RETURN TO CAMPUS GUIDELINES FOR FACULTY STAFF, AND STUDENTS

JULY 2021
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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) daily. **In light of the continual advancements being made to contain and minimize spread of the virus, the Art Institutes will begin a reopening phase of its campuses beginning, Monday, July 12, 2021.**

**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.**
The Art Institutes are taking preventative measures to protect the campus community to the fullest extent possible. A few examples of changes that have been implemented to prepare for a successful return to campuses are the following:

- appropriate social distancing measures in offices, classrooms, and the library, to include seating configurations to enable social distancing at a minimum of six feet apart.

- Temperature scanners are located at the entrance for your convenience. You are encouraged to take advantage of this resource. Records of temperature screenings will not be maintained by your local campus.

- Per CDC guidelines, we recommend that all staff, faculty, students and guests that are non-vaccinated wear face masks at all times while on campus.

**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 100.4°F, cough, chills, shortness of breath, sore throat, or are experiencing a loss of smell of taste, please seek immediate medical attention. For all faculty, staff, or students who experience any of these symptoms, we ask that you notify your department head or mentor, stay home, and contact your physician prior to returning to campus. Any person who has experienced symptoms or tested positive for COVID-19 may not return to campus for a period of 14 days in addition to providing documentation of a negative COVID-19 test.

- Upon entry to the campus, acknowledging you have taken the CDC Coronavirus Self-Check Quiz, which may be found at this link.

- 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) 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 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:

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<thead>
<tr>
<th>AREA</th>
<th>TASKS</th>
<th>FREQUENCY</th>
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<tbody>
<tr>
<td>Main Entrances</td>
<td>Sanitize all door handles and automatic door operators and door surfaces using CDC recommended products.</td>
<td>Twice daily</td>
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<tr>
<td>Offices</td>
<td>Desk, work surfaces, keyboards, chair arm rests, and door handles will be sanitized using CDC recommended products.</td>
<td>Once per day</td>
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<td>AREA</td>
<td>TASKS</td>
<td>FREQUENCY</td>
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<tr>
<td>Classrooms/Labs/Studios</td>
<td>Clean and sanitize all door hardware and automatic door openers using CDC recommended products.</td>
<td>Twice per day</td>
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<tr>
<td>Staff Break and Copy Rooms</td>
<td>Clean and sanitize all door handles, faucet handles and horizontal surfaces using CDC recommended products.</td>
<td>Once per day</td>
</tr>
<tr>
<td>Building Elevators</td>
<td>Buttons and elevator lobby doors and automatic openers will be disinfected using CDC recommended products.</td>
<td>Twice per day</td>
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<tr>
<td>Restrooms</td>
<td>Sanitize door handles and automatic door operators, wipe down all restroom surfaces daily. Replenish toilet paper, soap and hand sanitizer as required.</td>
<td>Twice per day</td>
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<tr>
<td>Trash Pickup</td>
<td>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).</td>
<td>Once per day</td>
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<tr>
<td>Return to Campus Sanitizing</td>
<td>Sanitize and deep clean all classrooms, computer labs, Libraries, offices and all perimeter campus classroom using CDC recommended products.</td>
<td>Once per day</td>
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<tr>
<td>Buildings</td>
<td>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).</td>
<td>As guided by CDC</td>
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ON-CAMPUS MEETINGS
The Art Institutes will continue to leverage the use of web-based platforms (e.g. TEAMS, BrightSpace) for conducting meetings. All large meetings (over 25 people) and events that require face-to-face interaction will require approval by the institution’s President. If approved, all guests should take the CDC Coronavirus Self-Check Quiz, which can be found at this link. Face-to-face meetings/events with faculty, staff, and students will be expected to follow the Campus Etiquette guidelines.

ADDITIONAL PRECAUTIONARY PROTOCOLS
Partitions and sneeze guards 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 as 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://www.instagram.com/art_institutes/

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

https://www.youtube.com/user/ArtInstitutes
Classes for Summer and Fall 2021 quarters are scheduled in one of the formats outlined below. All in person courses will be conducted with the enforcement of social distancing for space/seat setup.

**CLASSES**

Classes will have four different formats during Summer and Fall 2021 quarters. These formats may change during the quarter should conditions related to COVID-19 warrant 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.

**FLEX:** The Academics departments are preparing to expand course offerings for the Summer and Fall 2021 quarters in an on-ground format while still offering classes virtually. Students will now have the option to take FLEX courses. Outlined below is a description of how FLEX course will work. 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.

**Instructor**

In FLEX courses, instructors will teach in the campus classroom for an assigned day/time each week. The classroom must have a camera set up to capture the entirety of each course session.

Expectations for course set up and management in Brightspace will not change.

**Students**

Students have three options when enrolling in a FLEX course:

- Attend on ground;
- Attend live sessions virtually;
- Attend recorded sessions virtually.

*At this time, we will not require students to utilize the reservation system for the FLEX courses.

**HYBRID: (Culinary only)** 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, technology and systems 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 (recorded) and optional synchronous instruction; however, students are expected to actively participate in their virtual courses each week.

**TRADITIONAL ON-GROUND:** The faculty member will deliver the course entirely on ground in-person. Please contact your mentor or Academic Dean for specific details.

**RESERVING TIME AND SPACE ON CAMPUS**
Students will be given the opportunity outside of class times to come to the campus to 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 space 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 may 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 his 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@aai.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 are following CDC guidelines. In addition, the security guard will verify all persons entering the building acknowledge the CDC Coronavirus Self-Check Quiz.

TUTORING
Face-to-face tutoring will be conducted during Summer and Fall 2021 quarters; students may sign up for in-person or virtual tutoring appointments with their campus. Tutoring links may be found on the student portal and Ai Learning Network.
Student Life staff will transition back to campus in July 2021. Student Life will con-
continue to hold virtual meetings related to Disability Services, International students, stu-
dent complaints, and conduct issues as a viable option. Experiences such as V I B E
will continue to exist.

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 may be found in General Workplace Health Safety within this
document.
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. It is also a violation of the employee and student conduct policy. Violators will be held accountable.

2. Can students, faculty, and staff wear cloth face coverings?

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

3. 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 student and employee emails and cell phones.

4. 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.

**WELCOME BACK, EVERYONE!!**