



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

**April 4, 2022**

## Table of Contents

INTRODUCTION .....	3
GENERAL WORKPLACE HEALTH SAFETY .....	4
CAMPUS ETIQUETTE .....	4
CLEANING .....	5
ON-CAMPUS MEETINGS .....	6
ADDITIONAL PRECAUTIONARY PROTOCOLS .....	6
COMMUNICATIONS & UPDATES .....	6
ACADEMICS .....	6
CLASSES .....	7
TUTORING .....	7
STUDENT LIFE .....	7
FREQUENTLY ASKED QUESTIONS .....	8

## 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) daily. In light of the continual advancements being made to contain and minimize spread of the virus, the Art Institutes commenced reopening of its campuses in July, 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.

## GENERAL WORKPLACE HEALTH SAFETY

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:

- Per CDC guidelines, all staff, faculty, students and guests can wear face masks as a personal responsibility; regardless of vaccination status. While it is no longer a requirement, please be mindful of others.
- If you are feeling ill or exhibiting COVID symptoms, please refrain from visiting the 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 100.4F, cough, chills, shortness of breath, sore throat, or are experiencing a loss of smell or 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 Student Success Advisor, 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 five days in addition to providing documentation of a negative COVID-19 test.
- Giving your fellow campus members enough space and remembering to socially distance.
- 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.

## 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. There will 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:

Area	Tasks
Main Entrances	Sanitize all door handles and automatic door operators and door surfaces using CDC recommended products.
Offices	Desk, work surfaces, keyboards, chair arm rests, and door handles will be sanitized using CDC recommended products.
Classrooms/Labs/Studios	Clean and sanitize all door hardware and automatic door openers using CDC recommended products.
Staff Break and Copy Rooms	Clean and sanitize all door handles, faucet handles and horizontal surfaces using CDC recommended products.
Building Elevators	Buttons and elevator lobby doors and automatic openers will be disinfected using CDC recommended products.
Restrooms	Sanitize door handles and automatic door operators, wipe down all restroom surfaces daily. Replenish toilet paper, soap and hand sanitizer as required.
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).
Return to Campus Sanitizing	Sanitize and deep clean all classrooms, computer labs, libraries, offices and all

	perimeter campus classroom using CDC recommended products.
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).

### 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 may be 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.

### 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:

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

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

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

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

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

### ACADEMICS

Classes are scheduled in one of the formats outlined below.

## CLASSES

Classes will have four different formats. 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:** 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.

**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 Student Success Advisor, Dean of Student Success or Academic Dean for specific details.

## TUTORING

Face-to-face tutoring will be conducted; students may sign up for in-person tutoring appointments with their campus or virtual tutoring appointments on Ai Learning Network in Brightspace. Tutoring links may be found on the student portal and Ai Learning Network.

## STUDENT LIFE

Student Life staff returned to campus in July 2021. Student Life will continue to hold virtual meetings

related to Disability Services, International students, student complaints, and conduct issues as a viable option. Experiences such as V I B E will continue to be offered.

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.

## 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 Art Institute 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 subject to discipline.*

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.*

Thank you for your cooperation!!