Columbus College of Art & Design
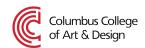
COVID-19 RETURN TO CAMPUS PLAN

Fall 2022

Version 1.2

This plan was developed by CCAD's COVID-19 Coordination Team:

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CONTENTS

4. **Plans for students, faculty, and staff with COVID-19**
   Isolation
   CCAD COVID-19 Administrative Points of Contact
   Individuals who are sick
   Cleaning and disinfection protocols
   Notification and communication process and protocols
   Additional information on CCAD's response to COVID-19

APPENDICES

Introduction

Columbus College of Art & Design 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 revised this *COVID-19 Return to Campus Plan* for the fall 2022 semester in response to the COVID-19 pandemic utilizing guidance offered by the United States Centers for Disease Control and Prevention (CDC), the Ohio Department of Health (ODH), the Ohio Department of Higher Education, and Columbus Public Health.

We, as part of the CCAD community, are all responsible for understanding and 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.

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

Date and schedules
- General college administrative working/open hours for offices remain unchanged (Monday–Friday, 8:30 a.m.–5 p.m.).
- Fall 2022 building schedules are available at this link.

Guidance and four-part approach
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.
- Ohio Department of Health portal on coronavirus (COVID-19)

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

Promoting behaviors that reduce spread of the virus

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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 daily. If you have a fever and/or any of the following symptoms, please stay home, report your symptoms to CCAD per reporting instructions outlined within, and follow the guidance of the CDC and the protocols in the section following:
  - cough
  - shortness of breath or difficulty breathing
  - fever or chills
  - fatigue
  - muscle or body aches
  - headache
  - new loss of taste or smell
  - sore throat
  - congestion or runny nose
  - nausea or vomiting
  - diarrhea

  Faculty and staff: please also see the CCAD protocol for employees working on campus

- Application of the CDC's COVID-19 Community Levels and associated guidelines to fall 2022 mask and testing protocols. Please refer to the CDC's Community Levels page for further details. If the CDC changes their guidance, CCAD will update this plan accordingly.

Testing and face masks :

- COVID-19 testing:
  - CCAD does not intend to conduct weekly testing during fall 2022.
  - Rapid test kits are available while supplies last upon request for individuals who have been exposed to COVID-19 and/or are symptomatic. To obtain a test kit, contact Human Resources during business hours (weekdays, 8:30 a.m.–5 p.m.) or CCAD Safety & Security after hours or on weekends. Both departments are located in the Administration Building.
  - CCAD's testing approach may change depending on guidance from the CDC, state of Ohio, and Columbus Public Health, as well as conditions on CCAD's campus.

- In the event of a campus outbreak of COVID-19, CCAD may require any faculty, staff, student, and/or vendor/contractor to test until CCAD confirms the outbreak is contained.

- Face masks
  - CCAD strongly supports individual community members' choices regarding mask-wearing. CCAD has supplies of N95 and KN95 respirators as well as surgical masks available for community members' use.These are available in the Safety & Security office located in the Administration Building.
  - For guidance on using a face mask properly, follow CDC recommendations here.

Isolation and vaccination:
- Stay home and isolate as appropriate
  - All students, faculty, and staff who have been sick with COVID-19 symptoms or who have tested positive for COVID-19 are to follow CDC guidance on isolation.
  - All students, faculty, and staff who have been potentially exposed to someone with COVID-19 are to follow CDC guidance on isolation and precautions.
    - FOR STAFF:
      Please follow the CCAD protocol for faculty and staff who have symptoms of, or have tested positive for, COVID-19, 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, found in Appendix E.
    - FOR STUDENTS:
      Any student who tests positive for or has symptoms of COVID-19 must:

      1. Immediately separate yourself from others and isolate 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 Associate Vice President for Student Affairs & Dean of Students Athena Sanders at asanders@ccad.edu.

      See Appendix H for exposure protocols

- For more information about how CCAD will communicate positive cases on campus, please see the notification and communication process and protocols section below.

