



RANDOLPH-MACON ACADEMY

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Commandant

CHECK OUT/PACK UP PLANS FOR JUNE 2020

- Please read carefully -

These are general packing and checkout procedures for all Upper and Middle School students. Please assist in this process by reporting to R-MA on your scheduled day. If you cannot make your scheduled time please notify Student Services.

Before you are allowed to enter any campus buildings, you must be screened by R-MA Nursing Staff. You will be asked these questions:

In the past 14 days have you...

- 1) Traveled outside the U.S or to a known hot spot in the US?**
- 2) Been in contact with anyone diagnosed with COVID-19 or exhibiting symptoms?**
- 3) Have you or anyone in your house had a temperature above 100 degrees, dry cough, sore throat, shortness of breath, unusual fatigue, sneezing or a loss of taste or smell?**

If you answer "yes" to question 2 or 3, do not return to campus, immediately notify Student Services at studentservices@rma.edu and arrangements will be made to ship your belongings to you, at your expense. You are encouraged to take your temperature before arriving at R-MA.

While on campus, please observe the COVID-19 protocols.

- Wear a mask at all times. If you do not have one a mask will be provided to you.**
- Social distancing of 6 feet should be maintained whenever possible.**
- Avoid touching unfamiliar or unnecessary items.**
- Avoid touching your face and wash/sanitize hands as necessary.**
- If you have an underlying medical condition and are not comfortable returning or you know you cannot be available on your scheduled day, please notify Student Services at studentservices@rma.edu**

Specifics about room clearing:

- All items must be removed from your dorms – including trash.**
- Donation bins will be located in dorms (Athletic wear, uniforms for Parents Assoc., etc)**
- Items left in any lockers will be bagged, labeled and located in dorm rooms or student services for day cadets.**
- Only one Parent / Guardians will be permitted in the dorm rooms – Parents / Guardians must also be screened before entering the building.**

Important Note: Medical screening will stop at 1300 hrs. each day. For safety measures, anyone not screened will have to reschedule.

Upper School Check Out 15-20 June

All US Cadets will report to the courtyard on the west side of Sonner-Payne. A pavilion will be set up for nurses to screen each student and family member before entering the building. If you have prescription or OTC medications at the clinic, they will be returned to you at the pavilion.

US cadets will proceed into Sonner Payne where check out begins in the cross-hall area – only one parent/ guardian will be permitted to accompany their student into campus buildings. Cadets will check out with Information Tech Support and Finance. If you had locker room items they will be located here for retrieval. Additionally, if you purchased a yearbook (and if they have arrived from the publisher) they will be handed out in the cross-hall area.

Day Cadets: After checking out with Finance and IT, please use the stairs to report to Student Services and turn in any AFJROTC uniforms and collect belongings left in student lockers and depart using the north entrance to your vehicle.

Male Boarding Cadets:

After nurses screening, and check out with Tech Support and Finance, proceed up the stairs to pack out your room. Once packed and cleared from your room by your CLS, you will take the elevator to the basement and depart S-P through the west side door at the bottom of the stairs to return to your vehicle. Any questions regarding check out times or procedures should be directed to the Male Head CLS, Lt Geo Romanov (gromanov@rma.edu).

Female Boarding Cadets:

After nurses screening, and check out with Information Tech Support and Finance, exit Sonner-Payne through the front doors and proceed to the east (to the right) entrance ramp to Turner Hall. Use the west door and ramp for exiting Turner Hall and returning to your vehicle. Any questions regarding check out times or procedures should be directed to Girls Head CLS, Mrs Stacy Philpott (sphilpott@rma.edu).

Schedule:

Pack out Day 1 (US): 15 June

1000 -1600 hrs: Day student's lockers, Staff Flight, Falcons, Band

Pack out Day 2 (US): 16 June

1000-1600 hrs: Bravo, Foxtrot, Delta, Hotel

Pack out Day 3 (US): 17 June

1300-1500 hrs: Echo, Alpha, Golf, Charlie

Pack out Day 4 (US): 18 June

1000-1600 hrs: Stragglers

Pack out Day 5 (US): 19 June

1000-1600 hrs: Stragglers unable to arrive at their scheduled time

Reminders: Only one Parent / Guardian will be permitted to accompany their student. Cadets are allowed on campus only during their scheduled time.

Middle School Check Out 15-17 June

Each student and a parent will report to a screening pavilion located in the courtyard of the Middle School campus. Once screened, they will be given PPE and a pass to enter the dorm. Yearbooks will also be handed out at that time.

Students will enter the dorm lobby and check out with Finance and return their laptops with chargers to the Information Tech (IT) Support table. From here, the boarding student and

parent will pack out his/her room and collect any remaining personal belongings (and any medications) and check out with the Student Life Supervisor before departing the dorm for their vehicle. All items should be taken out at one time to avoid returning into the dorm a second time.

Any items that had been left in the will have been bagged and placed in rooms or in the dorm lobby for retrieval.

Schedule for Day and Boarding Students:

Pack out Day 1 (MS): 15 June

1000-1600 hrs: Students with last names beginning with A-M.

Pack out Day 2 (MS): 16 June

1000-1600 hrs: Students with last names beginning with N-Z.

Pack out Day 3 (MS): 17 June

1000-1600 hrs: Stragglers

Reminder: Only one Parent / Guardian will be permitted to accompany their student.

MS Boarding Students: Any questions regarding check out times or procedures should be directed to R-MA Middle School's Head SLS, Ms. Yisrael (kyisrael@rma.edu).

MS Day Students: Any questions regarding check out times or procedures should be directed to Mrs. Grove (mgrove@rma.edu).