Columbus College of Art & Design COVID-19 return to campus plan 2020–2021

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<u>**Introduction**</u>

CCAD is committed to providing a safe and healthy environment for our students, faculty, and staff. The safety and health of our community is our paramount concern. We have developed this *COVID-19 Return to Campus Plan* in response to the COVID-19 pandemic utilizing guidance offered by the federal Centers for Disease Control and Prevention (CDC), the Ohio Department of Health (ODH), the Ohio Department of Higher Education, and the Franklin County Department of Public Health.

We, as part of the CCAD community, are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 on our campus, and that requires full and vigilant cooperation from all students, faculty, staff, and other community members. Only through a consistent cooperative effort can we establish and maintain the safety and health of our campus and community.

CCAD reserves the right to modify or update any part of this plan based on the evolving nature of the COVID-19 pandemic. If changes are made, we plan to notify CCAD students, faculty, and staff immediately.

If you have questions about any of the information in this plan, please contact CCAD at publichealth@ccad.edu.

<u>**Date and schedules**</u>
- *Monday, Aug. 24*: CCAD's campus and offices plan to "open" under revised guidelines and schedules as articulated following.
- General college administrative working/open hours for offices remain unchanged (8:30 a.m.–5 p.m.).
- Limited fall 2020 schedules can be found on the [CCAD portal](#).

<u>**Guidance and four-part approach**</u>
Our knowledge and understanding of the COVID-19 virus continue to evolve and we plan to update our policies and plans to reflect any new information learned. CCAD plans to follow any local, state, or federal mandates. In addition, CCAD is closely following the CDC's guidance for Institutions of Higher Education as well as guidance from ODH.
- [CDC Considerations for Institutions of Higher Education](#)
- [Ohio Department of Health portal on coronavirus (COVID-19)](#)

Therefore, the college is taking a **four-part** approach as recommended by the CDC.

<u>**Promoting behaviors that reduce spread of the virus**</u>
1. CCAD plans to promote behaviors among students, faculty, and staff that reduce the spread of the virus

- Students, faculty, staff, and any visitors are expected to monitor their health through daily, self-administered health checks before coming to campus.
    - If you have a fever or any of the following symptoms, please stay home and follow the guidance of the CDC and the protocols in the section following:
        - coughing
        - shortness of breath
        - difficulty breathing
        - chills
        - fatigue
        - muscle or body aches
        - headache
        - new loss of taste or smell
        - sore throat
        - congestion or runny nose
        - nausea or vomiting, or diarrhea
    - Faculty and staff: please also see the CCAD protocol for employees working on campus in Appendix G

- Stay home and isolate as appropriate
    - All students, faculty, and staff who have been sick with COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 are to follow CDC guidance on isolation.

        - FOR STAFF:
          Please follow the CCAD protocol for faculty and staff who have symptoms of, or have tested positive for, COVID-19, as found in Appendix E
          Please also review our current policies regarding sick time and kin care.
        - FOR FACULTY:
          Please follow the CCAD protocol for faculty and staff who have symptoms of, or have tested positive for, COVID-19, as found in Appendix E
        - FOR STUDENTS:
          Any student who has tested positive for, has symptoms of, and/or has been exposed to someone who has been diagnosed with COVID-19 **AND** has been on campus in the 14 days prior to the awareness of any of the above listed scenarios, for any length of time, must do the following per CCAD policy:

          1. Immediately separate yourself from others and isolate either at home or in your private residential room in a manner that reduces any contact with others.
          2. Complete the Student COVID-19 Report Form.
          3. Follow all instructions received in response to the form submission.
          4. If you have any questions, contact Dean of Students Athena Sanders, asanders@ccad.edu.

Sanitation measures

All students, faculty, staff, and visitors are expected to practice good sanitation/hygiene as recommended by the CDC, such as:

- Follow recommended hand hygiene practices. We strongly reinforce the importance of frequent handwashing with soap and water for at least 20 seconds as the most effective means to prevent contact spread of COVID-19. This should be considered the first and best choice. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used instead.
- Avoid touching your face, eyes, nose, and mouth with unwashed hands.
- Cover coughs and sneezes with a tissue, then throw the tissue in the trash; if a tissue is unavailable, cover the cough or sneeze with the inside of your elbow, not your hands.

- Face masks/cloth face coverings
  - CCAD plans to provide face masks (1 or 2 per staff, faculty, and student)
  - CCAD plans to require and reinforce the wearing and proper use of face masks (including the covering of both nose and mouth) among students, faculty, staff, and visitors.
  - Face masks are required for all individuals on CCAD's campus, including those in outdoor spaces. This requirement includes visitors to our campus. Face masks must be worn at all times when outside of one's private office or residence hall room. To use a face mask properly, follow these steps as recommended by the CDC:
    - Wash your hands before putting on your face mask
    - Ensure that your face mask covers your nose and mouth and secures under your chin
    - Try to fit the face mask snugly against the sides of your face
    - Make sure you can breathe easily with the face mask on and properly fitted
  - In rare cases where face masks are not possible, face shields or other alternatives may be requested by:
    - Contacting Human Resources, humanresources@ccad.edu, for faculty and staff
    - Contacting Learning Support, learningsupport@ccad.edu, for students
      - Faculty teaching courses with students who have been given accommodations for the face mask policy will receive an accommodations letter from the student directly, generated by the Learning Support Office.
  - CCAD plans tol provide information to all students, faculty, and staff on proper use, removal, and washing of cloth face masks. This information can be found at any campus Information Station or linked above.
  - Students who fail to comply with this requirement will be required to speak to CCAD Safety & Security and may be subject to the conduct process.
  - Faculty and staff who fail to comply with this requirement will be immediately asked to retrieve and put on their face mask. If they do not have a face mask or refuse to wear

one, employees will be required to leave campus and may be subject to disciplinary action.
- ● Campus visitors who fail to comply with this requirement will be required to speak to CCAD Safety & Security, who may supply a single-use disposable face mask, or escort the individual(s) off campus.