- COVID-19 vaccinations

  - CCAD requires all faculty, staff, students, and contract workers to be fully vaccinated against COVID-19, which means remaining up-to-date under CDC guidelines. This means that, once eligible, everyone must receive a booster shot and submit documentation of the booster to the college.
    - Individuals new to CCAD's campus and who are currently unvaccinated can choose which vaccine they receive, but must be up-to-date with their vaccination and provide documentation supporting their vaccination status prior to commencing employment, study, or services on campus.
    - Exceptions will be considered for medical and/or valid religious reasons only.
  - CCAD's COVID-19 vaccination policy is in keeping with other vaccination policies on campus. CCAD already requires all students to show proof of vaccination against measles, mumps, and rubella (MMR); hepatitis B; DTaP (diphtheria, tetanus, and pertussis); meningitis; and polio.
  - **Requesting the vaccination status of others**
    - CCAD values the health privacy of our community. Human Resources and Student Affairs, along with the CCAD COVID-19 Administrative Points of Contact, are the only campus entities that will collect vaccine information from the CCAD community. No student or employee of the college should ask another student or employee to disclose their vaccine status.

Sanitation measures and adequate supplies:
- Sanitation measures
  - All students, faculty, staff, and visitors are expected to practice good sanitation/hygiene as recommended by the CDC.
- Adequate supplies
  - CCAD supports healthy hygiene behaviors and plans to provide adequate supplies, including soap, paper towels, tissues, and disinfectant.

Signage and messaging:
- Signs and messages

- ○ We will continue to have 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 will continue to post and/or send communications to students, faculty, and staff promoting behaviors intended to help prevent the spread of COVID-19.
    - ○ These communications may be shared on CCAD's website, on the 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
- 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.
    - ○ CCAD upgraded the HVAC system for Schottenstein Residence Hall to increase circulation of outdoor air throughout the building and balance air intake and exhaust.

- 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.

- Communal spaces
    - ○ Schottenstein's gym and community kitchen are open for the fall 2022 semester.
    - ○ The Design Square Apartments (DSA) gym is open for DSA residential students 24/7. Students must swipe in to use the gym.
    - ○ CCAD dining facilities are open for the fall 2022 term. The college is following federal, state, and local guidance regarding health and safety measures within its food service operations.

Maintaining healthy operations

3. CCAD plans to maintain healthy operations
- Academics
  - Fall 2022 semester classes will return to normal operations with primarily in-person instruction. Some remote (synchronous, live virtual class meetings), online (asynchronous, pre-recorded instruction), and hybrid (part in-person, part online) classes are also available.
  - Access to campus facilities will be available to all students.
  - Please see CCAD's Public Health page for more information.

- Fall programming
  - We anticipate continuing in-person student programming and events in the fall.

- Administrative spaces and schedules
  - Individual work schedules will be managed by supervisors in consultation with Human Resources.

- Residence halls
  - CCAD Residence Life & Housing has established the following health and safety measures in the residence halls for the fall 2022 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 per the CDC and the Ohio Department of Health.
    - Develop a plan for an appropriately sized campus isolation space in the event it is needed.
      - CCAD plans to utilize empty residences in the Schottenstein Residence Hall for residential student isolation.
  - Residence hall COVID-19 guest guidelines:
    - Residential students may host guests
    - Staff may need to enter residential living spaces in performance of their job duties.
    - Residential students are encouraged to consult with their Resident Advisor if they have questions or concerns.
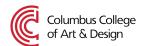
- Campus facility access

- CCAD will monitor local, state, and CDC recommendations and changing conditions related to the COVID-19 pandemic and reserves the right to make adjustments to campus facility access as necessary.
- Access to campus for staff
    - CCAD staff may access their offices and/or other campus spaces for the purposes of work. Their frequency on campus may vary per specific job duties and approved schedules.
    - College business hours are Monday–Friday, 8:30 a.m.–5 p.m.
    - General academic access hours are daily, 7–2 a.m.
    - 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.
        - Those who are on campus without their ID should call CCAD Safety & Security at 614.222.6165 for building and room access as needed.
- Access to campus for faculty
    - CCAD faculty may access their offices and/or other campus spaces for the purposes of teaching and course prep.
    - College business hours are Monday–Friday, 8:30 a.m.–5 p.m.
    - Faculty access hours are daily, 7–2 a.m..
    - General academic access hours are daily, 7–2 a.m. Please see the [portal](#) for more information.
    - 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.
        - Those who are on campus without their ID should call CCAD Safety & Security at 614.222.6165 for building and room access as needed.
- Access to campus for students
    - CCAD students will have access to CCAD housing, studios, and labs. Access privileges may be revoked at any time if a student does not comply with CCAD's COVID-19 protocols.
    - 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.
- Those who are on campus without their ID should call CCAD Safety & Security at 614.222.6165 for building and room access as needed.
  - Access to campus for visitors and guests
    - Visitors and guests will be expected to follow all guidelines and requirements.

