

# 2024-2025 GUIDE TO LIVING ON CAMPUS



# LETTER FROM THE DIRECTOR

*Dear resident student,*

*On behalf of the residence life staff, I would like to extend a warm welcome to you as a new or returning member of our residential community! Salem State University affords you numerous opportunities to enjoy a complete and fulfilling university experience when you live in one of our residence facilities.*

*All of our residential areas are communities where learning and development occur through a combination of academic initiatives, intentionally structured interactions and programming. These facilitated experiences will occur in large groups, small groups, and some remotely. You will find that living with other students, some just like you and others quite different, will provide you many opportunities to learn new ways of thinking and interacting. A true collegiate experience involves more than just going to classes and receiving a diploma. Residence Life provides a managed environment where you are prompted to engage, asked to explore and supported in your efforts—safely in person and remotely. Our goal is to assist in your engagement in community. By creating a sense of belonging.*

*The residence life staff understands the importance of helping you in your development, and plans activities designed to meet your varied needs. We encourage you to take full advantage of this experience and the many opportunities to get involved in campus life.*

*The information in this guide will assist you in making your residential experience a positive one. It includes information about the residence life staff, suggestions for living with your suite mates, and important policies and procedures. Please read it carefully, as you are expected to be familiar with and understand its contents. The residence life staff is happy to answer any questions you may have.*

*Sincerely,*

*Kerry Hooks*

*Director of Residence Life*

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# ABOUT

## **Mission Statement**

The mission of Residence Life is to provide a safe and supportive living environment which fosters the personal growth and development of our students. Through our interdependent community, intentional learning opportunities are designed to support the mission of the university.

## **Departmental Goals**

Through collaboration with campus partners, the Residence Life office will:

- Support students transitioning on-campus by providing and referring them to social, emotional, and/or academic resources during the global pandemic and beyond.
- Ensure learning outcomes will serve as the foundation for assessment driven decisions and in determining programmatic/curriculum components of what we provide.
- Focus and commit to enhancing student satisfaction and consistency within the residential experience and student staffing experience.

## **Statement on Diversity**

Residence Life at Salem State University is dedicated to developing inclusive and affirming communities in which all residents feel welcomed, validated, and appreciated for their uniqueness. Regardless of race, ethnicity, religious belief, sexual orientation, gender, gender identity or expression, ability, socioeconomic status, marital status, culture, veteran status, national origin and age, every member of the residential community has the right to live in an environment in which sensitivity, respect, and understanding are paramount.

Diversity within our residential communities is integral to fulfilling our mission to enhance the education our residents receive within the classroom. Without differences of opinion, experience, belief, perspective, background, and identity, our interactions are less than they could otherwise be. We strive to reflect diversity within both staff and leadership positions in Residence Life to ensure that decisions and initiatives implemented are inclusive and just.

We will not tolerate inappropriate behavior, particularly as it may relate to an individual's identity. When one individual or a group of individuals acts to destroy the essence of our diverse community, or shows a lack of respect to an individual, we will respond appropriately. We will not tolerate behavior that is not in line with the belief that each individual is a valued member of our community and should be treated with dignity and respect. Like diversity itself, our efforts to create this vision of a diverse community will continue to evolve as we learn alongside our residents.

# RESIDENCE LIFE DIRECTORY

Staff Member	Location	Title	Contact
		Residence Life Office (Atlantic Hall)	978.542.6416
Kerry Hooks	Central Office	Director, Residence Life	
Travis Fleming	Central Office	Assistant Director, Residential Education	
Joscelyn Fernandez-Neubert	Central Office	Assistant Director, Housing Operations	
Carmen Aponte	Central Office	Accountant III / Office Manager	
Mike Coughlin	Central Office	Director, Community Standards	
Jada Marley	Central Office	Graduate Assistant, Housing Operations	
Julie Beecher	Central Office	Graduate Assistant, Community Standards	
Greg Howard	Central Office	Coordinator for Housing Operations, Assessment and Outreach	
		Polycom / Speakerphone (Conference Room)	978.542.7366
<b>Resident Directors (RDs)</b>			
Victoria Letsche	Atlantic Hall	Resident Director	Altantic 5154
Olivia Epler	Marsh Hall	Resident Director	Marsh 5154
Briannah Wheeler	Charlotte Forten Hall	Resident Director	Forten 5154
Dale Gerundo	Bowditch and Peabody Halls	Resident Director	Bowditch 5154
<b>Assistant Resident Directors (ARDs)</b>			
Tobi Olawuni	Atlantic Hall	Assistant Resident Director	Atlantic 8405
Joy Ude	Bowditch Hall	Assistant Resident Director	Bowditch 6788
Jaylynn "Jay" Eady	Marsh Hall	Assistant Resident Director	Marsh 7217
Jillian Gamache	Peabody Hall	Assistant Resident Director	Peobody 4489
Jenny Deckert	Charlotte Forten Hall	Assistant Resident Director	Forten 2935

Location	Front Desk	Duty Phone
Atlantic Hall	8403	978.880.2518
Bowditch Hall	6426	978.880.2577
Marsh Hall	4499	978.880.2416
Peabody Hall	6415	978.880.2531
Charlotte Forten Hall	2915	781.254.3398

# RESIDENTIAL LIFE

Living on a university campus is considered an integral part of a student's overall college experience. These service areas are developed to meet students' most basic needs for food and shelter. However, our goal at Salem State is to ensure that our services not only meet our students' basic needs but also support and enhance their developmental and intellectual experiences as they pursue their academic goals.

**Salem State University strives to ensure that each student's experiences at the university foster growth. This growth is facilitated by formal classroom or curricular learning and intentionally designed out-of-the-classroom or co-curricular experiences.**

The Residential Life Program strives to provide high-quality and affordable services for all Salem State students who desire them. The department provides safe, clean, and well-maintained facilities supervised and managed by highly trained, caring, and service-oriented professional and paraprofessional staff. This is your home and your community.

At the heart of Residential Life is its desire to contribute to the overall student experience through co-curricular educational and involvement opportunities, including special

housing opportunities; ongoing education; leadership and volunteer service activities; and student employment positions such as student workers, desk assistants, mail assistants, and resident advisors. In combination, these areas contribute to students' personal, social, and academic development while providing avenues for individuals to acquire practical skills and experience that will serve them well beyond their enrollment at the university.

All Salem State University students and organizations are subject to the Student Code of Conduct. Residential students are also held accountable for meeting the following standards and expectations.