- Adequate supplies
  - ● CCAD supports healthy hygiene behaviors and plans to provide adequate supplies, including soap, paper towels, tissues, disinfectant, and face masks.
  - ● Cleaning Stations will be installed in all classrooms and most offices and common spaces so CCAD community members can disinfect their workstations and personal items before and after use. Cleaning Stations include:
    - ○ A labeled spray bottle of disinfectant and adjacent paper towel dispenser as well as one-page instructions on how to effectively disinfect surfaces and safely use the provided disinfectant spray.
    - ○ Students, faculty, and staff are expected to clean their workspaces, including desks, chairs, work surfaces, and tools after use without fail.
      - ■ For students and faculty, this requirement may be built into class and lab expectations by instructors/supervisors.
  - ● CCAD plans to provide hand sanitizer containing at least 60% alcohol in common areas as we are able to procure it.

- Signs and messages
  - ● We will post signage in highly visible locations (e.g., building entrances, restrooms, etc.) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face mask).
  - ● In addition, we plan to provide Information Stations in our residence halls and main campus buildings that will provide take-away one-page guidance issued by the CDC and ODH on protective measures, guidance, etc. for our community.
    - ○ Individual informational flyers as found in the Information Stations can also be found in Appendix D of this plan.
  - ● We plan to post and/or send additional communication to students, faculty, and staff promoting behaviors that may prevent the spread of COVID-19 when communicating with students, faculty, and staff (such as on CCAD's website and faculty/staff and student portals, in emails, and on CCAD social media accounts) in accordance with the Clery Act.

Maintaining healthy environments
2. CCAD plans to maintain healthy environments
- Cleaning and disinfecting
  - ● Frequently touched surfaces in academic and administrative buildings and the common areas of residence halls (e.g., door handles, sink handles, drinking fountains, hand

railings, bathroom stalls) will be cleaned and disinfected daily and between uses as much as possible by CCAD housekeeping personnel.
- CCAD plans to follow cleaning and disinfection protocols once a sick person has left a space.
    - Areas used by a sick person will be closed off and remain unused and unoccupied until after cleaning and disinfecting.
    - We plan to wait at least 24 hours before cleaning and disinfecting any areas used by a sick person. If 24 hours is not feasible, we plan to wait as long as possible. We plan to ensure safe and correct use and storage of cleaning and disinfection products.
- Students, faculty, and staff will be responsible for keeping their personal items (e.g. cell phones and other electronics) and personal work spaces clean.
    - CCAD plans to provide disinfectant spray and paper towels at Cleaning Stations and Cleaning Refill Stations for this purpose.
    - All CCAD classrooms will be outfitted with a Cleaning Station. Cleaning Stations will also be located in shared office spaces and other central locations for staff offices.
    - Students will be responsible for cleaning and disinfecting their residential living quarters. Each apartment in DSA will be provided with a bottle of spray disinfectant as well as a roll of paper towels.
- Students, faculty, and staff are strongly encouraged to disinfect communal desks, equipment, and other shared objects and surfaces before and after each use.

- Ventilation
    - CCAD plans to ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
    - CCAD has upgraded the HVAC filters in our residence halls from MERV 8 filters to MERV 11 filters, which filter even smaller particles than before.

- Water fountains
    - We strongly encourage students, faculty, and staff to bring their own water to campus to minimize use and touching of water fountains.
    - When using water fountains, we request that students, faculty, and staff fill one's own clean vessel at one of the water bottle-filling locations around campus.

- Distancing, physical barriers, and guides
    - We have modified office, classroom, and other space layouts for desks and/or chairs to be at least six feet apart whenever feasible.
    - We have and plan to continue to install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for students, faculty, and staff to remain at least six feet apart, whenever feasible.
    - We plan to provide physical guides, such as tape on floors and signs on walls, to assist individuals in remaining at least six feet apart in lines and at other times.

- "Stay to the right"
    - When going up or down stairs, through hallways, corridors, or double doors, individuals should "stay to the right" in a single line and at least six feet behind any person to maintain spacing and flow.
    - "In" doors/paths and "out" doors/paths are marked, where appropriate.

- Elevators
    - Campus elevators are to be used at a reduced occupancy as stated here:
        - Amelita Mirolo Fine Arts Building passenger elevator = 1 person.
            - *Faculty and staff only* for fall 2020
        - Amelita Mirolo Fine Arts Building freight elevator = 1 passenger and 1 Facilities staff member (who must be present).
            - *Faculty and staff only* for fall 2020
        - Loann Crane Center for Design elevator = 4 people
            - *Faculty and staff only* for fall 2020
        - Design Studio Building elevator = 4 people
        - Design Square Apartments elevator #1 = 2 people
        - Design Square Apartments elevator #2 = 2 people
        - Canzani Center elevator = 2 people
        - Kinney Hall passenger elevator = 3 people
        - Schottenstein Residence Hall passenger elevator = 2 people
            - *Staff only* for fall 2020

- Communal spaces
    - Staff and faculty groups who utilize small, communal kitchenettes or lounges should close or modify the use of those spaces (staggered use, restriction of the number of individuals allowed in at one time, removal of high-touch items, etc.).
    - Student communal spaces will be closed for the fall 2020 semester, with the exception of the DSA Lounge and the Crane Center first floor lounge and dining spaces, which we plan to make available in the case of inclement weather. Additional details follow.
    - The DSA gym will remain closed based on recommendations from the Ohio Dept of Health.