- Gatherings, events, and exhibitions
  - CCAD intends to continue in-person group events, gatherings, and meetings in fall 2022 while continuing to promote healthy behaviors and maintain healthy environments.
  - Decision-making authority for curricularly anchored live events rests with the Provost, who may determine, in consultation with CCAD Operations leadership, whether such events may move forward, depending on the current health situation in Franklin County.
    - Criteria for deciding whether to move forward or not include recommendations from Franklin County, the state of Ohio, and the CDC with regard to in-person activities.
  - For those events that will be open to the public, a careful review of the risks associated with the event will be considered prior to approving the event. Guests and visitors to campus are expected to conduct a health self-assessment before coming to campus and refrain from attending if they exhibit any symptoms.

- Remote work, remote and online learning, and virtual meetings
  - We plan to continue to support remote work when approved and deemed appropriate to the function of the job. Supervisors and employees will coordinate with Human Resources for all remote work matters.
  - Student employment:
    - All student employees must follow CCAD's safety protocols as detailed in this plan. This includes Residential Advisors, Graduate Assistants, Teaching Assistants, and students working in various other departments at CCAD.
    - Administrative in-person meetings are permitted to take place considering all current CDC guidelines are followed.
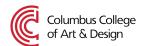
- Remote learning etiquette, conduct, and expectations for students:
  - The same classroom conduct and decorum expectations that apply to in-person settings also apply to remote learning and instructional settings.
  - Refer to the COVID-19 Attendance Policy for specific scenarios and options.
  - In addition to the already established Code of Student Conduct on the student portal, 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 environment and content delivery have the potential to cause stress; monitor self-care needs and stay connected with instructors.
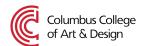
- Travel and transit
  - Professional development travel, such as travel to conferences, annual meetings, seminars, etc, is at the sole discretion of individual faculty and staff and is not required by the college. Professional travel that is required as part of a job duty, such as Admissions Counselors' travel, has resumed. Staff with questions about CCAD-related travel plans should contact Chief Financial Officer 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.
  - Overnight travel is permitted for field trips.
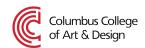
- Communication systems
  - We have the following plans in place:
    - Reporting procedures for students, faculty, and staff who have symptoms of COVID-19 or who test positive for COVID-19.
      - Procedures for students
        - Please see Appendix H: CCAD protocol for students

- Procedures for faculty
  - Please see Appendix E: CCAD protocol for faculty and staff who have symptoms of or have tested positive for COVID-19
- Procedures for staff
  - Please see Appendix E: CCAD protocol for faculty and staff who have symptoms of or have tested positive for COVID-19
  - If you are a supervisor, please also see Appendix F: CCAD Supervisor protocol for an employee with symptoms of or positive test for COVID-19
    - 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 via Public Health emails and weekly 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 one-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: Associate Vice President for Student Affairs & Dean of Students Athena Sanders asanders@ccad.edu
    - COVID-19 Administrative Point of Contact for staff: Associate Vice President for 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 (Family Educational Rights and Privacy Act) and any other applicable regulations.

- 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 to COVID-19, or are caring for someone who is sick.
    - ■ Staff can find details on sick leave policies and practices [here](#).
    - ■ Faculty can get details on sick leave policies and practices by reviewing the Faculty Handbook and/or consulting with the Dean of Faculty, Dr. Joshua Butts, jbutts@ccad.edu.
    - ■ 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 or have symptoms of COVID-19 must report their circumstance to CCAD using this [COVID Report Form](#).
    - ■ If a student is unable to participate in classes due to a positive test or symptoms of COVID-19, the student must notify instructors immediately. Instructors will apply flexibility to attendance standards, however, it is the responsibility of the student to monitor course performance, to communicate with their instructors, 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.

