

By Lynn University on Aug. 3, 2020

### **Employee guidance**

Faculty return to campus Aug. 10. Supervisors and department heads are responsible for determining which other employees are required on campus to guarantee continuity of service to students. Departments are encouraged to implement telework arrangements, staggered schedules and flexible scheduling whenever feasible to reduce campus density.

See the "Employee guidance" email dated Aug. 3, or the FAQ by the same name, for more details about scheduling and other questions regarding return to work on campus.

### **Students retrieving belongings**

As Lynn University prepares for our students' return to campus, students who wish to collect their belongings previously left on campus must take action:

1. **Plan to visit campus between Monday, Aug. 10 and Friday, Aug. 28.** In accordance with our policies, any personal belongings that remain on campus after Aug. 29 are considered abandoned property, and the university will donate the items as deemed appropriate.
2. **Email the housing team to make an appointment** at least 48 hours before your planned pick-up. Appointments ensure that a member of the Housing and Residence Life team is available to provide access to the secured storage.
3. **Adhere to required campus screening and guest access procedures**, which we will provide prior to your confirmed appointment.

If you are unable to return to campus to collect your belongings, you may appoint someone else to do so for you, or you may arrange for your items to be collected by the shipping carrier of your choice.

See the "Housing—Retrieving belongings" FAQ or [contact housing](#) for more information.