

# HMSC Housing Policy Guide

## COVID-19 Policy Expectations

Please note that these expectations may change in accordance with University, local, state, and federal requirements and guidelines for health and safety. With the continuation of the COVID-19 pandemic and its variants, HMSC reserves the rights to implement any reasonable measures, practices, and/or procedures to reduce the impact and/or risk of the virus in the community. This includes but is not limited to: requiring face coverings to be worn in certain settings; limiting the number of guests or entirely prohibiting guests; implementing physical distancing expectations and closing areas of community gathering, such as the dining hall and gazebo. Updated University guidance and policies around COVID-19 can be found at [https://policy.oregonstate.edu/UPSM/04-042\\_covid\\_safety\\_success](https://policy.oregonstate.edu/UPSM/04-042_covid_safety_success).

Violations of these expectations may result in a disciplinary process, if applicable; egregious violations may lead to cancellation of a resident's housing contract. In the event of updated or adjusted policies around COVID-19, we ask that all residents help support our communities' health and safety by being diligent about monitoring their own health and activity, and by holding each other accountable to these expectations.

Specific reminders:

1. Residents must be in compliance with University vaccination and testing requirements. Specific requirements based on your role with the University can be found at <https://covid.oregonstate.edu/vaccination-program-requirement>. Residents who are not OSU Students or Employees must follow the Proof of Vaccination Requirement for Designated Events.
2. Residents may not exceed the posted maximum occupancy of common spaces.
3. Residents are encouraged to be mindful of applicable social get-together and event requirements or limitations.
4. Residents showing symptoms of COVID-19 are expected to get a COVID-19 test promptly through their primary care provider or Student Health Services (SHS). Residents should not go in person to SHS, but rather should contact SHS via phone at 541-737-9355 for further direction about how to get tested. If a resident is showing COVID-19 symptoms, has a positive COVID-19 diagnosis, or has been exposed to someone who has tested positive for COVID-19, they will be required to isolate for the amount of time recommended by local public health authorities. Residents may return to their home location, or if they choose to stay on campus, they may be required to temporarily move into a designated isolation space.
5. For the safety of the entire University community, residents are encouraged to disclose a positive COVID-19 diagnosis; they can do so here by contacting their designated Point of Contact (POC). Residents are expected to follow the directives of the Oregon Health Authority and campus officials in the event they have a positive COVID-19 diagnosis. Failure to do so may be considered a violation of the Code of Student Conduct and University policies.
6. Residents are expected to follow all additional health and safety requirements set forth by the University and applicable health authorities regarding testing, self-quarantining, isolation, and

contact tracing. Residents are expected to cooperate with contact tracers in a timely manner when contacted. Failure to follow any University or health authority directives in a timely manner may be considered a violation of the Code of Student Conduct and University policies.

### **Missing Person Protocol**

Any person who is aware of a resident who is missing must report that information immediately, if in an emergency to 911, otherwise in a non-emergency they should contact the Department of Public Safety Dispatch Center by phone at 541-737-3010. If you prefer to report in person, contact the Housing Coordinator. You do not have to wait 24 hours to report you believe a resident is missing. This will allow the university to initiate its missing person procedures and notify the missing resident's confidential contact. Each year, residents, regardless of age, are required to provide a confidential missing person contact when they complete their housing application with HMSC. This contact is strictly for missing persons purposes and can be the same as their general emergency contact, or residents may also choose someone different. For more information about how to register a confidential contact or contacts, please contact HMSC Housing at 541-867-0876 or [HMSC\\_Housing@oregonstate.edu](mailto:HMSC_Housing@oregonstate.edu).

### **Acceptable Use of University Computing Facilities**

Residents must follow the policy regarding the acceptable use of University computing facilities, which can be found at <http://fa.oregonstate.edu/gen-manual/acceptable-use-university-computing-resources> and <https://fa.oregonstate.edu/gen-manual/policy-regarding-unauthorized-peer-peer-p2p-file-sharing-and-other-copyright-infringement>. The University takes copyright infringement and unauthorized file sharing seriously and engaging in this behavior can have significant negative financial and legal ramifications.

### **Alcohol**

1. Residents and guests who are under the age of 21 may not possess or consume alcohol.
2. Residents and guests may not furnish, manufacture, distribute, or sell alcohol except as expressly permitted by law and the University's policies regarding alcohol.
3. It is a violation of housing policy to provide alcohol to anyone regardless of age who is visibly intoxicated.
4. It is a violation of housing policy to be publicly intoxicated in the public or common areas of HMSC Housing. Even residents and guests who are 21 or over who are disruptive because of the use of alcohol may be considered in violation of this policy.
5. Open containers of alcohol are not permitted in public or common areas. Common areas include, but are not limited to, parking lots, sidewalks, decks, lawns, gazebo, basketball and volleyball courts, dining hall, and laundry rooms.