- Dining facilities and eating on campus
    - CCAD dining facilities will be closed for the fall 2020 semester.
    - Residential students are encouraged to eat in their residential rooms, or at an outside table.
    - Faculty, staff, and other students are encouraged to eat in their offices, or at an outside table.
    - The cafe and lounge area on the first floor of the Loann Crane Center is available for indoor eating and has physically distanced tables for this purpose. This space should

only be used if it is not possible to eat outside, in a private office, off campus, or in a residence.

<u>Maintaining healthy operations</u>

3. CCAD plans to maintain healthy operations

- Academics
    - Fall 2020 semester classes will be held via remote instruction excluding a very few number of exceptions. Please see ccad.edu/ccadtogether for more information.
    - Fall 2020 semester access to campus facilities for students will be by exception and will be scheduled carefully and consistently to ensure spaces are appropriately de-densified.
    - Decisions about teaching and learning for spring 2021 semester will be shared as soon as they are developed and will be influenced by conditions in central Ohio.

- Administrative spaces and schedules
    - CCAD staff will continue to work remotely as much as is feasible and will otherwise work on campus in staggered schedules.
    - Specific department and/or individual work schedules will be managed by supervisors in consultation with Human Resources and Safety & Security.
    - CCAD plans to de-densify office spaces through a combination of staggered scheduling and continued remote work.

- Residence Halls
    - CCAD Residence Life & Housing has established the following health and safety measures in the residence halls for the fall 2020 semester in consultation with the Ohio Department of Health, Ohio Department of Higher Education, and Columbus Public Health. CCAD is following recommended best practices of higher education institutions in the Responsible Restart Ohio plan:
        - Where practicable, campuses should de-densify living arrangements to the greatest extent feasible.
            - For the fall 2020 semester, CCAD is only housing students in Design Square Apartments, where students have private bedrooms.
        - Develop a plan for an appropriately sized campus isolation space in the event it is needed.
            - CCAD plans to utilize empty residences on campus for residential student isolation.
        - Consider a staggered or phased move-in process to minimize gathering sizes and reduce risk.
            - All students will have a scheduled move-in date and time.

    - Residence hall COVID-19 guest guidelines:
        - Residential students may not host guests at this time.
            - Staff may need to enter residential living spaces in performance of their job duties.

- Access to campus for staff
    - CCAD staff may access their offices and/or other campus spaces for the purposes of work. We ask staff to limit their time and frequency on campus to only as needed per their job duties and approved schedules.
    - Staff must badge into every campus space, every time they enter.
        - Students, faculty, and staff are asked not to hold the doors for others, nor enter with others, so that we have clear records of building occupancy.

- Access to campus for faculty
    - CCAD faculty may access their offices and/or other campus spaces for the purposes of teaching and course prep. We ask faculty to limit their time and frequency on campus to only as needed.
        - Faculty may access campus spaces based on the fall 2020 building access schedule. Generally, for faculty this will be Monday through Saturday, 8 a.m.–8 p.m. Please see the portal for more information.
        - Reservations for shared facilities will be scheduled by the appropriate program chairs. For more information regarding shared faculty resource spaces, please contact Dean of Graduate Studies, Dr. Jennifer Schleuter, jschleuter@ccad.edu, for graduate facilities; or Dean of Undergraduate Studies, Tom Gattis, tgattis@ccad.edu, for undergraduate facilities; or Dean of Faculty, Dr. Joshua Butts, jbutts@ccad.edu.
    - Faculty must badge into every campus space, every time they enter.
        - Students, faculty, and staff are asked not to hold the doors for others, nor enter with others, so that we have clear records of building occupancy.

- Access to campus for students
    - The majority of students will not be allowed on CCAD's campus in fall 2020. CCAD plans to provide a small number of CCAD students with access to CCAD housing, buildings, and labs. Students who already had a housing contract and requested to stay on campus are expected to reside in Design Square Apartments. CCAD also plans to have a small number of hybrid classes on campus (learn more here).
    - Students must badge into every campus space, every time they enter.
        - Students, faculty, and staff are asked not to hold the doors for others, nor enter with others, so that we have clear records of building occupancy.

- Access to campus for visitors and guests
    - The majority of visitors will not be allowed on CCAD's campus in fall 2020. Exceptions may include guests for Admissions purposes, service providers, and contractors.
        - If you are a faculty or staff member who needs to host a guest on campus, please contact Director of Safety & Security Wallace Tanksley, wtanksley@ccad.edu, to arrange access.

- - Visitors and guests will be expected to follow all guidelines and requirements articulated in this plan.

- Gatherings and events
  - Given the decision to move to remote learning for the fall 2020 semester, **all CCAD-sponsored events will be remote**. In-person events are prohibited for the fall 2020 semester.
  - Generally, we CCAD plans to pursue virtual group events, gatherings, or meetings and promote social distancing of at least six feet between people.

- Remote work, remote and online learning, and virtual meetings
  - We plan to continue to encourage and support remote work and staggered scheduling for as many faculty and staff as possible.
  - *Student employment*: Due to CCAD's primarily remote learning model for the fall 2020 semester, most student employment opportunities are unavailable. For the very few approved exceptions (Residential Assistants, Graduate Assistants, Student Agency, etc.), individual work schedules will be managed by their supervisor in consultation with Human Resources, humanresources@ccad.edu
  - Administrative meetings are to take place via Microsoft Teams or other approved CCAD remote platforms whenever possible, whether or not individuals are on campus.
  - Small in-person meetings of no more than five people are permitted when deemed necessary (student services, confidential concerns, sensitive topics, etc.) **_and_** physical distancing can be practiced.
  - Remote learning etiquette, conduct, and expectations for students:
    - The same classroom conduct and decorum expectations that apply to in-person settings also apply to remote learning and instructional settings. Communication is critical, especially if a student becomes sick.
    - Refer to the **COVID-19 Attendance Policy** for specific scenarios and options.
    - In addition to the already established Code of Student Conduct on MyCCAD, the following etiquette standards should be considered:
      - Be aware of the environment and what others can see, such as confidential information or items.
      - The same attire expected and typical for in-person classes applies to remote learning settings during virtual video interactions.
      - Perform routine technology tests so that learning is not disrupted and so that delays do not interfere with teaching/learning.
      - Be prompt and respectful of everyone's time.
      - Talk at a steady pace with breaks so others can understand you clearly.
      - This new environment and content delivery have the potential to cause stress; monitor self-care needs and stay connected with instructors.

