

RETURN TO CAMPUS  
**GUIDELINES**  
FOR FACULTY  
STAFF, AND STUDENTS

**JULY 2020**

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# INTRODUCTION

At The Art Institutes, we are committed to the health and safety of our students, faculty, and staff. Since March 2020 our institutions have been addressing the impact of the Coronavirus (COVID-19) on a daily basis. **The Institutional Leaders of the Art Institutes have decided to move forward and begin a reopening phase beginning August 17, 2020.**

Academics departments are preparing to offer the majority of courses for the Summer and Fall 2020 quarters in a virtual format and are developing instruction in ways to achieve student learning outcomes while supporting the health and safety of all. This document describes how we will operate when we reopen campuses. The Art Institutes will continue to monitor developments related to COVID-19, and, as such, all guidance related to the return to campuses may be subject to change.

While the virtual instruction environment provides a robust learning option for many students, we also acknowledge the benefits of face-to-face instruction. To that end, **we are planning to return to face-to-face instruction in a limited format beginning August 17, 2020.** However, the return to the campus will be based on a “new normal” where adjustments will be made to every facet of the on campus experience. As the public health situation evolves by state and additional guidance becomes available, The Art Institutes will remain flexible and will adjust plans as necessary.

## **We confirm that:**

1. The Art Institutes can implement Health Safety guidance provided by the CDC;
2. The Art Institutes can procure sufficient materials and equipment to implement all of the Workplace and Health Safety guidance, as well as training for staff and faculty.

**Please take time to review this guide as it contains answers to many of the questions related to preparing for and operating during our reopening.**

# GENERAL WORKPLACE HEALTH SAFETY

The Art Institutes are taking preventative measures to protect the campus community to the fullest extent possible. A few sample changes that have been implemented to prepare for a successful return to campuses are the following: Spaces including offices, classrooms, and the library will have seating configurations to enable social distancing at a minimum of six feet apart. Water fountains will not be operating until further notice. Ai Cares Health and Safety Kits will be distributed upon your arrival, such as a mask, hand sanitizer with at least 60% alcohol, and alcohol wipes.

## CAMPUS ETIQUETTE

The best scenario to prevent a possible outbreak of the COVID-19 virus on campus is for each person to commit to our Campus Etiquette guidelines, which acknowledges best practices identified by experts to stop and slow the spread of the virus. Making a commitment to follow our Campus Etiquette guidelines will allow our campuses to remain as safe as possible.

This includes:

- Self-monitoring for symptoms related to the COVID-19 virus. If you have a fever at or above 100.4F, cough, chills, shortness of breath, sore throat, or are experiencing a loss of smell or taste, please seek medical attention. For all faculty, staff, or students who experience any of these symptoms, we ask that you notify your department head, stay home, and contact your physician prior to returning to campus. Any person who has experienced symptoms or positive testing for COVID-19 may not return to campus for a period of 14 days in addition to providing documentation of a negative virus test.
- Upon entry to the campus, acknowledging you have taken the CDC Coronavirus Self-Check Quiz, which can be found at this link.
- Wearing a face covering when in public. This means when you are not alone in your private space (e.g. campus office, private study room) you will extend respect for others by modeling this required best practice.
- Giving your fellow campus members enough space and remembering to socially distance. Using an elevator only if needed (there is currently a campus maximum capacity of two people at any time) and allowing six feet between seats/people.
- Washing your hands often using soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol when a restroom is not within reach. Additional hand sanitizer stations have been placed at the entrance of campus buildings. Please use the station in the event you need to touch the door handle upon entering the building.

- Covering your coughs and sneezes. Be aware that by using a disposable tissue, you can limit the amount of germs in the environment.
- Staying away from campus if you believe you might be sick or have been around someone who is sick.

## CLEANING

Our facilities team will use the most up to date cleaning methods that meet the CDC guidelines to keep areas cleaned and sanitized on a routine schedule. All utilized spaces will include a cleaning checklist posted on the door in English and Spanish. Each building will be cleaned and sanitized throughout the day. There will also be full building cleaning at the end of each day. Cleaning supplies will be provided to all offices and classrooms used on campus to clean high touch areas, including desks, chairs, phones, computers, and copiers. For additional information on our CDC guidance for cleaning and sanitizing, please click at this link.

In the event there is a faculty, staff, or student with a confirmed positive COVID-19 case, the campus will take action to respond with the appropriate level of cleaning. Known affected areas will not be used until the appropriate level of cleaning has been completed.