University officials will ask individuals who violate the alcohol policy to dispose of all alcohol in their possession. Residents who violate the alcohol policy may be referred for disciplinary action, if applicable. University officials have discretion to call police. HMSC staff will dispose of alcohol found abandoned in public areas. HMSC staff will direct residents to dispose of alcohol that is determined to have been in the illegal possession of a resident or guest.

Students who have any questions or concerns about alcohol use are encouraged to talk with a staff member at Student Health Services (SHS) or Counseling & Psychological Services (CAPS). Both departments have trained staff that provides information, assistance, and counseling. For more information on alcohol and other drugs please visit the following website:

<http://studenthealth.oregonstate.edu/alcohol-and-other-drugs>.

## **Animals**

Residents may not have pets in any residential building. Exceptions to this policy are granted for residents who have preapproval for a service or emotional support animal through Disability Access Services (DAS) or Equal Opportunity and Access (EOA). For more information please visit:

<https://accessibility.oregonstate.edu/serviceanimalpolicy>

DAS or EOA-approved service or emotional support animals must not pose a health or safety risk or a significant disruption to the educational environment. The University may require a resident to remove an approved animal from residential facilities in the following instances:

- The animal poses a direct threat to health or safety of others;
- The animal causes significant property damage;
- The animal poses a nuisance to the community such that the educational goals of the living environment are not met; or
- The resident does not comply with their responsibilities as outlined in the Service and Assistance Animal checklist at the time that their animal is approved to live in residence.

If you notice stray animals in or around HMSC Housing, please notify a staff member so that the animal can be appropriately assisted or relocated. You must not abuse, feed, or bring the animal into any HMSC building.

## **Building Security**

1. Residents are prohibited from propping exterior doors or leaving doors propped open to common spaces, including laundry facilities and dining hall.
2. Residents are responsible for proper use of the key(s) and electronic access devices (ID card or proximity device) issued to them by the University and/or HMSC. Residents may not loan keys, ID cards, or proximity devices to individuals not listed on the contract.
3. Residents may not duplicate University-issued keys.

Residents are encouraged to keep their exterior apartment doors locked at all times, including when they leaving for a short time and when they are sleeping.

## **Cannabis**

1. The possession, use or distribution of cannabis in HMSC housing is prohibited. This is true even if a resident has a medical card or is over 21 years of age.
2. It is prohibited to be under the influence of cannabis in any form. Residents who exhibit behaviors that appear to have been influenced by cannabis use may be subject to disciplinary process, if applicable. Such behaviors may include, but are not limited to the smell of cannabis or disruptive behavior due to cannabis use.

3. Residents may not possess cannabis paraphernalia, which includes equipment, products and materials of any kind which are marketed for use or designed for cannabis use including, but not limited to, bongs, smoking pipes, vaporizers, and roach clips. For a more complete listing of prohibited items please see Oregon Revised Statutes (ORS) 475B.376.

University officials will refer situations involving residents and guests who violate this provision to the Newport Police Department. Because cannabis is prohibited on campus regardless of age or medical cardholder status, HMSC staff will work with the Newport Police Department to remove and destroy cannabis in any form and/or drug paraphernalia that is found on campus property. For more information about cannabis at OSU, please review the following website: <http://main.oregonstate.edu/university-policies-regarding-marijuana>

Students who have any questions or concerns about drug use are encouraged to talk with a staff member at Student Health Services (SHS) or Counseling & Psychological Services (CAPS). Both departments have trained staff that can provide information, assistance, and counseling. For more information on alcohol and other drugs please visit the following website: <http://studenthealth.oregonstate.edu/alcohol-and-other-drugs>

### **Disruptive Behavior**

1. Any act that poses a danger to health, safety, or property within HMSC facilities is prohibited.
2. Residents shall not obstruct or disrupt the University living environment. Disruptive behavior is behavior that interferes with the University living and learning environment, or that interferes with the other residents' rights to socialize, study, or sleep. Disruptive behavior may include, but is not limited to the following:
  - a. excessive noise or nuisance;
  - b. failure to cooperate with the reasonable directive of a University official (including HMSC housing staff and contracted security staff), acting in the performance of their duties;
  - c. entering another resident's apartment without the expressed consent from the resident(s) of that apartment;
  - d. violent or threatening behavior;
  - e. offensive public behavior (such as public urination or defecation or indecent public exposure of intimate body parts) as prohibited by law.
3. HMSC staff reserve the right to confiscate items that cause an ongoing disruption to the living environment.
4. Any unauthorized use of electronic or other devices to make an audio or video recording of any person without that person's prior knowledge, is prohibited in accordance with applicable law.