- 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, heads, and directors are encouraged to identify possible teaching substitutions in advance. Please contact the Dean of Faculty, Dr. Joshua Butts (jbutts@ccad.edu), with questions.
    - ○ The CCAD community should anticipate and prepare for unpredictable staffing and faculty shortages due to illness, isolation, etc. and are asked to maintain understanding and patience as we do our best to ensure classes and services may continue with the least amount of impact possible.
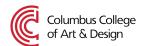
- Informational updates

○ We plan to continue to notify our CCAD community on any updates to these protocols. Many of these protocols can be found at a campus Information Station or in Appendix D of this plan.
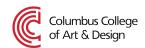
Plans for students, faculty, and staff with COVID-19
4. CCAD has planned for COVID-19 cases within the campus community

- Isolation
  - Any student, faculty, or staff who has either tested positive for or has symptoms of COVID-19 should not attend in-person classes, come to CCAD facilities, or end isolation until they have met CDC's criteria to discontinue isolation.
  - Refer to below appendices for specifics on isolation requirements.

- 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: Associate Vice President for Student Affairs & Dean of Students Athena Sanders asanders@ccad.edu
  - COVID-19 Administrative Point of Contact for staff: Associate Vice President for 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.

- 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. For more information about contact tracing at CCAD, please see Appendix I.

- - ■ CCAD 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 coworkers, etc.) with a person diagnosed with COVID-19.
  - ○ We plan to notify local public health agencies.
  - ○ We plan to notify students, faculty, and staff via weekly 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 one-week time period.

- Additional information on CCAD's response to COVID-19
  - ○ For more information about CCAD's response to COVID-19, please visit ccad.edu/publichealth. If you have questions about any of the information in this plan or have concerns to report, please contact CCAD at publichealth@ccad.edu.
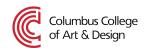
Appendix A: CCAD HIPAA Statement

Health Insurance Portability and Accountability Act (HIPAA) & personal Information

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.

- In a manner consistent 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.
- 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.
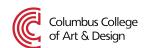
Appendix B: CCAD FERPA Statement

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 Act (ADA) Amendments Act 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 face covering to protect you and your friends](#)
- [COVID-19 and anxiety](#)

Appendix E: CCAD protocol for faculty and staff who have symptoms of, or have tested positive for, COVID-19
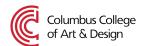
PART I
Summary — Instructions for faculty and staff

If you are a CCAD faculty or staff member working **on campus or in a hybrid work model** in any capacity and you have **tested positive for or have symptoms of COVID-19**, you must do the following:

- Immediately isolate at home.
- **For staff:** Immediately contact Associate Vice President for Human Resources Beverly Thomas at beverly.thomas@ccad.edu or 614.222.403. Do not skip this step.
- **For faculty:** Immediately contact both Associate Vice President for Human Resources Beverly Thomas at beverly.thomas@ccad.edu or 614.222.4035, and Dean of Faculty, Dr. Joshua Butts at jbutts@ccad.edu or 614.437.7404. Do not skip this step.
  - To arrange class coverage, immediately contact Joshua Butts at jbutts@ccad.edu or 614.437.7404. Faculty are not permitted to change mode of delivery without receiving approval. For additional details, see below.
- Upon request, complete the COVID-19 staff reporting form or the COVID-19 faculty reporting form
- Your COVID-19 Administrative Point of Contact will follow up with you to provide additional instructions. The COVID-19 Administrative Points of Contact are:
  - For faculty: Dean of Faculty, Dr. Joshua Butts, jbutts@ccad.edu
  - For staff: Associate Vice President for of Human Resources Beverly Thomas, beverly.thomas@ccad.edu
- Please be sure to contact your supervisor to make them aware of your work status if you need to isolate and cannot report to work.

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

- Stay home, immediately contact Associate Vice President for Human Resources, Beverly Thomas, beverly.thomas@ccad.edu or 614.222.4035. Do not skip this step.
- Follow the CDC guidance for isolation.