- Travel and transit

- CCAD has suspended non-essential travel such as to conferences, seminars, etc. Staff with questions about CCAD-related travel plans should contact Tom Dotson at tdotson@ccad.edu; faculty should contact the Dean of Faculty, Dr. Joshua Butts, at jbutts@ccad.edu.
- Students, faculty, and staff who use public transportation or ride sharing are encouraged to follow CDC guidance to protect yourself when using transportation.
  - COTA also has policies regarding face masks and other practices for those who ride its buses in Central Ohio.

- Communication systems
  - We have the following plans in place:
    - Reporting procedures for students, faculty, and staff who have symptoms of COVID-19, test positive for COVID-19, or have been exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19.
      - Procedures for students
        - Please see CCAD protocol for students in Appendix H
      - Procedures for faculty
        - Please see CCAD protocol for faculty and staff who have symptoms of or have tested positive for COVID-19 in Appendix E
      - Procedures for staff
        - Please see CCAD protocol for faculty and staff who have symptoms of or have tested positive for COVID-19 in Appendix E
        - If you are a supervisor, please also see CCAD Supervisor protocol for an employee with symptoms of or positive test for COVID-19 in Appendix F
    - Notification for students, faculty, and staff of additional CCAD closures and any additional restrictions in place to limit COVID-19 exposure.
    - Notification for students, faculty, and staff biweekly via public health emails and updates to the public health FAQ page regarding the current number of positive COVID-19 cases on campus for which CCAD is conducting contact tracing during that two-week time period.
    - CCAD's HIPAA privacy statement can be found in Appendix A of this plan.
    - CCAD's FERPA privacy statement can be found in Appendix B of this plan.

- CCAD COVID-19 Administrative Points of Contact
  The following individuals have been designated CCAD COVID-19 Administrative Points of Contact (for purposes of reporting and notification).
      - COVID-19 Administrative Point of Contact for faculty: Dean of Faculty, Dr. Joshua Butts, jbutts@ccad.edu
      - COVID-19 Administrative Point of Contact for students: Dean of Students, Athena Sanders, asanders@ccad.edu

- COVID-19 Administrative Point of Contact for staff: Director of Human Resources, Beverly Thomas, beverly.thomas@ccad.edu

The COVID-19 Administrative Points of Contact plan to share information with one another confidentially and only as needed for the purposes of notification and contact tracing and in accordance with FERPA and HIPAA.

- Time off and excused absence policies:
    - **For staff and faculty:** We plan to continue our flexible sick leave policies and practices, which enable employees to stay home or isolate when they are sick, have been exposed, or are caring for someone who is sick.
    - CCAD time off and absence policies also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.

    - **COVID-19 Attendance Policy for students:**
      Students who test positive for, have symptoms of, or have been exposed to someone thought to have COVID-19, **must not attend an in-person class** and **must isolate for a minimum of 14 calendar days**. The student must notify instructors immediately, who will apply flexibility to attendance standards; however, it is the responsibility of the student to monitor course performance, to communicate with the instructor, to complete all required coursework/tests/etc., and meet all course learning objectives by the end of the term in order to be able to be eligible for a passing grade.

      Moreover if a student living in CCAD housing and/or engaged in one of the on-campus, hybrid courses tests positive for, has symptoms of, or has been exposed to someone thought to have COVID-19 they must notify the Dean of Students so CCAD can monitor and track active cases in the CCAD community. To do so, complete the Student COVID-19 report form.

- Back-up staffing plans
    - Supervisors are strongly encouraged to cross-train staff and create a roster of back-up staff. Please contact your supervisor or Human Resources (humanresources@ccad.edu) with questions.
    - Program chairs and faculty are encouraged to identify possible teaching substitutions in advance. Please contact the Dean of Faculty, Dr. Joshua Butts (jbutts@ccad.edu), with questions.

- Information
    - We plan to notify our CCAD community on safety, cleaning, disinfecting, and social distancing protocols, including any updates to these protocols. Many of these protocols can be found at a campus Information Station or in Appendix D of this plan.

- Self-monitoring

Students, faculty, and staff will self-monitor and conduct daily health checks at home before coming to campus, including temperature screening and symptom-checking.
- ● CCAD protocol for employees working on campus in Appendix G

Plans for students, faculty, and staff with COVID-19
4. CCAD expects to plan for and be prepared for the likelihood of someone in the campus community with COVID-19

- Isolation
    - ● Sick students, faculty, or staff should not attend in-person classes, come to CCAD facilities, or end isolation until they have met CDC's criteria to discontinue home isolation.
- Transportation for those who become sick on campus
    - ● We plan to help facilitate transportation for those who become sick on campus
        - ○ Students, faculty, and staff should not to come to campus if they are sick, and should notify their appropriate COVID-19 Administrative Point of Contact if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

- CCAD COVID-19 Administrative Points of Contact:
    - ● COVID-19 Administrative Point of Contact for faculty: Dean of Faculty, Dr. Joshua Butts, jbutts@ccad.edu
    - ● COVID-19 Administrative Point of Contact for students: Dean of Students, Athena Sanders, asanders@ccad.edu
    - ● COVID-19 Administrative Point of Contact for staff: Director of Human Resources, Beverly Thomas, beverly.thomas@ccad.edu

- Individuals who are sick
    - ● Individuals who are sick will be required to immediately go home, go to their on-campus residence, or to a healthcare facility, depending on the severity of their symptoms.
    - ● The CCAD Safety & Security team plan to continue to do medical and non-medical transports when needed for residential students as well as other students, faculty, and staff on campus.
        - ○ Safety & Security staff plan to wear personal protective equipment (PPE) and sanitize vehicles after transport.