## **Residential Prohibited Activities**

As a member of the residential community, you are expected to abide by all the standards of responsibility and behavior outlined and the terms and conditions of your housing license agreement. You are fully responsible for all activities that occur in your room. Even if you are not actively involved in a policy violation, you may still be held responsible if you are present during a violation or if you give others access to your room. Therefore, you should always lock your room when you leave, even if you leave for only a few minutes. This will prevent others from committing violations in your room without your knowledge. You are expected to be considerate of the rights of others concerning noise at all times, both within and outside of the residence halls. It is your responsibility to put an end to any violation that occurs in your room. Students are responsible for the proper use of residential facilities.

Residents may assess damage to public areas, such as laundry rooms and hallways, in and around all halls. Students will also be referred to Community Standards. For assistance, you may call the Residential Life staff and/or University Police.

## **Renters Insurance**

It is highly suggested that every student living on campus purchase a renter's insurance policy from a third-party insurance provider. (Salem State does not sell renters insurance policies.) Having renter's insurance is the **ONLY** way students can recover costs from items in their rooms that were damaged or lost due to fire, flood, or theft. College residence halls may sometimes be covered under parents' or guardians' homeowner's insurance. There are many different types of renters' insurance coverage. Shop around to make sure you purchase the right policy for your needs.

## **Request for Refund**

No refunds will be issued to students due to facility work being done in the apartment or a delay in the work being done.

## **Room Condition Report (RCR) Mobile**

Residents will inspect and complete an RCR within the first two weeks of the semester or 48 hours of assuming occupancy. It is to the resident's benefit to be very descriptive of the condition—noting any marks, holes, tears, etc. By completing the RCR, residents are protecting themselves from being held accountable for existing issues. Failure to complete the RCR will result in all conditions being assumed "good." Please refer to the directions provided at check-in or see any staff member for directions.

All residence hall spaces and apartments need to be cleaned and kept sanitary. Residence Life will conduct monthly and/or quarterly health and safety inspections. Residence Life will work with students to get the space clean, or students will be held accountable and /or removed from housing if this is not completed.

## **Windows and Screens**

Windows are not to be used to enter or exit the residence halls except in the event of an

emergency. Throwing items out of or towards the residence hall windows is strictly prohibited. Screens are not to be removed for any reason. Posting, hanging, or otherwise displaying materials in or around the residence hall windows is prohibited. This includes but is not limited to, signage, posters, flags, banners, signs, personal messages, or anything attached to the windows.

## **Sustainability**

Open windows have a detrimental effect on the heating and air conditioning (HVAC) in residential buildings. Please do not leave windows open while the HVAC is running. Also, please turn off lights and electronics when not in use. Residents are expected to recycle paper, plastic, aluminum, glass, and newspapers in the labeled containers in each residence hall.

## **Weapons or Explosive Devices**

It is unlawful to possess, store, use, or make a sale of any weapon (lethal or non-lethal), ammunition, or any incendiary, explosive, or destructive device. The following prohibited items include, but are not limited to, firearms, loaded or unloaded; pellet, BB, flare, tranquilizer, stun, spear, orbeez gun or dart gun(s); knives with blades longer than 3 inches; any cutting instrument where the blade is exposed in an automatic way, daggers or swords; striking instruments including clubs, truncheons, and blackjacks; martial arts weapons, bow and arrow combinations; explosive devices; ammunition or components to manufacture ammunition. or any object actually used as a weapon to cause or threaten harm. See the Student Handbook through Community Standards for a complete list.

## **Clery Campus Safety Act**

The Federally mandated Clery Campus Security Act gives resident students the option of providing an alternate emergency contact in the event that they are reported as a "missing person" for more than 24 hours. Residential Life collects alternate housing information at the time of application and/or upon move-in.

## **Student's Right of Privacy**

Summary Statement: University premises occupied by students and students' personal possessions shall not be searched

unless appropriate authorization has been obtained. Students have a right to privacy except in emergencies as determined within the sole discretion of the university or under the following conditions:

- A. **Scheduled Residence Hall Inspections.** They are known as health and safety inspections. There will be monthly inspections throughout the academic year and also before the closing of university residence halls for university break periods (thanksgiving, winter, and spring break). Students residing on campus will be given prior notice and may choose to but need not be present during the inspection.

Room inspections will consist of a visual inspection to ensure that windows are closed, lights are turned off, electrical items are unplugged, perishable items are removed, and garbage cans are emptied. Most importantly, the space is clean and sanitary.

This is to ensure the security and safety of the room and its contents during the break. During these inspections, if evidence of university policy infractions and/or violations is identified, students will be referred to Community Standards. If staff needs to remove trash, all residents of the space will be charged for trash removal. The charges are \$50.00 for the first bag and \$25.00 for each additional bag.

- B. **Inspections Resulting from Suspected Violations of University Rules, Policies, or Regulations or Federal, State, and/or Local Laws.** Whenever probable cause leads a representative of the Dean of Students office (e.g., Director of Community Standards, Director of Residential Life, Resident Director, etc.) to believe that an infraction of the university's rules, policies, or regulations and/or federal, state or local laws is occurring in a student's residence hall room or involves a university issued space, that representative is authorized to conduct an inspection of the student's room after announcing that such an inspection is requested.

If a student is denying access, the student could be referred to Community Standards, which could result in removal from housing.

- C. **Administrative Searches.** Administrative searches are those conducted due to probable cause that a university rule or regulation has been violated and that evidence of the violation may be occurring. Authorization is given by the Dean of Students or Director of Residence Life and their staff,

verbal or written. In emergencies, verbal authorization may be given. Authorizations, which are in the form of an Administrative Search Authorization, shall include the time, date, place, purpose, and scope of the search. If possible, the student should be present and may have a witness present during the search. Administrative searches may take place without the student or a witness being present.

At the conclusion of the search, the student will be notified in writing by the person authorized to conduct the search for what was found, as well as the names and titles of all the persons conducting the search. Administrative research is not done in conjunction with, nor under the direction of, the University Police or on their behalf. Administrative searches are not generally conducted for the purpose of criminal prosecution. If it is believed that potential criminal violations exist and that an illegal or dangerous object might be found, the University Police will be contacted, and a criminal search warrant will be obtained.

- D. **Searches and Entries by University Police:** University police searches and/or entries to a student's room to conduct a police action are normally done with student consent, which has been given freely and intelligently. University Police may gain entrance without the prior consent of the student for the following reasons:
1. Police reasonably believe that a person within the room is in need of immediate emergency aid due to injury, accident, or medical emergency.
  2. Police are pursuing a person suspected of committing a crime.
  3. Police are in possession of a valid arrest warrant and have reason to believe that the person is inside the room.
  4. Police are in possession of a valid search warrant.
  5. Police action is imperative because there is an imminent threat of physical harm to the room occupants or community members.

