

2020-2021 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.

This year, we are all experiencing a new reality as we balance the need to socially distance ourselves with the all too human need for engagement and connection. Living in a residential community, whether socially distant or not will continue to be one of the best ways to truly immerse yourself in the Salem State experience.

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 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.

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 suitemates, 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.

Once again, welcome! We wish you a successful, happy and productive year!

Sincerely,

Joy Schmelzer

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:

- Maintain and expand upon the established technology to maximize efficiency.
- Integrate learning outcomes that 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 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 STAFF DIRECTORY

Staff Member	Location	Title	Office Number: 978-542-
Joy Schmelzer	Central Office	Director, Residence Life	6436
Charnele Luster	Central Office	Associate Director, Residential Education	6744
George Regan	Central Office	Assistant Director, Housing Operations	6513
VACANT	Central Office	Director, Community Standards	2263
Carmen Aponte	Central Office	Accountant III / Office Manager	6416
Katie Lanigan	Central Office	Graduate Assistant, Housing Operations	2143
Sarah White	Central Office	Graduate Assistant, Community Standards	3097
Area Coordinators			
Travis Fleming	Atlantic, Bowditch and Marsh	Area Coordinator, Atlantic, Bowditch and Marsh	Atlantic: 8404 Bowditch: 6427 Marsh: 4490
Thomas "Tom" Durkee	Bates, Peabody and Viking	Bates, Peabody, and Viking	Bates: 6656 Peabody: 7571 Viking: 2915
Graduate Resident Directors			
Nayaab Kazmi	Atlantic Hall	Graduate Resident Director	8405
Brian Andy	Bates Complex	Graduate Resident Director	2011
Zachary Pransky	Bowditch Hall	Graduate Resident Director	6788
Lydia Leitschuch	Peabody Hall	Graduate Resident Director	7217
Victoria Walsh	Marsh Hall	Graduate Resident Director	4489
Kiara Dade	Viking Hall	Graduate Resident Director	2935
Front Desks		Duty Phones	
Atlantic Hall	8403	Atlantic Duty Phone	978-880-2518
Bates Complex	4440	Bates Duty Phone	978-423-7563
Bowditch Hall	6426	Bowditch Duty Phone	978-880-2577
Marsh Hall	4499	Marsh Duty Phone	978-880-2416
Peabody Hall	6415	Peabody Duty Phone	978-880-2531
Viking Hall	2914	Viking Duty Phone	781-254-3398

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 Area Coordinators 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.

Administrative Assistant:

The Office Assistant assists with the overall management of the Residence Life housing assignment process and operations. The Office Assistant performs complex and confidential office duties, maintains comprehensive records and files, prepares forms, and reports.

Area Coordinator:

The Area Coordinator (AC) is a trained, full-time, professional staff member responsible for the functionality of several residence halls. They provide direct support and supervision to the graduate resident directors. The AC 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.

Graduate Resident Directors:

The Graduate Resident Director (GRDs) is a trained, part-time, graduate student who works closely with the ACs on the functionality of the residence halls. They provide direct support and supervision to the RAs, ARAs, and DRs. The GRD 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 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 Supervisors:

The Desk Supervisor (DS) 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 DS evaluates and supervises the Desk Receptionists (DR) with the support of the professional staff. The DS 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, with the exception of 12 hours per day in Bates Complex. 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.

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 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 Viking Residence Halls and at the Bates Complex. 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 the university has reason to believe a student is violating regulations, it can authorize a room search. The university, campus 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. Bates residents must bring trash to the dumpsters. Residents at the Atlantic, Marsh and Viking Residence Halls, must put trash in bins within designated trash rooms. All rooms/apartments are provided recycling bins to utilize in collecting recyclable materials and should empty these bins into the larger bins located on each floor or in each entryway. 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.

Increased COVID-19 Protection Measures by Facilities

All touch points including but not limited to tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks have been treated with a disinfectant called Oxivir and sealed with PermaSafe.