- Cleaning and disinfection protocols
    - ● CCAD plans to follow our cleaning and disinfection protocols once a sick person has left a space.

- Areas used by a sick person will be closed off and left unused and unoccupied until after cleaning and disinfecting.
- We plan to wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, we plan to wait as long as possible. We plan to ensure safe and correct use and storage of cleaning and disinfection products.

- Notification and communication process and protocols
  - CCAD's notification/communication process upon learning of a CCAD community member's positive test for COVID-19 is as follows:
    - The appropriate COVID-19 Administrative Point of Contact plans to engage the individual in an exploratory conversation about their health status and their presence on campus to begin the contact tracing effort.
    - Safety & Security plans to review building access records; COVID-19 Administrative Points of Contact may review calendar entries or other administrative tools used by the individual as appropriate.
  - All notifications will maintain confidentiality in accordance with the ADA (Americans with Disabilities Act), FERPA (Family Educational Rights and Privacy Act), HIPAA (Health Insurance Portability and Accountability Act), and/or other applicable laws and regulations.
  - We plan to notify, to the best of our ability based on our contact tracing efforts, those in the CCAD community who have had close contact on campus (roommates, direct co-workers, etc.) with a person diagnosed with COVID-19.
  - We plan to notify local public health agencies.

- Additional information on CCAD's response to COVID-19
  - For more information about CCAD's response to COVID-19, please visit ccad.edu/publichealth. Questions regarding CCAD and COVID-19 or anything in this plan, please email publichealth@ccad.edu.

Appendix A: CCAD HIPAA Statement

Health Insurance Portability and Accountability Act (HIPAA)

Columbus College of Art & Design firmly believes in respect for the rights and dignity of each employee. It is CCAD's pledge to conduct business in such a way that the rights and privacy of all employees are protected. To achieve this goal, CCAD has adopted these basic principles as primary guidelines in protecting the rights and privacy of employees.
- The college will take every reasonable precaution to protect and preserve the confidentiality of all personal information in its records and files. Only personal information about employees that is required for business or legal reasons will be requested, used and retained.

- Employees will be granted adequate access to personal and job-related information in their own personnel files. Each employee shall have the right to properly note, in writing, any expressed disagreement with any information felt to be inaccurate.
- CCAD will strictly limit the internal availability of personal information to those college officials with a clearly defined business "need to know."
- With the exceptions of legal requirements and employment verifications, the college will refuse to release employee information to outside sources without the employee's written authorization. All inquiries concerning an employee's or former employee's personal information must be directed to Human Resources.
- The college requires that all employees follow college policy concerning the confidentiality of any and all information about other employees in the college's possession. Violation of this policy is cause for disciplinary action, up to and including discharge.
- In compliance with federal regulations implementing the Health Insurance Portability and Accountability Act (HIPAA), CCAD has taken the following steps to ensure the privacy of Protected Health Information (PHI) of employees:
    - Appointed a privacy officer within the college responsible for implementation of safeguards to PHI, including a complaint procedure and training in how to handle PHI.
    - Has provided individual employees with access to, amendment of, or an accounting of any disclosures of their PHI.

Appendix B: CCAD FERPA Statement

CCAD'S Policy for Disclosing Information

It is the policy of CCAD that we will not disclose any FERPA designated educational records to anyone other than the student and we will refrain from disclosing public directory information (also known as personally identifiable information, defined below) to the extent possible and necessary. Students must first give the college their written consent to release information requested by outside individuals or organizations, such as other colleges, insurance agencies, etc. Reasons for release of educational records and personally identifiable information include:

- To comply with a lawful judicial order or subpoena
- To appropriate parties in health or safety emergencies
- To accrediting organizations in order to carry out their accrediting functions
- In connection with application for financial aid or financial aid that has been received
- To another college or university to which a student has applied for admission
- To CCAD-sponsored organizations conducting studies for the purpose of developing, validating or administering predictive tests, administering student aid programs, improving instruction or other initiatives aimed at improving the student experience or the operation of the college
- To federal, state and local government authorities to audit or evaluate government supported programs and in other instances specified by the Family Educational Rights and Privacy Act
- In response to requests for public directory information
- To faculty and staff of CCAD who, in the conduct of their work, must administer student records or evaluate, counsel, advise, instruct or otherwise obtain information concerning a student that

would be reasonably necessary to conduct such educational or administrative functions and activities in a legitimate and appropriate manner.

Appendix C: CCAD ADA Statement

The Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Columbus College of Art & Design (CCAD) to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Appendix D: Information Stations

- Symptoms of Coronavirus (COVID-19)
- Stop the Spread of Germs (COVID-19)
- What You Can Do if You Are at High Risk for COVID-19
- Help Protect Yourself and Others
- Wear a Cloth Face Covering to Protect You and Your Friends
- Coronavirus 2019

Appendix E

CCAD protocol for faculty and staff who have symptoms of, or have tested positive for, COVID-19

PART I
Summary — Instructions for faculty and staff

If you are a CCAD faculty or staff member working **on campus** in any capacity and you have tested positive for, have symptoms of, and/or have been exposed to COVID-19, you must do the following:
- Immediately isolate at home.
- Immediately contact Director of Human Resources, Beverly Thomas, beverly.thomas@ccad.edu or 614.222.4035. Do not skip this step.
- Upon request, complete the COVID-19 employee reporting form
- Your COVID-19 Administrative Point of Contact will follow up with you. The COVID-19 Administrative Points of Contact are:
    - For faculty: Dean of Faculty, Dr. Joshua Butts, jbutts@ccad.edu
    - For staff: Director of Human Resources, Beverly Thomas, beverly.thomas@ccad.edu
- Your COVID-19 Administrative Point of Contact will reach out to your supervisor if you have not already done so.

