June 12, 2020

Dear Students and Recent Grads,

I am pleased to announce that we have received permission from the University to allow access to the building for you to clean out your carrels and retrieve items from student offices starting next Friday, June 19. Note that building access is currently limited for this purpose only – we are not able to allow students or recent grads to use the building to study or work at this time. Please note that **if at all possible, we need every student to clean out their carrel.** Social distancing measures will be necessary in Fall 2020, which requires re-examination of the way that carrels are used and assigned. It will be easier for our staff to re-organize and potentially re-assign carrels if they are all cleaned out and sanitized.

Students will be allowed to sign-up for a one-hour time slot to come to the building to clean out their carrel and retrieve items during the following time periods:

- Friday, June 19 8:00am-5:00pm
- Saturday, June 20 10:00am-5:00pm
- Sunday, June 21 10:00am-5:00pm
- Monday, June 22 8:00am-5:00pm

All students with items in the building should complete the [Law Student Item Retrieval Form](#) to indicate (1) if you’ll be coming to the building at one of the dates above to retrieve your belongings, or (2) if you’re unable to come to the building and want to make alternative arrangements. In order to complete the carrel clean out and item retrieval process safely, we must limit the number of people allowed in the building at any one time, as well as employ some additional safety measures. The form is how you will sign-up for a one-hour time slot to clean out your carrel and pick up your items. 10 students may sign up per hour, and each student may bring one “helper” with them to assist. **Please note that the form allows you to assign a designee to clean out your carrel and/or pick up your items from the building if you are unable to do so yourself.**

**Your safety is our utmost priority.** Everyone is required to wear a mask or other face covering at all times when inside the building. Social distancing will be maintained, and hand sanitizer will be provided. More detailed information about the process and safety measures will be provided to those who sign-up to retrieve their items from the building.

Thanks to all of you for your flexibility and understanding as it relates to building access. Contact me with questions or concerns!

Sincerely,

Alex Sklut
Associate Dean of Students