- If we can verify that you have not been on campus, you do not have to fill out the COVID-19 Faculty or Staff Reporting Form.
- **Staff and 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.

Class Coverage for Faculty
- If you are asymptomatic and desire to temporarily change course delivery to remote instruction, Dean of Faculty, Dr. Joshua Butts, can approve such a change. Faculty are not permitted to change mode of delivery without receiving approval from the Dean of Faculty, Dr. Joshua Butts, who can be contacted at jbutts@ccad.edu.
- The Dean of Faculty will also coordinate substitute instructor coverage with your supervisor if needed.

PART II
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.
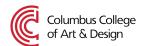
PART III
For faculty and staff who have been ill and are ready to return to campus
Please follow CDC guidance regarding when you can discontinue home isolation and be around others. That guidance is located [here](#).
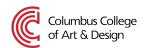
PART IV
Confidentiality of Health Information
Columbus College of Art & Design firmly believes in respect for the rights and dignity of each employee. It is CCAD's pledge to conduct business in such a way that the rights and privacy of all employees are protected. To achieve this goal, CCAD has adopted these basic principles as primary guidelines in protecting the rights and privacy of employees.

- In a manner consistent 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 CCAD 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.
- CCAD 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, CCAD 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.
- CCAD requires that all employees follow college policy concerning the confidentiality of any and all information about other employees in CCAD's possession. Violation of this policy is cause for disciplinary action, up to and including discharge.

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.
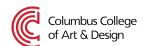
If you are supervising student employees, please refer to Appendix H: CCAD COVID-19 Response Protocol for Students and contact Associate Vice President for Student Affairs & Dean of Students Athena Sanders, asanders@ccad.edu.

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.
2. 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.
3. Direct the employee to notify Associate Vice President for 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 information above.

COVID-19 Administrative Points of Contact:
- For students: Associate Vice President for Student Affairs & Dean of Students Athena Sanders, asanders@ccad.edu

- For staff: Associate Vice President for Human Resources Beverly Thomas beverly.thomas@ccad.edu
- For faculty: Dean of Faculty Dr. Joshua Butts, jbutts@ccad.edu

NOTE: Remember that any protected health information (PHI) given to you must be treated with confidentiality and may be subject to 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

Faculty, staff, and student employees BEFORE coming to campus:
- Faculty, staff, and students experiencing any of the below symptoms should remain at home or in your residence room until the symptoms pass and report their symptoms to CCAD, follow any directives given.
- Also monitor yourself for other symptoms of COVID-19, including:
    - cough
    - shortness of breath or difficulty breathing
    - fever or chills
    - fatigue
    - muscle or body aches
    - headache
    - new loss of taste or smell
    - sore throat
    - congestion or runny nose
    - nausea or vomiting
    - diarrhea
- If you have a temperature of **100.4 degrees Fahrenheit or higher** and/or are feeling unwell and/or have any of the above-listed symptoms, **do not come to campus**. In such cases, please refer to and follow this steps in the CCAD response protocol for faculty and staff if you are an employee, or the CCAD COVID-19 response protocol for students if you are a student.
- Be prepared to wear a face mask when entering a building on campus.

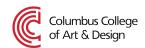**Faculty, staff, and student employees UPON ARRIVAL to campus:**
- *Faculty, staff, and students must badge into every space every time they enter*. Faculty, staff, and students are asked not to hold the doors for others, nor enter with others, so that we have clear records of building occupancy.

Faculty, staff, and student employees DURING work:
- Follow the guidance and requirements outlined in the Columbus College of Art & Design return to campus plan.

- We encourage best practices for controlling the spread of many types of illness. Such practices include:
    - o   Frequently wash your hands and sanitize high-touch surfaces such as keyboards, telephones, light switches, and door knobs as needed.
    - o   Make every effort to refrain from using others' phones, desks, offices, computers, or other tools.
    - o   Avoid touching your face, eyes, nose, and mouth.

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. Students who are sick on campus and need assistance should 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 or has symptoms of COVID-19 **must** do the following per CCAD policy, even if they have been up-to-date on their COVID-19 vaccine:

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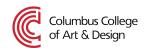3. Follow all instructions received in response to the form submission.