If you are a CCAD faculty or staff member working **remotely** and you have tested positive for, have symptoms of, and/or have been exposed to COVID-19, please do the following:

- Stay home.
- Immediately contact Director of Human Resources, Beverly Thomas, beverly.thomas@ccad.edu or 614.222.4035. Do not skip this step.
- Your COVID-19 Administrative Point of Contact will reach out to your supervisor if you have not already done so.

PART II
Details — Faculty and staff who are sick and working on campus

Faculty and staff should not attend in-person classes, come to CCAD facilities, or end isolation until they have met CDC's criteria to discontinue home isolation (please see **Part III**)

Faculty and staff should notify their supervisor as well as the appropriate COVID-19 Administrative Point of Contact if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- COVID-19 Administrative Point of Contact for faculty: Dean of Faculty, Dr. Joshua Butts, jbutts@ccad.edu

- COVID-19 Administrative Point of Contact for staff: Director of Human Resources, Beverly Thomas, beverly.thomas@ccad.edu

Medical transportation for those who become sick while on campus
- Individuals who are sick on campus will be required to immediately go home, or to a healthcare facility, depending on the severity of their symptoms.
- CCAD Safety & Security staff will do medical transports when needed for faculty and staff on campus.
- CCAD Safety & Security staff will wear personal protective equipment (PPE) and sanitize vehicles after transport.

If you have been teaching on campus and will be isolating and/or receiving treatment for COVID-19, your supervisor and appropriate Deans will work to find a substitute for your course, and/or will work to modify the method of instruction until the class can resume in person.
- Dean of Faculty, Dr. Joshua Butts, jbutts@ccad.edu
- Dean of Undergraduate Studies, Tom Gattis, tgattis@ccad.edu
- Dean of Graduate Studies, Dr. Jennifer Schlueter, jschlueter@ccad.edu

Part III
For faculty and staff who are ill/suspected to have COVID-19 and are working fully remotely

If we can verify that you have not been on campus, you do not have to fill out the COVID-19 Employee Reporting Form.

After completing the steps in **Part I**, your COVID-19 Administrative Point of Contact will stay in touch with you to monitor your ongoing status and condition. You should also designate an Emergency Contact to communicate on your behalf. Please share this person's contact information with your COVID-19 Administrative Point of Contact.

- Staff: If you are asymptomatic and/or feel well enough to work, please continue to do so remotely. Please maintain your work schedule, but be in contact with your supervisor.
- Faculty: If you are asymptomatic and/or feel well enough to work, please continue to do so remotely. Please maintain your work schedule, but be in contact with your supervisor. If needed, your supervisor and appropriate Deans will work to find a substitute for your course.

PART IV
For faculty and staff who have been ill and are ready to return to campus
The guidance here regarding when you can [discontinue home isolation and be around others](#) is from the CDC and is current as of Aug. 19, 2020.

"I think or know I had COVID-19 and I had symptoms …"

You can be around others after:

- 10 days since symptoms first appeared; and
- 24 hours with no fever without the use of fever-reducing medications; and
- Other symptoms of COVID-19 are improving.

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

Note that these recommendations do not apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). These persons should follow the guidance following for *"I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?"*

"I tested positive for COVID-19 but had no symptoms …"

If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

If you develop symptoms after testing positive, follow the guidance preceding for *"I think or know I had COVID-19 and I had symptoms."*

"I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?"

People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. Persons who are severely immunocompromised may require testing to determine when they can be around others. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.

Your doctor may work with an infectious disease expert or your local health department to determine whether testing will be necessary before you can be around others.

For anyone who has been around a person with COVID-19

Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person.
However, anyone who has had close contact with someone with COVID-19 and who:
- Developed COVID-19 illness within the previous 3 months; and
- Has recovered; and
- Remains without COVID-19 symptoms (for example, cough, shortness of breath)

does not need to stay home.

PART V
Health Insurance Portability & Accountability Act (HIPAA)
Columbus College of Art & Design firmly believes in respect for the rights and dignity of each employee. It is CCAD's pledge to conduct business in such a way that the rights and privacy of all employees are protected. To achieve this goal, CCAD has adopted these basic principles as primary guidelines in protecting the rights and privacy of employees.

- The college will take every reasonable precaution to protect and preserve the confidentiality of all personal information in its records and files. Only personal information about employees that is required for business or legal reasons will be requested, used and retained.
- Employees will be granted adequate access to personal and job-related information in their own personnel files. Each employee shall have the right to properly note, in writing, any expressed disagreement with any information felt to be inaccurate.
- CCAD will strictly limit the internal availability of personal information to those college officials with a clearly defined business "need to know."
- With the exceptions of legal requirements and employment verifications, the college will refuse to release employee information to outside sources without the employee's written authorization. All inquiries concerning an employee's or former employee's personal information must be directed to Human Resources.
- The college requires that all employees follow college policy concerning the confidentiality of any and all information about other employees in the college's possession. Violation of this policy is cause for disciplinary action, up to and including discharge.
- In compliance with federal regulations implementing the Health Insurance Portability and Accountability Act (HIPAA), CCAD has taken the following steps to ensure the privacy of Protected Health Information (PHI) of employees:
    - Appointed a privacy officer within the college responsible for implementation of safeguards to PHI, including a complaint procedure and training in how to handle PHI.
    - Has provided individual employees with access to, amendment of, or an accounting of any disclosures of their PHI.

