encouraged to maintain physical distance and minimize interactions with others.

**Swiping ID Cards**

All Residents will have to swipe their ID cards each time they enter their residence hall. The Residents will stop in the lobby at the Front Desk to swipe their IDs, while still following physical distancing protocol.

*Updated 8/13/2020. Policies are subject to change.*