### The following Return to Campus cleaning protocols will be enforced:

AREA	TASKS	FREQUENCY
Main Entrances	Sanitize all door handles and automatic door operators and door surfaces using CDC recommended products.	Twice daily
Offices	Desk, work surfaces, keyboards, chair arm rests, and door handles will be sanitized using CDC recommended products.	Once per day
Classrooms/Labs/Studios	Clean and sanitize all door hardware and automatic door openers using CDC recommended products.	Twice per day

AREA	TASKS	FREQUENCY
Staff Break / Copy Rooms	Clean and sanitize all door handles, faucet handles and horizontal surfaces using CDC recommended products.	Once per day
Building Elevators	Buttons and elevator lobby doors and automatic openers will be disinfected using CDC recommended products.	Twice per day
Restrooms	Sanitize door handles and automatic door operators, wipe down all restroom surfaces daily. Replenish toilet paper, soap and hand sanitizer as required.	Twice per day
Trash Pickup	Pick up trash from restrooms and main public areas and corridors (trash from individual offices will be picked up if cans are placed outside offices).	Once per day
Return to Campus sanitizing	Sanitize and deep clean all classrooms, computer labs, Libraries, offices and all perimeter campus classroom using CDC recommended products.	Once per day
Buildings	Each building will be cleaned and disinfected (common spaces, including restrooms) at least once daily. The cleaning schedules will be posted in each building. Aside from trash removal, individuals are responsible for cleaning and disinfecting their own offices (or work areas so designated)	As guided by CDC



## TRAVEL

All nonessential travel is postponed for the remainder of Summer 2020. Campuses will follow all state and federal guidelines as it relates to international travel for students.

## ADDITIONAL PRECAUTIONARY PROTOCOLS

Partitions are in place in areas where students, staff, and faculty may need to stand in line for service. Areas considered include offices with a pull down window, such as the Registrar's Office and Cage. In addition, signage is in place in areas to remind people to social distance, such as signs displaying, "Please Stand Here" and "Please Keep Your Distance."

## COMMUNICATIONS & UPDATES

Faculty, staff, and students will receive routine updates via their Aii.edu email account. We recommend you check your email account regularly since this will be the official mode of communication for any announcements. You may also receive additional information through our social media channels listed below:



<https://www.facebook.com/artinstitutes/>



[https://twitter.com/Art\\_Institutes](https://twitter.com/Art_Institutes)



[https://www.instagram.com/art\\_institutes/](https://www.instagram.com/art_institutes/)



<https://www.linkedin.com/school/art-institute/>



<https://www.youtube.com/user/ArtInstitutes>



# ACADEMICS

Classes for Summer and Fall 2020 quarters are scheduled as full virtual or hybrid. All hybrid courses will be conducted with the enforcement of social distancing for space/seat setup. This will include no more than 50% capacity of a classroom utilized for any particular class at one time.

## **CLASSES**

Classes will have two different formats during Summer and Fall 2020 quarters. These formats may change during the quarter should conditions related to COVID-19 warrant an adjustment. Any course with a face-to-face component will be expected to follow the Campus Etiquette guidelines found in the General Workplace Health Safety portion of this guide. Course formats have been determined strategically by our subject matter experts to ensure student learning outcomes are met.

**HYBRID:** The faculty member will deliver all lecture and demonstration material via D2L Brightspace. The student may return to campus to utilize the studios and/or labs with a subject matter expert available to answer questions and guide students through their assignments (e.g. flipped classroom) on an appointment basis as discussed below. Exams will not be administered in person, unless noted on the syllabus given to students at the beginning of the quarter; almost all exams will be administered asynchronously. In addition, training is being provided to faculty, and IT support will be available to faculty during the quarter. Similarly, students have been surveyed to determine their technology needs.

**VIRTUAL:** The faculty member will deliver all course material in a virtual setting using D2L Brightspace with all assignments and engagement occurring exclusively online. The faculty member will utilize both asynchronous and optional synchronous (recorded) instruction; however, students are expected to actively participate in their virtual courses each week.

## **RESERVING TIME AND SPACE ON CAMPUS**

Students will be given the opportunity outside of class to come to the campus and use lab and studio facilities. A staff or faculty member will be present at all times to ensure Campus Etiquette guidelines are followed. No more than 50% of lab or studio will be available to ensure social distancing. No social common areas will be open, including vending areas. Campuses will continue to maintain CDC social distancing guidelines.