## Keys/IDs

Each student receives a key to their residence hall room/suite at the time of check-in. Some of these keys are electronic keys through your clipper IDs; others have physical keys based on your residence hall. All students are reminded to lock their doors and carry their keys in person. When keys are lost or stolen, students should request a new key or lock change immediately to ensure personal safety and security of belongings. Lost keys will be billed to the student. Should a key break off in a lock or stop working, the student will not be charged for a new key. The student must, however, bring the pieces of the key (or the inoperative key) to the Resident Director of the building. Otherwise, the student will be billed for a lost or stolen key. Students must return their keys to the Resident Director before leaving the campus at the end of the school year when changing rooms or when leaving the institution permanently. If no key is turned in, students will be billed for a key at check-out. In emergencies, loaner keys are available for students who are locked out of their rooms. Students may not duplicate their room keys under any circumstances. Place a work order with the school dude on the University Facilities page to order new keys.

## Interaction with Residential Life

Residential Life staff who are confronted with violations in the course of their duties are obligated to report them to Residence Life staff, including Administrators, Resident Directors or Graduate Staff, Senior Resident Advisors, Resident Advisors, Student Workers, Desk staff, Mail staff, Facilities, and other staff.

## Fire and Safety

All residence halls are locked 24 hours a day.

In the interest of safety for all residents, fire and safety equipment are always operable. Tampering with fire and safety equipment is a felony, therefore; the following acts are prohibited:

- Covering a detector, rendering the smoke detector inoperable
- Obstructing stairwells and/or corridors with furniture, excessive debris, and other materials.
- Disabling or tampering with any exterior doors or security cameras.
- During a fire drill, if you need assistance, you can call University Police dispatch or let a residence life staff member know so they can let the fire department know that you are still in the building and need assistance.

## Health and Safety:

Suite and apartment residents are expected to clean the kitchenette/kitchen and bathroom areas regularly. Students are not permitted on any roofs or overhang areas.

### Exterior Doors:

A security alarm system is present on all residence halls exit doors except the main entrances. All exit doors in residence halls have prop detectors that will go off if doors are propped open. As soon as the door is closed, the alarm will stop.

### Restricted Items and Actions:

- Open flames, such as candles, incense, smoking, burning any materials, or other flame-emitting items.
- Use or possession of fireworks or firecrackers.
- Extension cords (only power strips with built-in circuit breakers are allowed).
- Personal grills and other appliances with open heating elements
- Flammable liquids (and other hazardous chemicals)
- Electric heaters or portable heaters and air conditioners
- Lava lamps, halogen lamps, and all lamps with paper shades. Never cover any light with a material that prevents the free flow of air around the bulb.
- Extreme care should be taken with appliances such as curling irons, hair dryers, irons, straighteners. Do not leave these items on when not in use or place them next to flammable areas such as on the carpet or on beds/upholstered furniture.
- WEAPONS: Possession, storage, or use of any type of firearm or weapon, including replicas, is not allowed in University housing. This includes tasers, knives (except for standard kitchen knives), and swords, (See also University Weapons Policy) Use or possession of projectiles such as slingshots, orbeez guns, water balloons, water guns, paint ball guns, air-soft guns are prohibited. Pepper spray/mace is permitted as a safety tool, any other use would be subject to a violation of this policy.

## **Elevators**

To keep elevators in safe working conditions, the following are prohibited and may result in disciplinary action: intentional damage and/or vandalism, misuse, or tampering with elevators; smoking/vaping in elevators; overloading or jumping; and using emergency alarms and/or emergency stops in non-emergency situations.

## **Decorations**

Decorating student rooms and hallways is permitted and encouraged; however, the following guidelines must be followed:

- Only removable decorations on doors, in rooms, and in hallways are permitted.
- Excessive decorations (ex., streamers, signs, etc., may present a fire hazard and are not allowed).
- Artificial greens and trees may be used in student rooms; however, the residence halls will permit no cut greens or live trees.
- Miniature holiday lights may be used in student rooms if they are LED and UL-approved.
- All decorations must be removed before the closing of the residence halls.
- Students are encouraged to leave command strips on the wall when vacating the room
- Any damage caused by the decorations is the responsibility of the resident(s).
- Dartboards and darts are not permitted.
- If you have any questions or concerns, please get in touch with your residence director.

## **Bicycles and Motorized Vehicles**

Bicycle racks and/or rooms are provided adjacent to and/or within the residential buildings. Bicycles may not be ridden within residential buildings. Bicycles may not be stored in any stairwell, lounge, corridor, bathroom, or other public area within the residential building.

Motorized vehicles, hoverboards, and fuel are prohibited in all areas of residential buildings.

## **Bathrooms**

Showers and bathroom stalls are designed for individual use and are only to be used by one person at a time. Bathroom sinks are not to be used for washing dishes or clothes. Be considerate of other residents when using these facilities.

## **Abandoned Property**

Belongings left in one's room/suite/apartment or within common areas of the residential buildings after a housing agreement period ends or the housing agreement is canceled are classified as abandoned property. Residents have 48 hours to remove their items per their housing agreement. We give students seven (7) days, and the University reserves the right to dispose of all abandoned property.

## **RIGHT OF ASSIGNMENT**

The University reserves the right to make room assignments, temporary assignments, consolidations, and re-assignments when necessary. Assignments to housing space are made without regard to race, creed, color, age, origin, sexual orientation, or religion. Generally, students must be enrolled full-time to reside on campus. Exceptions can be made at the discretion of the Housing Office as space permits.

# DEPARTMENTAL POSITIONS

## **Director**

The Director is responsible for the planning, organization, and direction of Residence Life and Housing programs. The Director is responsible for the overall functionality of the department as a whole unit.

## **Associate Director—Residential Education**

The Associate Director is responsible for overseeing the daily functions of Residence Life such as staff selection, training, and supervision. The Associate Director provides direct supervision to the Resident Director and works closely with the Director to maintain the departmental vision and university mission. The Associate Director is also responsible for the development and implementation of the Residential Curriculum.

## **Assistant Director—Housing Operations**

The Assistant Director for Housing Operations is responsible for facilitating all housing operations such as occupancy and room assignments. The Assistant Director manages all billing and marketing related to occupancy management.

## **Office Manager**

Serves as administrative assistant and financial consultant to the Director of Residence Life, the Associate Director of Residence Life, and the Assistant Director of Residence Life, Housing Operations. Assists with the all day-to-day functions of the office and development of services to meet the needs of residential students.