- The PermaSafe product is a long-lasting antimicrobial surface protectant that continuously inhibits the growth and spread of microorganisms and helps prevent the growth and spread of bacteria.
- Oxivir is a CDC approved disinfectant which we will be using to clean and treat the areas in use on a nightly basis.
- Facilities will be adding extra cleaning of touch points throughout the day as needed
- Facilities will also be increasing the cleaning and disinfecting of the bathrooms throughout campus
- Hand sanitizer dispensers have been installed in each lobby and other areas where restrooms are not readily available
- All soap in restrooms has been changed to anti-microbial soap
- Hands free paper towel dispensers have been installed to replace hand dryers and hand dryers have been disabled.
- Plexiglass partitions have been installed at points of high one on one interaction
- All water tanks have been flushed out and all faucets have been checked to ensure they all work
- All hot water has been tested to ensure recommended temperature
- Air exchange rates have been increased in all locations
- Air filters have been changed in the air handling units to a CDC recommended merv level.
- All exhaust fans have been checked and we will be running exhaust in the bathrooms 24 hours a day to provide additional ventilation

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

The following items are not permitted in Bowditch, Marsh, Peabody, and Viking Halls, but are allowed at the Atlantic Hall and Bates Complex 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 Viking 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.

Repeat 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
- Popcorn poppers, toasters and toaster ovens and similar heating devices outside of the kitchen areas at Bates, Marsh 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

Residence Hall Community Lounges, Kitchens, and Residence Hall Fitness Spaces

At this time, all community lounges, kitchens, and residence hall recreation spaces will be closed until further notice. Due to health and safety guidance and restriction of number of students per space, there was not a way to keep these spaces open while maintaining safety. If conditions do change, residents will be notified by email to their SSU email account.

In order to help students maintain their overall fitness goals, university staff in Campus Life and Recreation will host wellness and fitness related classes available by sign-up. Those classes will be conducted in small and socially distant ways that residential facilities could not accommodate.

Students are allowed to use shared lounge space within their suites or apartments in Viking, Atlantic, and Bates. Social distancing is encouraged within those spaces.

Although community lounges are offline for the year, Residence Life does plan on engaging students in both passive programming and virtual programming. This year will look different than it has ever looked and Residence Life will be reaching out to engage residents in a variety of ways.

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. A \$50 removal fine will be levied on all occupants of a room each time a piece of lounge furniture is found in the room or apartment. 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 and apartments:

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

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. At any given time, there can be no more than 1 SSU residential guest per resident. Residential guests are defined as any student living who has an official SSU housing assignment.

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

Host Guidelines

Residence Life defines a 'host' as any current residential student who is hosting a guest (see below)

1. Hosts may not host any more than 1 SSU residential guest at any one time.
2. Hosts must meet their guest at the main entrance of the residence hall and must always remain with them.
3. Hosts must ensure that their guest tap their ClipperCard at the front desk.
4. Hosts are responsible for maintaining a current 'Suitemate Agreement' with their suitemates/apartment-mates. 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 'Suitemate Agreement.' 'Suitemate 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.
5. Hosts are responsible for the actions of their guests at all times and may be held accountable for violations of University policy or criminal action.
6. Hosts and their guest are expected to abide by social distancing guidelines to maintain the health and safety of one another. Hosts must wear masks around their guest.

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. This includes COVID-19 social distancing and mask requirements.

1. Guests may enter any residence hall on campus, so long as they are ALWAYS accompanied by current resident.
2. 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.
3. 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.
4. Guests must maintain safe social distancing between the host and guest. Masks are also expected within the residence halls.

Visitor Guidelines

Due to the COVID-19 pandemic, visitors will be not allowed until further notice. Residence Life defines a 'visitor' as any current, non-residential, Salem State University student OR any individual, 16 years of age or older, not currently affiliated with Salem State University who is visiting a residence hall.

If any changes are made to this policy, students will be notified through an email to their official SSU email account.

Overnight Visitation Policy

Residence Life defines an 'overnight' as any guest remaining in the residence hall at 3:00am. During the 2020-2021 academic year, the overnight guest policy has been adjusted to allow for 1 residential SSU guest. Any residential student may host overnight guests 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 may stay for no more than 3 consecutive nights in any Residence Hall.

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 Area Coordinator will determine if the lost item can be replaced, or if an entire core change is needed. (See the residence life webpages 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 up to \$200 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 building's area coordinator.