### **Drugs**

1. The possession, use or distribution of illegal drugs in HMSC housing is prohibited. The illegal possession, use or distribution of prescription drugs in HMSC housing is also prohibited.
2. The use of substances outside of their intended purposes and in a manner not prescribed by a physician is prohibited. Prescription drugs are permitted on campus if accompanied by an authentic medical prescription. Use of legal medication outside the parameters of the medical authorization is prohibited.

3. It is prohibited to be under the influence of federally controlled substances in any form. Residents who exhibit behaviors that appear to have been influenced by federally controlled substance(s) use may be subject to disciplinary process, if applicable. Such behaviors may include, but are not limited to, slurred speech, smell of other drugs, lack of balance, or swaying. Residents are reminded that being under the influence of drugs, including legal substances such as salvia, is not an excuse for disruptive behavior or other violations of University policies or rules.
4. Residents may not possess drug paraphernalia. Drug paraphernalia includes equipment, products and materials of any kind which are marketed for use or designed for drug use including, but not limited to, bongs, smoking pipes, vaporizers, syringe needles, and roach clips. For a more complete listing of prohibited items please see Oregon Revised Statutes (ORS) 475.525.
5. It is a violation of this Policy Guide for anyone to knowingly be present in a room/suite where illegal substances are present, or where violations of the Drugs or Marijuana sections of the Code of Student Conduct behavioral expectations, for students, or as reflected in this Policy Guide, for all residents, are taking place.

University officials will refer situations involving residents and guests who violate this provision to the Newport Police Department.

Students who have any questions or concerns about drug use are encouraged to talk with a staff member at Student Health Services (SHS) or Counseling & Psychological Services (CAPS). Both departments have trained staff that can provide information, assistance, and counseling. For more information on alcohol and other drugs please visit the following website:

<http://studenthealth.oregonstate.edu/alcohol-and-other-drugs>

### **Facility Maintenance**

1. Residents may not damage any HMSC-owned property or property owned by other residents.
2. Residents may not permanently alter HMSC-owned property/space.
3. Residents are required to report any individuals they see damaging property. If you observe someone damaging property, please report the activity to HMSC staff or TCB Security at 541-574-2828.
4. Residents must keep their apartment clean and free of health and safety hazards.
5. Residents must clean up after themselves in common areas. Common areas can include laundry facilities, gazebo, dining hall, and basketball and volleyball courts.
6. All trash must be taken to the outside dumpster.
7. All corrugated cardboard must be taken to the co-mingled recycling bin (located in the parking lot). Corrugated cardboard is not allowed in apartments and cannot be saved for storage.

Residents in HMSC facilities can be held responsible for the damages or misuse they have caused to HMSC or another resident's property. If a resident is found responsible for damaging property, they may be billed for the cost to repair/replace the item damaged.

Residents who do not maintain cleanliness in their apartment will be charged an hourly fee for the removal of trash or apartment cleaning. Maintaining cleanliness will help prevent pests from entering the living space. Please do your part to help maintain an optimal living environment.

## **Fire Safety**

1. Residents may not tamper with, disable, cover or damage fire equipment, including but not limited to smoke detectors, alarms/strobe lights, exit signs, pull stations, fire doors and fire extinguishers, and fire safety signage. Residents who tamper with fire equipment may face disciplinary action, a monetary fine, or both and may also be referred to the Newport Police Department.
2. Residents may not possess items that may pose a fire safety risk. All items need to meet the following criteria:
  - All appliances should be UL listed and have an automatic shutoff.
  - Items should be shut off when not in use and any cords should be examined to ensure they are not worn or frayed or subject to pinch damage.
  - Any device that would exceed the electrical load is prohibited.
  - Any approved cooking appliance must be attended at all times.
  - All items should be in good working order and cannot be under recall by the manufacturer. Some information regarding recalls can be found here: <https://www.cpsc.gov/Recalls>.
  - Any damaged or altered items are prohibited.
  - The misuse or illegal use of electrical appliances create serious hazards and is prohibited.
3. The following items are never approved in or near apartments:
  - Air conditioners
  - Grills of any type
  - Dishwashers
  - Clothes washers/dryers (other than as provided by HMSC in the laundry room)
  - Space heaters
  - Haze machines
  - Gasoline, electric, or hybrid powered scooters
  - If you have a special need for an exception, please talk to the Housing Coordinator, who can guide you through the process.

If the use of your item poses a health or safety concern, causes a disruption to the community, causes property damage or property loss, regardless of whether the item is approved, you may be subject to disciplinary action, if applicable, and associated costs or sanctions.