Appendix F

CCAD supervisor protocol for an employee with symptoms of, or a positive test for COVID-19

This protocol is intended for any supervisor who has a non-student employee disclose to them that they have tested positive for COVID-19 or are experiencing symptoms of COVID-19 and awaiting test results.

If you have been informed by a faculty or staff employee that they have tested positive for COVID-19, you should ask the following questions and provide the guidance outlined here..

1. If this conversation happens in person/on campus, please immediately and compassionately ask them how they are feeling and then inform the employee that they should go home, isolate per CDC guidelines, and contact a healthcare provider for further guidance.
    Please also share the CCAD protocol for faculty and staff who have symptoms of or have tested positive for COVID-19.
    a. Keep in mind that an in-person conversation about a positive test is unlikely, but some people who get tested will do so regularly as a precaution and may be asymptomatic and may have just been informed of a positive result.
    b. If you are notified by phone, again please ask them how they are feeling, and then follow the same instructions listed here.

2. Supervisors should have a brief and initial contact tracing conversation. If the supervisor isn't comfortable nor able to ask the following questions, jump to #3 and contact the appropriate COVID-19 Administrative Point of Contact (*see following*).
    a. "Have you had contact (meaning less than 6 feet and for more than 15 minutes) with anyone at work/on campus within the past 72 hours? If so, whom?"
    b. "Where on campus (in what offices and/or buildings) have you been within the past 72 hours?"
    c. "Someone from Human Resources will reach out with additional questions and next steps. What is the best way to reach you?"

3. Finally, the supervisor should notify Director of Human Resources Beverly Thomas via email at beverly.thomas@ccad.edu. If the employee is a faculty member they should also contact the Dean of Faculty, Dr. Joshua Butts, jbutts@ccad.edu, and share the gathered information above.

    The appropriate COVID-19 Administrative Point of Contact will reach out to the employee.

COVID-19 Administrative Points of Contact:
- For Students: Dean of Students Athena Sanders, asanders@ccad.edu
- For Staff: Director of Human Resources Beverly Thomas, beverly.thomas@ccad.edu
- For Faculty: Dean of Faculty Dr. Joshua Butts, jbutts@ccad.edu

NOTE: Remember that any information given to you must be treated with confidentiality under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Americans with

Disabilities Act (ADA). This confidential information can only be shared with individuals who have been identified as "need to know" and have been referenced in this document.

Appendix G

CCAD protocol for employees working on campus — FALL 2020

Faculty and staff, BEFORE coming to campus:
- Take your temperature as part of your daily health check.
- Also monitor yourself for other symptoms of COVID-19, including:
    - o   coughing
    - o   shortness of breath
    - o   difficulty breathing
    - o   chills
    - o   fatigue
    - o   muscle or body aches
    - o   headache
    - o   new loss of taste or smell
    - o   sore throat
    - o   congestion or runny nose
    - o   nausea or vomiting, or diarrhea
- If you have a temperature of **100.4 degrees or higher** and/or are feeling unwell and/or have any of the above-listed symptoms, **do not come to campus** and please refer to and follow this steps in the *[CCAD rotocol for Faculty & Staff Who Have Symptoms of, or Have Tested Positive for COVID-19](#)*
- Be prepared to wear a face mask whenever and wherever you are on campus, including upon arrival, when entering a building, and when outdoors.

Faculty and staff, UPON ARRIVAL to campus:
- *Faculty and staff must badge into every space every time they enter*. Students, faculty, and staff are asked not to hold the doors for others, nor enter with others, so that we have clear records of building occupancy.
- *Wash your hands* as soon as you settle into your office or workstation.
- *Disinfect* all door knobs, light switches, tables, chairs, workstations, keyboards, telephones, handrails, and anything else you frequently touch in your office with the disinfectant spray provided.

Faculty and staff, DURING work:

- Follow the guidance and requirements outlined in the *[CCAD Return to Campus Plan](#)*.
- Most meetings and interactions with colleagues should be done over the phone or via Microsoft Teams or other CCAD-supported technology whenever possible.
- When engaging with others in person, and as you move around buildings and campus, maintain at least six feet of physical distance and wear your mask.
- Frequently wash your hands and sanitize surfaces.
- Make every effort to refrain from using others' phones, desks, offices, computers, or other tools.
- Avoid touching your face, eyes, nose, and mouth.

Faculty and staff, AFTER your work day:

- Disinfect all door knobs, light switches, tables, chairs, workstations, keyboards, telephones, handrails, and anything else you touched during the day with the disinfectant spray provided.
- Wear your mask on the way out of campus.
- Take care of yourself, your loved ones, and remember to practice your favorite self-care routine.

Appendix H

CCAD COVID-19 Response Protocol for Students

GENERAL GUIDANCE FOR STUDENTS WHO ARE ILL

Any CCAD student experiencing symptoms of COVID-19 or who has tested positive for COVID-19 is advised to contact their healthcare provider for guidance or seek emergency medical services if needed. If you are a student who is sick on campus and needs assistance, call CCAD Safety & Security at 614.222.6165.

WHAT STUDENTS MUST DO IF THEY HAVE OR SUSPECT THEY HAVE COVID-19

Any student who has tested positive for, has symptoms of, and/or has been exposed to COVID-19 **AND** has been on campus in the 14 days prior to the awareness of any of these listed scenarios, for any length of time, **must** do the following per CCAD policy:

1. Immediately isolate either at home or in your private residential room.
2. Complete the Student COVID-19 report form.
3. Follow all instructions received in response to the form submission.