Solicitation

Individuals must have permission from the Senior Director of Residence Life and Student Life Operations, and the Area Coordinator 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 Area Coordinator 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). Service and Assistance animals are permitted with proper

documentation and approval from Disability Services.

Animals are not permitted at Salem State University (“Salem State” or the “University”) except for Service Animals and Assistance Animals, or as required by law.

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 an Assistance Animal to university housing. Such requests go through Disability Services, 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 disability services. To do so, the student must: 1) meet with a staff member from disability services to discuss the requested accommodation, and fill out the “Request Form for Disability Accommodations” form with the staff member; and 2) provide Disability Services 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 Assistance Animals submitted after these dates will be considered, Salem State cannot guarantee that it will be able to meet late applicants’ needs for Assistance Animals, including any needs that develop during the semester.

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

Disability Services will review documentation and arrange a meeting with the requestor. If disability services 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 disability services 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 suitemate(s) to solicit their acknowledgment of the approval, and notify them that the Assistance Animal will be residing in shared assigned living space.

4. Appeal

If the university denies a student’s request for an Assistance Animal, the student can appeal such decision to the dean of students. 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 dean of students 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 Animals 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. All Assistance Animals 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 Animals

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

1. The Assistance Animal is out of control and the animal's Owner does not take effective action to control it; 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), disability services 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 disability services and residence life. If the university determines that an Assistance Animal must be removed, the Owner will be notified by disability services and residence life. The Owner can appeal such decision to the dean of students or designee.

To appeal, within five days of notification of the removal determination, the Owner must submit an appeal letter to the dean of students that explains in detail the reason(s) for the appeal. After receiving the letter of appeal, the dean of students or designee(s) will review the written appeal and will notify the Owner on the determination of the case, generally within five days.

Note that if an Owner appeals, the Assistance Animal can remain on campus pending the final appeal determination, unless the university has determined that the Assistance Animal is a threat to others.

Conflicting Health Conditions Related to Approved Animals

Residence life staff will make a reasonable effort to notify resident students in the residence building where the Approved Animal will be located.

Students with medical condition(s) that are affected by animals (e.g. respiratory diseases, asthma, severe allergies) are asked to contact disability services if they have a health or safety related concern about exposure to an Approved Animal. The university is prepared to reasonably accommodate individuals with such medical conditions that require accommodation as a result of the Approved Animals.

All conflicts should be referred to disability services which will attempt to resolve them in a timely manner. Disability services will consider the conflicting needs and/or accommodations of all persons involved, and develop a resolution.

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

1. 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.
2. 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.
3. The Owner is responsible for the cleanliness 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 Disability Services 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, he/she 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 suitemates of the Owner must sign the Roommate/Suitemate Acknowledgement Form. In the event that one or more roommates or suitemates do not agree to live with an Approved Animal, such non-approving roommates or suitemates 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.
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. 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.
12. 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.
13. The Owner will comply with animal health and well-being requirements as set forth in Sections II(B) and III(B) above.
14. 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 disability services, 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.

Living in the Residence Halls during the COVID-19 Pandemic

We are excited for you to join us on campus for Fall 2020 and have plans in place to provide a safe environment for learning, living, and personal growth but we cannot eliminate all risks without your help. When deciding to live on campus, it is crucial that you abide by the set of safety and behavioral protocols that are necessary to keep both you, your peers, and our employees safe and minimize COVID-19 infections and outbreaks on campus. Failure to adhere to these safety measures may result in disciplinary actions and could ultimately result in COVID-19 outbreaks that could warrant re-closure of campus. At SSU, we want to emphasize Vikings CARE and that as an SSU Viking we expect you to advocate for and foster a culture of shared responsibility for the health and safety of our larger community. Please keep in mind that best practices and public health guidance continues to evolve, and as such, these recommendations may as well.