## **Coordinator for Housing Operations, Assessment and Outreach**

Serves the department by assisting the Assistant Director with operations. Coordinates our Assessment activities and student, faculty, staff, and community outreach.

## **Resident Director**

The Resident Director (RD) is a trained, full-time, professional staff member responsible for the functionality of several residence halls. They provide direct support and supervision to the assistant resident directors. The RD cultivates positive atmospheres conducive to personal growth and successful academics for residents. They also adjudicate policy violations under the purview of the Community Standards office and responds to emergency situations.

## **Assistant Resident Directors**

The Assistant Resident Director (ARDs) is a master's seeking, part-time, live-in graduate student who works closely with the RDs on the overall functionality of the residence halls. They provide direct support and supervision to the Paraprofessional Staff in the residence hall they oversee in collaboration with the RD. The ARD cultivates a positive atmosphere conducive to personal, academic progress for residents. They also adjudicate policy violations under the direction of Community Standards office and respond to emergency situations.

# DEPARTMENTAL POSITIONS

## **Senior Resident Assistants:**

The senior resident assistant (SRA) is a trained, live-in student leader responsible for developing, mentoring, and serving as a role model for the student staff team in each area. Each SRA also is responsible for a section of undergraduate students in the hall in which they work. SRAs support the community by providing programming opportunities and participate in an on-call duty rotation to respond to emergency situations in the residential area.

## **Resident Assistants:**

The Resident Assistant (RA) is a trained, live-in student leader responsible for creating community, enforcing policy, and providing resources within their residential area. RAs support the community by providing programming opportunities and participate in an on-call duty rotation to respond to emergency situations in the residential area.

## **Desk Coordinators:**

The Desk Coordinators (DC) is a trained student employee who is responsible for the scheduling, development, and cleanliness of the front desks and their staff within the residence halls. The DC evaluates and supervises the Desk Receptionists (DR) with the support of the professional staff. The DC maintains the security of the halls as well as provides customer service to residents and guests.

## **Desk Receptionists:**

The Desk Receptionist (DR) is a trained student employee who manages the front desk of a residential hall. The DRs staff the front desks 24 hours of the day for Atlantic, Bowditch, Marsh, Peabody, and Charlotte Forten Halls. The DR maintains the security of the halls as well as provides customer service to residents and guests.

## **Mail Assistants:**

The Mail Assistant (MA) is a trained student employee who is responsible for the sorting and distribution of mail and parcels within the residence halls in which they work. MAs are cross trained as DRs.

## **Office Assistants:**

The Office Assistant (OA) is a trained student employee who assists with the day-to-day administrative tasks within the residential area in which they are assigned or the Residence Life Central Office.

# OVERVIEW

**The following outlines residence life policies by which students are expected to abide while living in the residence halls.**

**As a resident, you are expected to abide by the Student Conduct Code. In particular, you are responsible for any behavior that occurs within your room and you should talk with your suitemate(s) about staying in compliance with both residence life and university policies. Failure to abide by any of these policies will result in a student conduct referral.**

## Community Behavior

Students are expected to demonstrate respect for one another, as well as the community in which they live. Students and their guests/visitors are expected to respect the privacy of individuals in the Bowditch, Marsh, and Peabody Hall community bathrooms, as well as in the apartment and public bathrooms in Atlantic and Charlotte Forten Residence Halls. Students will also be held responsible for their guests' actions.

The residential areas on campus do not run themselves. As a member of the Salem State community, you are expected to respect all residential areas and report any damage or acts of vandalism you encounter.

## Entering Your Room

The university respects residents' privacy. It is also responsible, however, for providing safe and secure facilities at a reasonable cost. Therefore, residence life staff members reserve the right to enter resident rooms at any time in a health or safety emergency. Staff may also enter rooms to conduct health and safety inspections. For any non-emergency entry, staff will notify residents 24 hours in advance of their intent to enter a

room or apartment by posting signs on floors or in entryways. If there is a reason to believe a student has a non-prohibited item in the room, the Residence Life staff will key into the room to maintain a safe and secure residence hall.

If the university has reason to believe a student is violating regulations, it can authorize a room search. The university, university police and Salem police officers may seek a search warrant at any time if there is probable cause that a crime has been committed.

## Trash and Recycling

Residents of Peabody and Bowditch Halls may put small bags of trash in the trash chutes. Cardboard, newspaper, hangers, glass, boxes, and large items should be taken to the dumpster. Excessive trash left in hallways, lounges or stairwells will result in charges to those on your floor or in your entryway. Residents at the Atlantic, Marsh and Charlotte Forten Residence Halls, must put trash in bins within designated trash rooms. Putting garbage in recycling bins could result in damage charges to your community.

## The Maintainers

Each residential area on campus is staffed by a group of dedicated and committed maintainers. These individuals spend significant amounts of time cleaning the common areas (stairwells, lounges, bathrooms, and so on), and ensuring that the buildings are comfortable places for residents to live in. Get to know the maintainers in your area, and assist them by properly disposing of your trash, picking up after yourself and encouraging your fellow community members to respect the residence halls.

## Occupancy Guidelines

Residence Life is committed to providing students a safe and secure living environment. In alignment with this commitment, Residence Life maintains an occupancy policy for all units on campus. A unit is defined as an individual room in Bowditch Hall, Marsh Hall, or Peabody Hall and the entire suite in Atlantic Hall, or Charlotte Forten Hall. At any given time, each unit is limited to a maximum of 3 times the amount of people the unit was designed to accommodate. To provide clear guidance, a chart has been provided for you:

RESIDENCE HALL	DESIGNED OCCUPANCY	MAXIMUM OCCUPANCY
Bowditch Hall, Marsh Hall, and Peabody Hall (Double)	2 Persons	6 Persons Total
Charlotte Forten (Triple/3-Person Suite)	3 Persons	9 Persons Total
Charlotte Forten (Quad/4-Person Suite)	4 Persons	2 Persons Total
Charlotte Forten (5 Person Suite)	5 Persons	15 Persons Total
Atlantic Hall	6 Persons (All Units)	18 Persons Total

Residents who violate the occupancy guidelines above may be documented by Residence Life staff and will meet with a Professional Staff member to review this guideline. Residents who violate the occupancy guidelines AND may have violated the student code of conduct will be asked to have all visitors and/or guests vacate their unit immediately, and be documented for referral to Community Standards.

## Community Spaces

This year, we expect to be able to use shared spaces up to maximum occupancy limits. We reserve the right to reduce occupancy in shared spaces with the residence halls.