PROTOCOL

CCAD has developed this protocol to respond to circumstances in which a CCAD student has tested positive for, has symptoms of, and/or has been potentially exposed to someone with COVID-19. We follow guidance from the Centers for Disease Control and Prevention (CDC), the Ohio Department of Health (ODH), and Franklin County Public Health (FCPH). The COVID Administrative Response Team consists of key staff and faculty who serve as contact points for staff, faculty, and students. That team will share information privately with each other per CCAD's established protocols and in compliance with HIPAA and FERPA regulations to coordinate CCAD's response efforts to cases of COVID-19 in our community.

This protocol applies to students who currently live in CCAD housing and/or are enrolled in a hybrid, in-person course, or have been granted permission to access CCAD labs/studios. This protocol will be updated anytime CCAD makes a change to its course delivery model.

A. If a student tests positive for COVID-19 and has been on campus at all in the 14 days prior to the positive test, they must follow the steps outlined here. (A third party, such as a parent, may assist if the student is incapacitated.)

1. Isolate immediately at home or in your CCAD residence within your private bedroom. If you are currently on-campus and need medical assistance or are unable to proceed to isolation, immediately call CCAD Safety & Security at 614.222.6165.

2. Complete the Student COVID-19 report form. If the student currently lives in CCAD student housing, the Dean of Students will immediately alert the Director of Residence Life & Housing of the potential exposure, who will then execute Residence Life protocols in partnership with the Dean of Students.
3. Regardless of whether the student who has tested positive has symptoms, they must remain isolated and must be cleared to return to campus (and/or to leave their suite/room) by the Dean of Students or designee.
4. The Dean of Students (or designee) will make attempts to notify FCPH of the positive case, who may share the data with the ODH and reach out to the student for a voluntary conversation to initiate FCPH's contact tracing procedures.

    CCAD will initiate its own contact tracing protocol if appropriate; however, CCAD's ability to conduct thorough contact tracing is limited and not all contacts may be able to be identified. CCAD will utilize the CDC's "Public Health Guidance for Community-Related Exposure" for definitions and management of contacts of people with COVID-19 to the best of its ability.

5. Any community member identified as having had contact with the sick student will be notified via email of the potential exposure and is expected to follow instructions in the notification. No identifying information will be shared.

B. If a student has symptoms of COVID-19, they must follow these steps:

1. Isolate immediately at home or in your CCAD residence within your private bedroom. If you are currently on-campus and need medical assistance or are unable to proceed to isolation, immediately call Safety & Security at 614.222.6165.
2. Complete the Student COVID-19 report form. If the student currently lives in CCAD student housing, the Dean of Students will immediately alert the Director of Residence Life & Housing of the potential exposure, who will then execute Residence Life protocols in partnership with the Dean of Students.
3. The student should consult with their healthcare provider or seek assistance at a local healthcare facility. Testing is recommended and locations in Franklin County can be found on the Ohio Department of Health's website.
4. If the student is tested and the results are positive, follow instructions in part A, above. If the student declines testing or is tested and the results are negative, the student must update the Dean of Students and follow instructions provided for next steps. Until cleared, the student must remain isolated and away from campus.

C. If a student has no symptoms of COVID-19 but has been potentially exposed to someone with COVID-19, they must follow these steps:

1. Isolate immediately at home or in your CCAD residence within your private bedroom.
2. Complete the Student COVID-19 report form. If the student currently lives in CCAD student housing, the Dean of Students will immediately alert the Director of Residence Life & Housing of the potential exposure, who will then execute Residence Life protocols in partnership with the Dean of Students.

3. The student should consult with their healthcare provider or seek assistance at a local healthcare facility. Testing is recommended and locations in Franklin County can be found on the Ohio Department of Health's website.
4. If the student is tested and the results are positive, follow instructions in part A, above. If the student declines testing, or is tested and the results are negative, the student must update the Dean of Students and follow instructions provided for next steps. Until cleared, the student must remain isolated and away from campus.

ISOLATION LOCATIONS

If required to isolate, non-residential students must do so at their private residence. Students who currently live in CCAD-sponsored housing will isolate in their assigned residential space or be assigned to a CCAD-designated isolation space by a Residence Life & Housing staff member, pending availability; however, it may be necessary for the student to return home or to another facilitated location if space on campus is not available. Residence Life staff will communicate directly regarding specific protocols in housing.

WHAT'S HAPPENING WHILE A STUDENT IS IN ISOLATION

While a student is isolated, the Dean of Students (or designee) plans to:

● Email the student's instructors to trigger the application of the COVID-19 absence policy for reasonable extensions and absence flexibility. The student will be copied on this email and be responsible for following up directly with instructors on all classwork expectations.
● Maintain contact with the student and monitor their ongoing status and condition.
● Notify any CCAD community member(s) identified as having had potential exposure to the student, who may then be asked to isolate.

RETURNING TO CAMPUS AND/OR NORMAL ACTIVITIES

Once a student has met applicable symptom-free benchmarks and has adhered to the isolation mandate from CCAD, they must contact Dean of Students Athena Sanders, asanders@ccad.edu, to request approval to access CCAD and/or leave their suite/room. In consultation with appropriate CCAD staff members, the Dean of Students will determine when a student can return to CCAD's physical campus (or leave their suite/room, if they are a student resident). If applicable, the Dean of Students will also notify instructors of the student's ability to return to in-person classes. Students may not return to campus, in-person classes, and/or leave their suite/room until this approval is communicated. Once approval is granted, the student may be asked to conduct a temperature check with CCAD Safety & Security upon their first visit back to campus to confirm they are fever-free.

ATTENDANCE AND COVID-19

Any student who has NOT been on CCAD's campus at all but needs attendance support because they have either tested positive for, have symptoms of, or may have been exposed to COVID-19 and are unable to engage in regular coursework due to illness should contact their instructor directly. The instructor will apply the necessary flexibility and extensions per each individual circumstance.