

Sent on Wednesday, March 18

From: Tom Hardy, Director of Campus Housing

To: All UofL Students living in residence halls

COVID-19 Email to all residents on closing trad halls and suites 3-18

Dear UofL Campus Housing Resident,

We hope this email finds you well and in good health. Today, President Bendapudi announced an important [preventative action](#) that our university is taking to ensure the health and well-being of students residing on Belknap campus.

Residents of our **traditional** and **suite-style** halls should **depart their residence halls by March 29 at 10:00 a.m.**

Residents of Traditionals and Suites

- This includes the following buildings: Threlkeld, Miller, Unitas, Kurz, CommunityPark, Louisville, and Billy Minardi.
- We are prepared to offer a credit to the student account of each traditional and suite-style resident who cancels their housing license agreement and checks out of their residence hall by March 29.
- To qualify for this credit, residents must cancel and check out in accordance with our standard [cancellation request](#) and [express check-out](#) procedures.
- Residents must not have an outstanding balance on their student financial accounts.
- Credit amounts will be pro-rated based on the resident's check-out date.
- Residents must check out by March 29 to qualify for the

credit. Residents of Apartments

- This includes the following buildings: Cardinal Towne, University Pointe, University Tower Apartments, Bettie Johnson, and Medical-Dental.
- The measures above are being taken in accordance with recommendations provided by our Centers for Disease Control and Prevention (CDC) regarding [social distancing](#). As each of our apartment units are de-densified already and have very few individuals contained in a unit, we do not perceive a hindrance to either of these recommendations; therefore, these apartments will remain open.

Residents Who Lack Alternative Housing Options

- Residents who do not have an alternative housing option may request to remain on campus by completing the Housing exception form on the Housing portal at <https://louisville.edu/housing>.
- Requests will be evaluated based on availability.

Next Steps:

Residents Moving Out

1. Log into the Housing Portal on our [homepage](#) to submit a Cancellation Request. This cancellation will affect the duration of your Spring 2020 housing.
2. Review our [express check-out](#) instructions and proceed with move-out by March 29.
3. Parents may assist residents with move-out; however, we do ask that you avoid congregating in hall spaces in order to practice safe [social distancing](#) and strive to move out in a timely manner. We highly discourage the presence of more than five (5) individuals in a space at a given time.

Residents Requesting to Stay

We are prepared to accommodate any resident who does not have an alternative housing option readily available. If you would like to remain on campus because you do not have an alternative option available, please complete the following:

- Log into the Housing Portal on our [homepage](#) and complete the “Housing Exception Form for Spring 2020.”

Await a confirmation from our team regarding your request. We will take every measure to accommodate you here in a residence hall; however, your room assignment may change.

Please know that we are here to support you throughout this process, and we welcome you to reach out to your hall director or our team with any questions or concerns that you may have. We also encourage you to visit our university’s [dedicated coronavirus webpage](#) for the latest campus updates on available resources and actions being taken. Additionally, Campus Housing has created a [COVID-19 resource page](#) which will be regularly updated for our residents and parents.

If you have any questions or concerns, please contact us via email at housing@louisville.edu or by phone at 502-852-6636. In consideration of our student employees, we ask that you please contact us electronically in order to minimize in-person contact at our front desk.

Finally, effective immediately, we are prohibiting visitation in all of our residence halls. Until further notice, no outside visitors may enter a given hall. This does not include parents assisting with move-out.

Sincerely,

Dr. Tom Hardy
Director, Campus Housing