## Appliances and Electronics

Because many appliances are considered fire hazards and the use of too many appliances at one time may overload a building's electrical capacity, the following appliances are not permitted in any of the residence halls:

- Air conditioners
- Electrical extension cords
- Halogen lamps
- Hot plates
- Hot pots without automatic on/off switches
- "Medusa lamps" (with multiple plastic shades)
- Water coolers
- Deep fryers
- Air fryers

The following items are not permitted in Bowditch, Marsh, Peabody, and Charlotte Forten Halls, but are allowed at the Atlantic Hall as long as they remain in the kitchen area:

- Sandwich makers
- Toaster ovens and toasters
- Waffle irons and griddles

Coffee makers and irons with automatic shut-off switches are allowed in all residential areas. Microwaves are allowed in Peabody and Bowditch Halls if the microwave is under 700 watts/10 amps.

Individual refrigerators must have a capacity of less than four cubic feet. Micro-fridge units may be rented by calling 1.800.637.7567. At the end of the year, all residents are responsible for cleaning the units and returning them per posted information. Residents may be billed for failing to return a unit, or for not following the proper cleaning and return procedures.

**Please Note:** individual refrigerators and microwaves are not permitted in Forten Hall, each suite has a Micro-fridge unit.

Stereo speakers should be of a reasonable size; sub-woofers and amplifiers are strongly discouraged. If a resident does use these items, they may be asked to lower the volume if it disturbs other residents, or the noise level is deemed inappropriate.

## Candles and Incense

Candles and incense are strictly prohibited from the residence halls, as they pose a significant fire risk. Residents are not allowed to possess any candles, including those of a decorative nature. This also includes candles that have not been burned. Possession of candles and incense on campus could result in loss of housing. Residents found in violation will be directed to correct the violation and remove the item immediately. Residence life will hold illegal items for residents for a maximum of two weeks, and then dispose of them if residents do not remove them from the building. Violations will result in administrative or student conduct action.

## Fire Safety

Because of fire risk, residence life has strict guidelines about what is and is not allowed on campus. Violations of this policy will result in student conduct action, up to and including loss of housing. The following items and/or conditions are not permitted in any of the residential areas:

- Live Christmas trees, menorahs with candles, Kwanzaa candles, and similar decorations
- Heating coils, coffee pots without auto shut-off, hot pots and hot plates, and electrical space heaters
- Flammable decorations placed near light fixtures or in enclosed areas
- LED light strips are not permitted due to the damage they cause on walls. Charges for removal and painting for damage.
- Popcorn poppers, toasters and toaster ovens and similar heating devices outside of the kitchen areas at Marsh, Peabody, Bowditch, and Atlantic Residence Halls
- Stairwells and exit doors propped open
- Bicycles in hallways, lounges or blocking the doorways of rooms, apartments and stairwells
- Tapestries and similar hangings covering a door or significant portion of the wall or any lights and lamps, or hung from the ceiling
- Electrical devices and appliances such as halogen lamps, lanterns and sun lamps
- Gasoline, lighter fluid, flammable cleaning fluid, turpentine, and paint solvents

- Motorcycles, mopeds and automotive equipment in hallways or rooms
- Desks, chairs, dressers, closets, or beds that block any part of doorways, or one's ability to move
- Disconnected or altered smoke detectors

## Common Spaces and Lounges

We expect to be able to use shared spaces up to maximum occupancy limits. In the case of an increased concern, we reserve the right to reduce occupancy in shared spaces within the residence halls.

## Smoking

Salem State University is tobacco-free. The health and safety of students, employees and visitors is a top priority for Salem State University. To promote a safe and healthful work environment, Salem State has adopted new standards to encourage smokers to reduce or eliminate their use of tobacco and to protect non-smokers from exposure to tobacco smoke. There is no smoking, or the use of other related tobacco products, allowed on university property.

## Fire Equipment

Anyone who tampers with fire equipment, smoke detectors or the sprinkler system, or who sets a fire, sets off fire alarms or fireworks or makes bomb threats will be suspended from the residential areas immediately, pending the outcome of a hearing. They may face both legal and student conduct action by the university, including loss of housing.

## Furniture

Furniture that does not carry a label of California Test TB 117 is not allowed in the residence halls. Altering furniture (such as removing closet doors or bed frame legs), stacking furniture, placing a mattress directly on the floor, moving furniture off the floor, or blocking entrances is strictly prohibited. In addition, lounge furniture may not be removed from the lounges or common areas, as these items are intended for everyone's use. There will be charges for rooms found in. Room furniture may never be removed. Should a roommate move out, their university-issued furniture must remain in the room. Students will

be charged for any furniture that is lost, missing, damaged, or that needs to be reassembled.

The following items are considered furniture, and are prohibited from rooms/ apartments:

- Bookshelves
- Concrete blocks and bricks
- Inflatable and bean bag chairs
- Trunks
- Waterbeds

## Host Guidelines

Residence Life defines a 'host' as any current residential student who is hosting a guest (see below) or visitor (see below) as the host in all policies listed below:

- Hosts may not host any more than 2 persons at any one time.
- Hosts must meet their guest(s) or visitor(s) at the main entrance of the residence hall and must always remain with them.
- Hosts must ensure that their guest(s) tap their ClipperCard at the front desk and/ or that their visitor(s) are signed into the hall by the Desk Receptionists.
- Hosts are responsible for maintaining a current 'Roommate Agreement' with their direct roommate and/or suitemates. Residence Life encourages all students to express reasonable expectations regarding visitation with the individuals they share their space with. In the event of a conflict, Residence Life staff will reference this 'Roommate Agreement.' 'Roommate Agreements' are fluid documents that can be updated or altered throughout the academic year, so long as all current residents of the unit are present.
- Hosts are responsible for the actions of their guests/visitors at all times and may be held accountable for violations of University policy or criminal action

## Guests Guidelines

Residence Life defines a 'guest' as any current residential student who is visiting a residence hall that they are not currently assigned to. Guests are still responsible for following all policies in the Guide To Living and Student Conduct Code while in any residence hall on campus.

Guests may enter any residence hall on campus, so long as they are ALWAYS accompanied by a current resident.

Guests must meet their host at the main entrance of the residence hall and tap their valid ClipperCard at the front desk to gain entry to the residence hall.

Guests should be mindful of the property within the unit they are visiting and ensure they have permission from the owner of that property before touching and/or using any belongings. Any reports of theft will be referred to University Police and/or Community Standards for further investigation.

