

**From:** Copperthite, Joel <joel.copperthite@trincoll.edu>  
**Sent:** Monday, September 21, 2020 10:57 AM  
**Subject:** Doonesbury Reminders

Good Morning Doonesbury Residents,

I hope that this email finds you all doing well as we move into the 3<sup>rd</sup> week of the semester. As we start off the week I wanted to email everyone to touch base on a few concerns that we've noticed.

1. The staff have noticed that meals are not being taken from the kitchen, which is causing the meals to get thrown away. We understand that some of you may find ordering food more convenient. Going forward, please let us know if you intend on ordering food or not prior to the day's deliveries, that way we can ensure that food is not being wasted. For any students who are ordering delivery, be sure to order contactless delivery only please.
2. We have still been seeing students near the kitchen area during meal drop off times. Going forward, to best keep our staff safe, please stay in your room during the following meal delivery times: 12:15-12:45 and from 5:45-6:15. Meals will be ready to pick up at 1 pm and 6:30 pm.
3. Please make sure that you are only taking the food provided for you each day during meal deliveries, and that you are not touching other bags or taking food from others. Additionally, we have been delivering cases of water daily. If you have been taking whole cases of water to your room please stop. That water is for all students and should remain in the kitchen.

If you have any questions or concerns of your own please let us know. Thanks everyone, and I hope you all have a great week.

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