Screening

- All residential students are expected to complete the pre-campus screening process prior to move in. Information about this process will be sent to student SSU email addresses when available.
- Anyone with any symptoms and positive screening results, will be advised not to arrive on campus until cleared by CHS. Residence life will hold your room until you are able to safely arrive on campus. It is expected that the student contact both Residence Life and CHS.
- Self-screening of symptoms every day with the John Hopkins self-checker (<https://www.hopkinsmedicine.org/coronavirus/covid-19-self-checker.html>) (or similar app). If you are feeling well, with or without symptoms, you are expected to perform this self-screening for symptoms every day.
- You must immediately self-isolate away from all others and notify CHS with any symptoms suggestive of COVID-19 or known close contact with positive COVID-19 case. You must exclude yourself from campus activities until you receive further direction from CHS, including notifying your professors and/or supervisors of your anticipated absence.

- You are expected to have a personal thermometer with you to check your temperature as part of screening and/or if you become ill. Contact your area RA on call if you do not have access to a personal thermometer.

Testing

- Testing will be expected if you have any symptoms suggestive of COVID-19 or have had close contact with someone diagnosed with COVID-19. On and off campus testing services will be explored as options.
- **All residential students will be tested for Covid-19 as part of the move in process. During the fall semester we will be testing a percentage of our residential students every other week. Additionally, we will conduct more frequent testing of students who may be at higher risk. If any student has concerns about their personal health or vulnerability, they can volunteer to be tested every 2 weeks. This is a free service to our residential students.**
- Your health insurance policy may be billed for testing performed on campus, as outlined in the CHS consent for treatment and privacy policy.
- If you receive testing off campus, you are expected to share this information with CHS, so that CHS can monitor on campus illness and attempt to reduce the likelihood of outbreaks.
- If you are diagnosed with COVID-19 or have had to quarantine due to close contact, you will need to be cleared by CHS and the local board of health prior to discontinuing quarantine or isolation and resuming in-person activities. Students in quarantine or isolation may continue with online activities and learning. CHS and Student Life Wellness will be in touch with faculty or on-campus employers if a student needs to be absent from in-person activity due to this public health concern.

Quarantine & Isolation

Definitions

Quarantine: Individuals who are asymptomatic and feel well but have potentially been exposed to COVID-19 by either close contact with someone who has been diagnosed or is returning or traveling to MA from travel to a non-lower risk state, which has been identified as an area with increased rates of community transmission will be required to quarantine until cleared by CHS. Students who are in quarantine must stay away from others and follow the quarantine requirements that are based on CDC guidelines. Students may be allowed to quarantine in their room or may be moved to a different campus location if needed.

Isolation: Confirmed COVID positive students will be relocated to isolation housing. May share space and bathroom with other confirmed positive students.

- If you are symptomatic, diagnosed with COVID-19, or exposed to COVID-19 you will be asked to quarantine or isolate. You will be encouraged to do so at home, if possible. You should consider a transportation plan if this need were to arise for you.
- If you are unable to quarantine or isolate at home, you may be relocated to on campus quarantine or isolation spaces. You will remain quarantined or isolated based on most recent public health guidance and until you are cleared by the local board of health and CHS. While SSU is prepared to provide support to students in on-campus quarantine and isolation with accommodations and regular check-ins, quarantine and isolation may be difficult for many students. Students should consider this impact when deciding to remain on campus.
- If you are exposed and in close contact with someone who tests positive for COVID-19, you will be expected to quarantine for at least 14 days.
- If you become ill or test positive for COVID-19, isolation will be expected at home or on-campus.
- You may need to relocate to isolation housing if you are unable to quarantine or isolate off campus. This may include isolating with other students who've also tested positive for COVID-19.
- You will remain quarantined or isolated based on the most recent public health guidance and until you are cleared by the local board of health and CHS.

- Suitemates and close contacts of a confirmed positive student will need to quarantine and may also be tested for COVID-19. Students will be expected to follow the recommendations of CHS and the local Board of Health.