## Visitor Guidelines

Residence Life defines a 'visitor' as any individual, 16 years of age or older, not living on campus (commuting) or not currently an SSU student. Visitor(s) must meet their host at the main entrance of the residence hall.

Current, non-residential, Salem State University students (commuters) will present their ClipperCard to the Desk Receptionist(s) and sign into the hall with a specific host.

Individuals who are not currently affiliated with Salem State University, and are 18 years of age or older, will present a valid, government-issued form of identification (International, Federal, Military or State) that confirms identity (MUST have Full Name, Photo, and Date of Birth) to the Desk Receptionist(s) and sign into the hall with a specific host.

Student ID Cards, Employee IDs, and/or Photos of IDs, etc. are NOT VALID FORMS OF IDENTIFICATION IN ANY SCENARIO.

Individuals who are not currently affiliated with Salem State University, and are 16 or 17 years of age, will present a valid, government-issued form of identification (International, Federal, Military or State) that confirms identity (MUST have Full Name, Photo, and Date of Birth) AND completed Minor Guest form.

Visitors are welcome in any residence hall on campus, so long as they are ALWAYS signed in and accompanied by their specific host (see above). Visitors who have been banned from campus or specific residence halls by a University official are NOT permitted to enter those areas of campus. Violation of these directives will be treated as trespassing and will be referred to University Police.

## Overnight Visitation Policy

Residence Life defines an 'overnight' as any guest(s) and/or visitor(s) remaining in the residence hall at 3:00am. Any residential student may host overnight visitor/guest no more than 3 nights in a 7-day period. Residence Life defines a 7-day period as starting on Tuesday and ending on the following Tuesday. Any residential student may not host a visitor for more than 3 consecutive nights. Guests or visitors may stay for no more than 3 consecutive nights in any Residence Hall.

**Overnight Visitors/Guests will be expected to follow campus policies and should not visit the residence halls if positive for COVID-19. If the university needs to implement other measures, such as an indoor mask mandate, guests/visitors will be expected to follow these protocols as well.**

## Bag Inspection

Residence life staff reserves the right to inspect all bags and containers brought into the residence halls. Residents are expected to comply with staff requests to open bags, suitcases and boxes. Students who fail to comply will not be allowed to enter the building.

## Keys and Swipe Cards

The keys and swipe cards issued to each resident are the responsibility of that student. Students should not share their keys or swipe cards, give them to another individual or duplicate them. Lost keys and swipe cards should be reported to residence life staff immediately. The Graduate Resident Director or Resident Director will determine if the lost item can be replaced, or if an entire core change is needed. (See the residence life web pages for details about the charge to the student).

## Courtesy and Quiet Hours

Students are expected to abide by quiet hours. In the residential areas and should ensure that no sounds from their rooms or apartments can be heard by students in other areas. Quiet hours are:

- Sunday–Thursday: 9 pm–9 am
- Friday–Saturday: 12 am–10 am
- Please note that during final exam periods, quiet hours are in effect 24-hours a day.

Courtesy hours are in effect 24-hours a day. Residents are expected to comply with other student or staff requests to lower noise levels when requested at any point during the day. Residents should use good judgment, and be considerate of neighbors, including the people living above and below them. The city of Salem noise ordinance is in effect daily from 11 pm–7 am, and applies to music heard both in and outside of buildings. Campus police officers must enforce the ordinance, and may fine students for violations. This includes equipment that amplifies music and musical instruments. Changes to quiet hours for a specific residence hall may be made at the discretion of the residence life professional staff.

## Solicitation

Individuals must have permission from the Director of Residence Life and the Resident Director of an individual residential area to sell or solicit outside or inside a building. Students who see an individual selling something, or soliciting inside or outside the residential areas should contact Residence Life immediately. Individuals soliciting within a residential area will be asked to leave or will be escorted off the grounds by campus police. Anyone wishing to post materials in a residence hall must obtain permission from the individual Resident Director or have their materials distributed through the residence life office.

## Animal Policy

Pets are not permitted within the residence halls, with the only exception is for fish that are kept in an aquarium (not larger than 10 gallons). One Service and Assistance animal is permitted with proper documentation and approval from CAAR Center for Accessible Academic Resources.

Animals are not permitted at Salem State University except for Service Animals and Assistance Animals, or as required by law. If you bring your pet to campus before it is approved as an Assistance Animal, you will be asked to remove it within 24 hours. You can then submit paperwork for an assistance animal; this is done through the CAAR office.

Under certain circumstances, Salem State can ban Service Animals and Assistance Animals or other approved animals from the University. These circumstances are discussed below.

# Procedures for Requesting an Assistance Animal

## 1. Request for Reasonable Accommodation

Students who have been accepted to the university with housing may request that they be permitted to bring one Assistance Animal to university housing. Such requests go through CAAR, and are considered requests for reasonable accommodations. Unlike the use of a Service Animal, the university must approve the use of an Assistance Animal as a reasonable accommodation.

A student requesting permission to keep an Assistance Animal in university housing must make a formal request to CAAR Center for Accessible Academic Resources. To do so, the student must: 1) meet with a staff member from CAAR Center for Accessible Academic Resources to discuss the requested accommodation, and fill out the "Request Form for Disability Accommodations" form with the staff member; and 2) provide CAAR Center for Accessible Academic Resources documentation of their disability, if such disability is not readily apparent (see section 2 below). The student must submit this documentation no later than July 1 if making the request for the fall semester, and no later than December 1 if making the request for the spring semester. Documentation will be submitted annually thereafter. Although requests for an Assistance Animal submitted after these dates will be considered, Salem State cannot guarantee that it will be able to meet late applicants' needs for an Assistance Animal, including any needs that develop during the semester.

With proper documentation, students may be permitted to have one assistance animal in their residence hall dwelling.

## 2. Documentation

A student requesting the use of an Assistance Animal in university housing must provide documentation from a physician, psychiatrist, social worker, or other mental health professional including:

1. verification of the student's disability, if such disability is not readily apparent;
2. statement regarding how the animal serves as an accommodation for the documented disability, if not readily apparent; and

3. statement regarding how the need for the Assistance Animal relates to the ability of the student to use and gain benefit from University housing. Any necessary documentation must be dated within the last six months.

## 3. Review and Notification

CAAR Center for Accessible Academic Resources will review documentation and arrange a meeting with the requester. If CAAR approves the request, this policy will be reviewed carefully with the Owner at that time. The Owner must review and sign this policy. The Owner must provide a copy of the signed policy to CAAR either by regular mail or by dropping it off in person.