## **Firearms, Weapons, Destructive Devices, Fireworks, Explosives and Combustibles**

1. Possession, use, or threatened use of firearms, ammunition, dangerous chemicals, weapons, and destructive devices are prohibited.
  - a. "Firearm" means a weapon, by whatever name known, which is designed to expel a projectile by the action of black powder, smokeless powder, or compressed air and which is readily capable for use as a weapon.
  - b. "Weapon" means any object that may be used to injure. Not all weapons can be listed here. Some common weapons that are prohibited include, but are not limited to, knives having a blade that projects or swings into position by force of a spring, by centrifugal force, or by gravity and is commonly known as a switchblade knife; or any knife with a blade longer than 3 inches or not intended for kitchen use. Weapons also include, but

are not limited to, any hunting or target bow; any crossbow; any dirk, dagger, slingshot, metal knuckles, bow and arrow, BB/pellet gun, blowgun, paintball gun, sword, stun gun/tasers or any similar instrument by the use of which injury could be inflicted upon the person or property of any other person.

- c. "Destructive Device" means a projectile containing an explosive or incendiary material or any other dangerous chemical substance; or a bomb, grenade, missile, or similar device or any launching device.
2. Firearms are not allowed in HMSC Housing, including the dining hall, gazebo, basketball court, and parking lot, even if an individual has a license to possess the firearm. Law enforcement officers acting in the performance of their duties are exempted.
3. Imitation weapons are also prohibited.
4. Any device that projects items, including, but not limited to, slingshots, blowguns, and air soft guns are prohibited.
5. Residents may not possess more than .5oz of pepper spray. Misuse of personal defense devices is prohibited.
6. Explosives and highly combustible or corrosive materials may not be used or stored in or near the living groups. This includes, but is not limited to, fireworks, any kind of explosive device (whether it uses combustible or non-combustible fuel), gasoline, propane, kerosene, lighting fluids, laboratory chemicals, photography chemicals, gun powder, paints, car batteries, tear-gas, and paint thinners.
7. Equipment and vehicles that use combustible fuel are also prohibited in or near the buildings.
8. Setting off firecrackers and other explosive devices in and around the housing units is prohibited and may be subject to immediate removal from housing.

### **Smoking and Tobacco Use and Possession**

1. HMSC Housing is smoke and tobacco-free. No one, regardless of age, is permitted to use any tobacco products, including smokeless tobacco, in or around HMSC Housing facilities, including but not limited to, apartments, porches, gazebo, dining hall, or volleyball and basketball courts.
2. Due to increased fire risk and impacts on the local alarm system, no one, regardless of their age, is permitted to possess electronic cigarettes, vaporizers or vape pens, hookahs, pipes or incense within HMSC facilities.
3. Smoking or carrying any lighted smoking device or apparatus is prohibited for those of any age within all HMSC Housing facilities.

### **Storage**

Residents are expected to maintain the grounds and exteriors of the apartments to be visually appealing as possible. Residents are asked to adhere to the following standards for outdoor storage. These guidelines are not intended to be exhaustive, but rather provide a framework for both residents and staff members in assessing the exterior condition of the apartments.

1. Residents are able to keep a small number of personal items on the porches of their apartments provided that:
  - a. The items stored were designed and intended to be used and kept outside (i.e. patio chair)
  - b. The entrance to the apartment is not obstructed

- c. The items do not encroach upon landscaped areas, stairwells, or common walkways
  - d. Items are kept in an organized, clean, useable, and safe condition
  - e. Items stored do not present a threat or potential threat to health or property
  - f. Items are not affixed to the exterior of the building in a permanent fashion, i.e. with nails, screws, or hooks
  - g. The presence of these items does not create a visual nuisance
2. The following items are never permitted to be stored outside:
    - a. Items that were not intended to be used and stored outside
    - b. Items that present a risk to life, health, or property
    - c. Items that provide a habitat or a source of food for pests (e.g. garbage, recycling, cardboard, etc.)

### **Visitors and Guests**

1. Guests and visitors are defined as any individuals who are not contracted residents of the specific room or building in question.
2. Residents are responsible for the behavior of their guest(s). Guests are expected to comply with applicable state and federal law and University standards, rules and policies.
3. Only individuals listed on the housing agreement may reside in that apartment.
4. Residents may not provide access to common spaces to guests (e.g. laundry room, dining hall); residents must escort guests in common spaces at all times.
5. Guests are permitted only with the permission of the contracted resident(s) of the room and then only in designated areas and within the previously agreed upon frequency. In no event will guests be permitted more often than the frequency listed below. Residents may have guests stay providing they meet all of the following criteria:
  - a. the guest stays no longer than three consecutive nights; and
  - b. residents may only have a guest stay for a total of seven nights in an academic year or less than 25% of their total stay, whichever is shorter.
6. Residents may not give their room key to their guests.

Guests that are violating policies or damaging property may be asked to leave. If residents are concerned that a crime has been committed, or that there may be a danger to others in the community, they should contact TCB Security at 541-574-2828 or call 911.