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 Columbus Public Health (CPH). 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 all enrolled CCAD students.

EXPOSURE PROTOCOLS

Definitions:
- **Exposure:** Contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus.
- **Close contact:** Someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes)*. Learn more about close contact, including exceptions to the definition for K-12 schools.

WHAT TO DO IF YOU ARE EXPOSED:

If you came into close contact with someone with COVID-19, **you do not need to quarantine**. See isolation protocols if you have symptoms or do eventually test positive for COVID-19. Wear a well-fitting mask around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0). It is encouraged that you get tested at least 5 days after you last had close contact with someone with COVID-19. If you test positive or develop COVID-19 symptoms, isolate yourself from other people and follow recommendations in the Isolation Protocols section below.

ISOLATION PROTOCOLS

Isolation is used to separate people with confirmed or suspected COVID-19 from those without COVID-19. People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, or wear a well-fitting mask when they need to be around others. People in isolation should stay in a specific "sick room" or area and use a separate bathroom if available. Everyone who has presumed or confirmed COVID-19 should stay home and isolate themselves from other people for at least 5 full days (day 0 is the first day of symptoms or the date of the day of the positive viral test for asymptomatic persons). They should wear a mask when around others at home and in public for an additional 5 days. People who are confirmed to have COVID-19 or are showing symptoms of COVID-19 need to isolate themselves regardless of their vaccination status. This includes:

● People who have a positive viral test for COVID-19, regardless of whether or not they have symptoms.
● People with symptoms of COVID-19, including people who are awaiting test results or who have not been tested. People with symptoms should isolate, even if they do not know if they have been in close contact with someone with COVID-19.

Isolation Requirements:
● Monitor your symptoms. If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately.
● Stay in a separate room from other household members, if possible.
● Use a separate bathroom, if possible.
● Take steps to improve ventilation at home, if possible.
● Avoid contact with other members of the household and pets.

- Don't share personal household items, like cups, towels, and utensils.
- Wear a well-fitting mask when you need to be around other people.

Ending isolation for people who had COVID-19 and had symptoms

If you had COVID-19 and had symptoms, isolate for at least 5 days. To calculate your 5-day isolation period, day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed. You can leave isolation after 5 full days.

- You can end isolation after 5 full days if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).
- You should continue to wear a well-fitting mask around others at home and in public for 5 additional days (day 6 through day 10) after the end of your 5-day isolation period. If you are unable to wear a mask when around others, you should continue to isolate for a full 10 days. Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until at least 10 days have passed.
- If you continue to have fever or your other symptoms have not improved after 5 days of isolation, you should wait to end your isolation until you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved. Continue to wear a well-fitting mask. Contact your healthcare provider if you have questions.
- Do not travel during your 5-day isolation period. After you end isolation, avoid travel until a full 10 days after your first day of symptoms. If you must travel on days 6-10, wear a well-fitting mask when you are around others for the entire duration of travel. If you are unable to wear a mask, you should not travel during the 10 days.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until a full 10 days after your first day of symptoms.

If an individual has access to a test and wants to test, the best approach is to use an antigen test toward the end of the 5-day isolation period. Collect the test sample only if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation). If your test result is positive, you should continue to isolate until day 10. If your test result is negative, you can end isolation, but continue to wear a well-fitting mask around others at home and in public until day 10. Follow additional recommendations for masking and restricting travel as

described above.Note that these recommendations on ending isolation do not apply to people with severe COVID-19 or with weakened immune systems (immunocompromised). See section below for recommendations for when to end isolation for these groups.

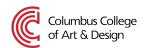**Ending isolation for people who tested positive for COVID-19 but had no symptoms**

If you test positive for COVID-19 and never develop symptoms, isolate for at least 5 days. Day 0 is the day of your positive viral test (based on the date you were tested) and day 1 is the first full day after the specimen was collected for your positive test. You can leave isolation after 5 full days.