Students returning to campus must utilize our online reservation system via the Student Portal to reserve their time slots. Days and times will vary by campus, as needed to meet the students' program needs. A confirmation will be sent to students immediately following their submission.

Spaces may be booked as a group, for several people, or as individual seats inside classrooms. Each space and each seat will have information the user can peruse when booking (e.g. is it accessible, the descriptions of the space, etc.).

Based on social distancing guidelines and the target building occupancy percentage, seats are tagged as "active" or "inactive" for booking. Each bookable seat and space has its own booking/availability calendar, which may be modified at any time as we allow for phased increases in capacity. The sum of all individual seats inside spaces will represent the location capacity, and the sum of all bookable seats will determine the allowed occupancy percentage. Time padding around each reservation will be in place to allow for cleaning. Reservations may be viewed in real time.

### **Reservation System Example User Workflow**

Let's assume that student Joe books Seat #18 in a classroom area on the first floor, for Friday, August 28th, from 2-4pm. Joe would receive an email confirmation of the booking, and the email will have instructions on what to do when he arrives on campus. The email would also contain a 3 character security code that is unique to each reservation.

On Friday at 2pm Joe would arrive to the space, find seat #18 and scan the QR\* code next to the seat. This will load a form on their mobile browser, asking Joe to enter the 3 character code from the confirmation email. This step verifies that it is indeed Joe who is about to take Seat #18 and not another student who happened to be on campus (because only Joe has this unique 3 character code that is associated with Seat #18 from 2-4pm on Friday August 28th.

Due to the need for confidentiality, students wishing to make an appointment with the Office of Disability Support Services will need to call or email the office to make an appointment.

**Email: [aidisabilityservices@aii.edu](mailto:aidisabilityservices@aii.edu)**

**Phone: (888) 719-8607**

### **STUDENT SCREENING**

Student must enter through one door, designated for each campus. Students should arrive no more than ten (10) minutes prior to their reservation. The campus security guard will verify the reservation of each student and ensure all persons entering the building wear a mask. In addition, the security guard will verify all persons entering the building acknowledge the CDC Coronavirus Self-Check Quiz.

### **TUTORING**

No face-to-face tutoring will be conducted during Summer and Fall 2020 quarters; student may sign up for virtual tutoring appointments with their campus.

# STUDENT LIFE

Student Life staff will transition back to campus in August 2020 using a staggered approach. While staff work remotely, all services within the department will continue to be offered. Student Life will continue to hold virtual meetings related to Disability Services, International students, student complaints, and conduct issues.

Given the proximity of campus workspaces and the eventual need to interact closely with students, Student Life staff and office guests must follow the Campus Etiquette guidelines, which can be found in General Workplace Health Safety within this document.

# FREQUENTLY ASKED QUESTIONS

## **1. What happens if a staff, faculty, or student returning to campus refuses to follow the expectations outlined in this document?**

If any person entering an Ai campus does not comply with the guidelines outlined in this document, he/she will be asked to leave campus.

## **2. What happens with incomplete (“I” or “IP”) grades due to inability to complete lab/practicum requirements on campus?**

If the term ends before a student can complete these requirements, he/she will be given an Incomplete (“I”) or In Progress (“IP”) for the class. It is the student’s responsibility to contact their faculty or Program Chair to complete the requirements of the class. If a student does not attempt to complete their requirements within two subsequent quarters, the faculty should meet with their Dean of Academic Affairs to determine if the student’s “I” or “IP” grade may be continued or will be changed to a Fail (“F”) grade.

## **3. Can students, faculty, and staff wear cloth face coverings?**

Yes, if they meet the criteria outlined by the CDC, which can be found at this link.

## **4. What should we do if staff/faculty will not come back to campus following the safety protocol because of fear of contracting the virus?**

Contact Human Resources.

## **5. How am I notified if there is an emergency?**

In case of an emergency, The Art Institutes use the SendWordNow emergency broadcast system. This system, when activated, will send emergency alerts to students and employees emails and cell phones.

## **6. Will I be notified if a staff, faculty, or student tests positive for COVID-19 at my campus?**

The Art Institute will notify individuals who are known to have experienced direct contact with a person testing positive for COVID-19 and follow recommended local and state health reporting guidelines.