Upon the approval of an Assistance Animal to reside in campus housing, the university will notify the residential building staff, as appropriate. In addition, the university will, if applicable, notify the student's roommate(s) or suite-mate(s) to solicit their acknowledgment of the approval, and notify them that the Assistance Animal will be residing in shared assigned living space.

All Assistance Animal owners will receive a document with all expectations that they will sign before bringing animal into the Residence Halls.

Before the animal can come onto campus, the roommates must approve, the residence life expectations document must be signed, and residence life will tell when the animal is permitted on campus if there is a past behavior of having pets on campus that would be considered when the animal is allowed into the halls. If roommates can not live with an animal, Residence Life will work with the student who has the assistance animal find another space on campus to move to.

## 4. Appeal

If the university denies a student's request for an Assistance Animal, the can appeal such decision to the Director of Residence Life.

To appeal, within five days of notification of the denial the student must submit an appeal letter to the dean of students that explains in detail the reason(s) for the appeal. The Director of Residence Life or designee(s) will review the written appeal and will notify the student on the determination of the case generally, within five days.

## Requirements of Assistance Animal and Their Owners

1. **Control:** The Owner must be in full control of the Assistance Animal at all times. The Assistance Animal must have a harness, leash, or other tether, unless either the Owner is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service of the animal's safe, effective performance of work or tasks, in which case the Assistance Animal must be otherwise under the Owner's controls (e.g. via voice control or signals). Salem State is not responsible for the care or supervision of an Assistance Animal.
2. **Registration and Health:** The Assistance Animal must be in good health. Assistance Animal must be licensed, as required under Massachusetts General Laws. As part of the licensing requirements, each dog must be up-to-date on rabies vaccines, and wear a current rabies vaccination tag.
3. **Clean-up Rule:** The Owner must: 1) always carry equipment sufficient to clean up the animal's feces whenever the animal and Owner are off the Owner's property; 2) never allow the animal to defecate on any property, public or private, unless the Owner immediately removes the waste; and 3) be responsible for the proper disposal of the animal's feces and for any damage caused by the waste or its removal. Receptacles will be provided which will be emptied on a regular basis by university personnel.

## Removal of Assistance Animal

Under the following conditions, Salem State can request that an Assistance Animal be removed from the university.

1. The Assistance Animal is not being controlled by the animal's owner; or
2. The Assistance Animal is not housebroken; or
3. The Assistance Animal is a direct threat to others; or
4. The Assistance Animal causes substantial physical damage to the property of others; or
5. The Assistance Animal poses an undue financial or administrative burden; or

6. The presence of the Assistance Animal fundamentally alters the nature of the services, programs, or activities provided by Salem State; or
7. The Owner fails to submit required documentation annually, by the dates specified in section III(A)(1).

If a report is made that the Assistance Animal has met one or more of the conditions outlined in C(1) through C(7), CAAR and residence life may discuss the potential removal of the Assistance Animal with the Owner. After such finding that the animal must be removed, the Owner will be notified of the decision made by the CAAR and/or residence life. If the university determines that an Assistance Animal must be removed, the Owner will be notified by CAAR and residence life. The Owner can appeal such decision to the dean of students or designee.

## Owner's Responsibilities with Regard to Approved Animal in University Housing

1. More detail information can be found in the Animal Assistance Guidelines and/or expectations document you need to sign prior to moving in assistance animal.
2. The Owner is responsible for ensuring that the Approved Animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside therein.
3. The Owner is responsible for the condition of their room, as outlined in the Residence Hall Policies and Procedures in the Salem State University Guide to Living on Campus and the Residence Life License Agreement.
4. The Owner's residence may be inspected for health, safety, or any other reason on a periodic basis. See the Residence Hall Policies and Procedures in the Salem State University Guide to Living on Campus and the Residence Life License Agreement.
5. The Owner must notify CAAR in writing if the Approved Animal is no longer needed or is no longer in residence. If the Owner wishes to bring a new animal to campus, they must follow the procedures set forth in Section II(A) or III(A), as appropriate.

6. The university may use pesticides, cleaning supplies, and other materials for the operation and maintenance of University housing. The university is not responsible for any resulting harm to Approved Animals.
7. All roommates or suite mates of the Owner must sign the Roommate/Suite mate Acknowledgment Form. In the event that one or more roommates or suite mates do not agree to live with an Approved Animal, the owner of the assistance animal may be moved to a different location.
8. Service Animals may travel freely with their Owner throughout university housing and other areas of the university. It is recommended that service animals be registered with Residence Life for safety and security reasons.
9. Approved Animals may not be left overnight in university housing to be cared for by another individual. Approved Animals must be taken with the Owner if they leaves campus overnight or for a prolonged period.
10. The university has the ability to relocate the Owner and the Approved Animal as necessary according to current housing and other relevant agreements.
11. All roommates need to be in agreement to have assistance animal or service animal in the space. If not we can find another space for handler.
12. The Owner agrees to continue to abide by the Residence Hall Policies in the Salem State University Guide to Living on Campus and the Residence Life License Agreement. An allowance of an Approved Animal that might constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.
13. Should the Approved Animal be removed from the premises for any reason, the Owner is expected to fulfill their housing obligations for the remainder of the Residence Hall License Agreement. Note that under certain circumstances, the Owner may petition for release from the Residence Hall License Agreement. See Request for Cancellation.
14. The Owner will comply with animal health and well-being requirements as set forth in Sections II(B) and III(B) above.

15. Any violation of the above rules and responsibilities may result in the immediate removal of the animal from the university. Such decision will be reviewed by Community Standards, Residence Life or CAAR, and the Owner will be afforded the rights of appeal outlined in this policy.

## **Alcohol Possession/ Consumption Guidelines in the Residence Halls**

The University expects that all of its students abide by the law and abide by University regulations concerning alcohol use. Students who fail to comply with this policy will be subject to possible disciplinary action for violation of the Alcohol and Drugs Policy here and in the Student Conduct Code.

### **Who can consume alcohol? Who can bring alcohol into the residence halls?**

Those who are over 21 years old may consume alcohol in the residence halls. Only residents are permitted to bring alcohol into the hall they live in. See below for the limit of what individuals may possess at any given time.

### **Room Categories**

**Wet** – a room or apartment is considered “wet” if every person assigned to the room, or every person present in the room is at least 21 years old. Consumption of alcohol would be allowed provided students adhere to limitations based on amount (see below).

**Dry** – a room is considered “dry” if any person assigned to the room or present in the room is under 21. Consumption of alcohol would not be permitted by any persons regardless of age.