- If you continue to have no symptoms, you can end isolation after at least 5 days.
- You should continue to wear a well-fitting mask around others at home and in public until day 10 (day 6 through day 10). If you are unable to wear a mask when around others, you should continue to isolate for 10 days. Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until at least 10 days have passed.
- If you develop symptoms after testing positive, your 5-day isolation period should start over. Day 0 is your first day of symptoms. Follow the recommendations above for ending isolation for people who had COVID-19 and had symptoms.
- Do not travel during your 5-day isolation period. After you end isolation, avoid travel until 10 days after the day of your positive test. If you must travel on days 6-10, wear a well-fitting mask when you are around others for the entire duration of travel. If you are unable to wear a mask, you should not travel during the 10 days after your positive test.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until 10 days after the day of your positive test.

If an individual has access to a test and wants to test, the best approach is to use an antigen test toward the end of the 5-day isolation period. If your test result is positive, you should continue to isolate until day 10. If your test result is negative, you can end isolation, but continue to wear a well-fitting mask around others at home and in public until day 10. Follow additional recommendations for masking and restricting travel described above.
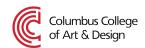
Ending isolation for people who were severely ill with COVID-19 or have a weakened immune system (immunocompromised)

People who are severely ill with COVID-19 (including those who were hospitalized or required intensive care or ventilation support) and people with compromised immune systems might need to isolate at

home longer. They may also require testing with a viral test to determine when they can be around others. CDC recommends an isolation period of at least 10 and up to 20 days for people who were severely ill with COVID-19 and for people with weakened immune systems. Consult with your healthcare provider about when you can resume being around other people.

People who are immunocompromised should talk to their healthcare provider about the potential for reduced immune responses to COVID-19 vaccines and the need to continue to follow current prevention measures (including wearing a well-fitting mask, staying 6 feet apart from others they don't live with, and avoiding crowds and poorly ventilated indoor spaces) to protect themselves against COVID-19 until advised otherwise by their healthcare provider. Close contacts of immunocompromised people—including household members—should also be encouraged to receive all recommended COVID-19 vaccine doses to help protect these people.

Appendix I: CCAD contact tracing overview

This resource serves as a general guide to contact tracing and the protocols that CCAD community members must follow per the criteria and guidance from the [Centers for Disease Control & Prevention](#) and other local health agencies. These protocols were established by CCAD's COVID-19 Coordination Team. For more details on CCAD's COVID-19 response and protocols, visit [CCAD Public Health](#)

What is contact tracing?
Contact tracing is the investigation and notification process completed when someone in the CCAD community tests positive for COVID-19 and others have been identified as having had close contact with the individual who tested positive. Only those individuals identified as having had close contact with a person who tested positive will be individually notified about the positive case and their potential exposure. Identities will not be revealed through contact tracing.

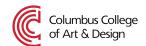#### *How does CCAD identify and define "[close contact](#)"?*
An individual is identified as having close contact when they were within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period, starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to their testing date) until the time the positive individual is isolated.

How does CCAD communicate qualifying positive cases to the CCAD community?
Every week, CCAD shares any positive cases of COVID-19 since the last report in which the case includes an individual that has been on campus and/or lives in CCAD student housing and contact tracing was necessary and completed. This information will be shared as a number of cases only. Identities will remain private.

What if I am directed to isolate and I live in CCAD student housing?
The Residence Life & Housing Office has designated isolation spaces in Schottenstein Residence Hall for Schottenstein residents. DSA residents will isolate in their assigned private room in DSA and will not move. Residence Life & Housing will communicate about any necessary relocation and help students coordinate the temporary move. CCAD does not have isolation spaces for non-residential students or employees. Those individuals must isolate themselves at their private residence.

Columbus College
of Art & Design

Where can I get more information about COVID-19 and CCAD's campus plans and protocols?
- CCAD's Public Health page
- Centers for Disease Control website
- Ohio Department of Health website

How do I notify CCAD if I have tested positive for and/or have symptoms of COVID-19?
- Students: Complete the Student COVID-19 Report Form
- Staff and faculty: Immediately contact Associate Vice President for Human Resources Beverly Thomas at beverly.thomas@ccad.edu or 614.222.4035 and complete either the Faculty COVID-19 Report Form or the Staff COVID-19 Report Form

General questions? Email publichealth@ccad.edu.