Dear ____,

You are receiving this letter because you are entering into Self-Isolation/Quarantine within Housing and Residential Life. According to the addendum you signed when you agreed to live with us for the 2021-2022 Academic Year,

- **Signs/Symptoms.** A student who develops signs or symptoms of COVID-19 as enumerated by the CDC [https://www.cdc.gov/coronavirus/2019-ncov/index.html](https://www.cdc.gov/coronavirus/2019-ncov/index.html) must contact Student Health Services (615.494.7745) within one (1) business day and self-isolate. Self-isolation means NO human contact with ANYONE, including family, friends, and especially going out into the public. Remember, if your symptoms are mild this does not mean you cannot spread the virus to someone else and put others at severe risk.

- **Self-Quarantine/Self-Isolation.** At any time, the University may request or require a resident to leave Housing when that resident’s continued presence in the housing community poses a health and safety risk for community members. Residential students are required to comply with requests from Housing or Student Health Services to leave their assigned space due to COVID-19. If a student is instructed to leave their current assignment, the student can return to their permanent address or Housing will relocate them to another space on campus reserved for self-quarantine/self-isolation. Students who are directed to self-isolate or self-quarantine must do so until Student Health Services deems it is appropriate to leave the space. Students who are required to self-isolate/self-quarantine must have NO human contact with ANYONE, including family, friends, other residents, and going out in public. Meal delivery will be coordinated for students who are placed in self-isolation/self-quarantine.

**Location:** You have been admitted to ___ for the duration of your time spent in self-isolation/quarantine. During this time frame, you are not permitted to leave the premises for any reason. You may not have visitors. If you need something, or if there are any facility-related concerns, please contact the area desk for the building where you are quarantining. The desk numbers are listed below. You are responsible for bringing with you everything you will need for the duration of your time spent in self-isolation.

**Trash:** Students should place their trash in the trash bags we provide outside their apartment/room between 8am-9:30am on Mondays and Fridays and it’ll get picked up.

**Packing List:** You will be in the self-isolation/quarantine for up to 14 days, please look at this check list as you are gathering your belongings to move to this temporary assignment.

- Cell Phone & Cell Phone Charger
- Bed linens and towels
- Toiletries
- Academic supplies and electronics
- Prescription medications
- 10 days’ worth of clothes

**Meals:** Someone will be in touch with you regarding your meal plan and dietary needs. If it is Housing, we will deliver meals three times per day, and will knock on your door, announce we are here, and then leave the to-go container outside your door. Please do not open the door to receive your food until the Housing staff member
has left the premises. If someone else is bringing you meals, they will coordinate with you to determine how you will receive your meals.

**On-Going Care and Communication:** Health Services will be in contact with any health-related concerns. They will let you know the status of your test results and will be available for any questions regarding your own health.

**Checking Out:** When Health Services give you the clearance to move back to your permanent assignment, please grab all your belongings and leave the items that were placed in the room for your convenience (hand sanitizer, soap, cleaning supplies and toilet paper supply). Take your key back to the front desk of the hall/apartment where you are isolating/quarantining and follow the express check-out process. We need you to move out the same day that you are cleared, so that the space can be turned over for the next student. Failure to turn in the key within 24 hours will result in a lock change fee.

**Important Phone Numbers**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Student Health Services</td>
<td>615/494-7745</td>
</tr>
<tr>
<td>Scarlett Commons Desk <em>Call this number at night and on weekends for Housing Concerns</em></td>
<td>615/904-8068</td>
</tr>
<tr>
<td>Womack Desk</td>
<td>615/898-2858</td>
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<tr>
<td>MTSU Police Department - EMERGENCIES</td>
<td>615/898-2424</td>
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