### **Where can you consume alcohol?**

- If you are 21, you may have alcohol in your residential space provided everyone in the space(i.e., room/suite/apartment) is 21 years old or older. Students are permitted to have alcohol in their room/suite/apartment, however if a student under the age of 21 enters a space where alcohol would normally be permitted, that space then becomes a “dry” space (see above for definition).

- Potential Conflicts with the Student Conduct Code:
  - » If a 21-year-old student consumes alcohol where underage students are present – the 21-year-old student could face policy violations related to providing to underage persons, or hosting a party.
  - » If an underage student is present where 21-year-old students are consuming alcohol, the underage student could face policy violations related to being in the presence of alcohol or for consuming alcohol.
- Prohibited locations include, but are not limited to: campus buildings, common area lounges, hallways, stairwells, bathrooms, lobbies, parking lots, and outside grounds. Exceptions will be made under license conditions and approval by the University for specific locations.

### What alcohol can be consumed?

Residents who are 21 years old or older may individually have in their possession no more than the following amounts of alcohol at any time:

- 72 oz. of beer including wine coolers, hard ciders, twisted teas, and other 12 oz. bottles; **OR**
- 750 milliliters of wine; **OR**
- 200 milliliters of hard liquor
- No alcohol stronger than 80 proof is permitted. Limits apply to full, partially full, or empty alcoholic beverage containers.

### What about alcohol paraphernalia?

The university prohibits drinking paraphernalia, including but not limited to, drinking funnels, ice luges, and other items that encourage binge drinking. Furthermore, possession of a keg, beerball, and other central sources of alcoholic beverages are not permitted.

### Can I host a party?

The maximum number of people allowed in a space at any time is two guests per resident of the room that is present (i.e., in a six (6) person apartment, there can be no more than 18 people present). Large parties are not permitted and students who host parties, with or without alcohol, will be held accountable for any violations.

### Am I responsible for my guests?

Yes, any resident who invites a guest onto campus or into their room assumes the responsibility of ensuring that their guest will act in an appropriate manner, as well as abide by all university policies. Should the guest of a Salem State resident violate the alcohol and other drugs policy, the host student will also be subject to disciplinary action.

### What other information do I need to know?

The purchase or delivery of alcoholic beverages in the residence halls, gratuitously or for sale, to a person under the age of 21 is prohibited and shall constitute a major infraction of University regulations. Commercial deliveries of alcoholic beverages to the residence halls are prohibited.

Empty alcohol containers are considered a health violation and will be subject to possible disciplinary action. All students are asked not to store empty alcohol containers in their rooms, and are expected to dispose of them in the designated recycling or trash areas.

### Marijuana:

While Massachusetts state law permits the use of recreational and medical marijuana, federal law prohibits marijuana use, possession, distribution, and/or cultivation at educational institutions.

Therefore, the use, possession, distribution or cultivation of marijuana for recreational or medical purposes is not allowed in any SSU residence hall or on any other SSU premises; nor is it allowed at any University-sponsored events or activity off campus or any student organization event or activity. Anyone who possesses or uses marijuana at any University premises may be subject to federal prosecution and University discipline.

In addition, no accommodations will be made for any student in possession of a medical marijuana registration card except that SSU may release students from their Residence Hall License Agreement if approved.

# HEALTHY LIVING ON CAMPUS

**Keeping our community safe and healthy is embedded in everything we do. With that in mind, we continue to develop and implement protocols based on the most up to date guidance from health officials and balance these best practices with limited university resources. Below are updated health and safety protocols for residential students. These include the requirement to complete a departure plan before arrival and uploading and verifying all required immunizations on the student health portal.**

## **Expectations upon arrival:**

Students will be fully vaccinated and submit documentation with proof of vaccination or vaccine exemption for all required immunizations to the student health portal.

Students are required to complete a departure plan on or before arrival to campus in their housing portal. The departure plan indicates an off-campus location you will go to should you become ill and need to isolate. You should consider where you will be able to rest and recover off campus and transportation to this location.

## **When you are ill:**

Due to the communal nature of community living, there is greater exposure to illness. To be best prepared, we encourage you to plan for what being sick away from home looks like and prepare the items that you will need. We recommend packing a first aid kit with supplies

such as cold and flu medicine, fever reducing medicine, an N95 mask, band-aids, tea, honey, tissues, and anything else you like to have when you are not feeling well.

Should you develop respiratory or flu/COVID symptoms, please isolate by limiting your contact with others as much as possible, regardless of vaccine status. If you need medical care, you should contact health services for on campus care during business hours. Off campus local providers can be found here if you need after hours or weekend medical care. Health Services offers COVID-19, flu, and strep testing, as well as same day and next day appointments with a medical provider. [ask.salemstate.edu/kb/local-health-services-covid-19](https://ask.salemstate.edu/kb/local-health-services-covid-19).

If you need to isolate, you should enact your departure plan immediately. To properly isolate, you should limit contact with others. This means designating a space as your isolation space, and not leaving there unless necessary. Please remain off campus until your isolation is complete.

There are no on campus isolation spaces. In the instance that you need to isolate on campus due to extenuating circumstances, you will isolate in place in your current residence hall assignment space. You may still access necessary on campus services such as the dining hall, where you would be expected to get food to go and eat it in your isolation space. You should not attend in person classes, clubs, or sporting events. You should email your professors, supervisors, coaches as soon as you know you are sick and need to isolate, to let them know you are ill, and work together to create a plan to make up any missed work. Health services does not provide excused absence notes but is available for any necessary medical care and evaluation.

To protect the health and safety of roommates and neighbors you are expected to implement measures to reduce risks of getting others sick by utilizing the following practices:

- Wear a mask when needing to enter shared spaces while isolation. This could include hallways, bathrooms, the dining hall, etc
- Take rapid tests, which are available in limited quantity at Counseling and Health Services.
- Schedule an appointment at CHS for PCR testing.
- Make sure you are up to date with your vaccines.
- Disinfect commonly used surfaces.
- Improve airflow and ventilation by opening windows and using fans or air purifiers.
- Physical distance from others when possible.
- You can schedule an appointment with health services if you need medical care: [salemstate.edu/chs](https://salemstate.edu/chs).

### **Counseling and Health Services Contact Information:**

978.542.6413

[salemstate.edu/chs](https://salemstate.edu/chs)

### **Campus Public Health Line:**

978.542.3240

### **University Police and Safety:**

Emergency: 978.542.6111

Non-Emergency: 978.542.6511

### **24/7 Mental Health Support Hotline:**

978.542.8327

Updated as of 8/5/2024