Communication

- Be respectful of all community members.
- Ensure your contact information remains up to date in navigator.
- Remain alert to signage on campus, emails & notices from the university and including CHS and follow the guidance.
- You must adhere to listed occupancy restrictions.
- You may be expected to share your close contact information and on-campus locations with CHS and public health officials.
- You are expected to monitor and respond to emails, phone calls, health portal messages in a timely manner. Failure to do so may result in a wellness check by university police.
- You must complete the student Health & Safety COVID-19 training, available on Canvas. You will be receiving additional information on how to access this course. There will also be additional training for residential students during your first floor meeting
- In person classes and other on campus activities may require taking attendance to facilitate contact tracing if needed.
- If you test positive for COVID-19, this information will be shared with person(s) within the university that need to know this information to ensure public health and safety. Your personal information will be kept confidential, to all extents possible, while also ensuring public safety.

Hygiene and health

- All residential students are expected to be in compliance with the immunization requirements outlined by both state legislation and university policy. You can submit and check the status of your compliance on your health services portal.
- A flu vaccine is strongly encouraged this year, as soon as they become available, to minimize flu-like respiratory illness on campus.
- If you have underlying medical conditions that increase your risk for increased severity of COVID-19 infection and complications, it is strongly

recommended that you take into consideration the increased health risks of living on campus. If you chose to live on campus, it is encouraged for you to consult with your PCP and/or CHS.

- If you have asthma, it is expected that you bring with you your own medications and treatment devices. Due to the aerosolization and increased risks for COVID-19 transmission that occurs with in-office asthma assessments and nebulizer treatments, these will not be offered at CHS this year. Nebulizer devices should only be used within your single occupancy room.
- Cloth face coverings are expected at all times when on campus and outside of residence hall rooms.
- If you are quarantined or isolated, you must always wear a face mask any time you are outside of your individual bedroom, including in the case of emergency building evacuations.
- Frequent hand washing or use of hand sanitizer, especially upon return to your residence hall from outside and entrance to your room
- If you are assigned specific bathroom facilities/stalls/sinks to use, you are expected to use only these facilities to all extents possible.
- Keep high touch surfaces clean and disinfected, such as door handles, counters, bathrooms, phones, chair handles, etc. with an EPA approved disinfectant.
- Avoid using shared items outside of your immediate group/suitemates, do not share personal items, use disinfectants between use when unable to avoid sharing.
- You must adhere to physical distancing with anyone outside of your room or suite, of at least 6 ft. Avoid crowding in any common areas such as hallways, elevators, lounges, front desk, etc.
- You must adhere to the gathering guidance and limit how many people you come in close contact with. Large social gatherings will be prohibited this fall.
- Limit off campus, out of city travel when possible.
- Limit use of any public transportation or ridesharing, when possible.
- Limit any non-essential off campus social gatherings.
- The above outlined protocols (cloth masks, physical distancing, hand hygiene, etc.) should also be adhered to when using any public transportation, interaction with family members, friends, employers, or co-workers.

- Consider creating a personalized plan for support. Make plans for regular check-ins with friends, family, and your support networks. Be honest about how you are doing. Eat nutritiously, move your body regularly, get adequate sleep, stay hydrated, avoid or minimize substance use. And know how to access on campus support services such as Counseling and health services, Student Life Case Management, LEAD, Campus Life & Recreation. Refer to the website for more details.

Community Standards (Conduct)

- Living on campus this fall is a community social contract, built on trust and expectation that you and all other students, will make the health and safety of your fellow Vikings your top priority in all your actions- every member of our community, their families and loved ones, are counting on each of us to keep them safe as we interact on campus.
- Compliance with public health measures is mandatory to prevent widespread infections and possible campus closure. All students must play a role and take these measures seriously. Students who put others at risk by violating these expectations will be subject to possible referral to community standards, sanctions, up to removal from campus.
- People who have repeated violations will be referred to community standards for a hearing.

If the university does not close the residence halls and a student opts to leave before the end of the contractual occupancy period, the usual housing cancellation policy will apply. Please refer to your 2020-2021 Housing License Agreement or <https://www.salemstate.edu/campus-life/living-campus/room-and-board-fees> for more information on room, board, and fees.

If the university is forced to evacuate the residence halls due to the COVID-19 pandemic, eligible students will receive a pro-rata adjustment of their applicable room and board charges.

As the COVID-19 situation and subsequent public health guidance evolves, Residence Life will continue to update the Residence Life Guidelines so students have the most up-to-date information.

For more information or any questions related to housing, please contact residence life at housing@salemstate.edu.