Columbus College of Art & Design
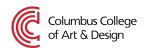
Spring 2022

Version 1.2

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

1. Dr. Melanie Corn, President
2. Dr. Joshua Butts, Dean of Faculty and Associate Professor
3. Tom Dotson, Chief Financial Officer
4. Matt Gardzina, Chief Information Officer
5. Tom Gattis, Dean of Undergraduate Studies and Professor
6. Liz Gordon-Canlas, Director of Residence Life & Housing
7. Jean Hester, Vice President for Enrollment Management
8. Susan Kannenwischer, Associate Vice President for Financial Aid & Registration
9. Jill Moorhead, Vice President for Marketing & Communications
10. Dan Parra, Director of Facilities
11. Athena Sanders, Associate Vice President for Student Affairs & Dean of Students
12. Dr. Jennifer Schlueter, Dean of Graduate Studies and Professor
13. Richelle Simonson, Associate Vice President for Operations
14. Leah Spellman, Director of Communications
15. Julie Taggart, Provost
16. Wallace Tanksley, Director of Safety & Security
17. Beverly Thomas, Associate Vice President for Human Resources
18. Jennifer Wray, Editor

Columbus College of Art & Design

CONTENTS

Gatherings and events
Remote work, classes, and virtual meetings
Travel and transit
Communication systems
CCAD COVID-19 Administrative Points of Contact
Time off and excused absence policies
Back-up staffing plans
Service shortages
Information
Daily self-health checks

4. **Plans for students, faculty, and staff with COVID-19**
   Isolation & quarantine
   Transportation facilitation
   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 spring 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 the Franklin County Department of 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 (weekdays, 8:30 a.m.–5 p.m.).
- Spring 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.
- 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.

Columbus College
of Art & Design

Promoting behaviors that reduce spread of the virus

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 and 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:
    - 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](#)

- Application of the CDC's Level of Community Transmission to spring 2022 mask and testing protocols

Determining Transmission Risk

If the two indicators suggest different transmission levels, the higher level is selected

	Low	Moderate	Substantial	High
New cases per 100,000 persons in the past 7 days*	<10	10-49.99	50-99.99	≥100
Percentage of positive NAATs tests during the past 7 days**	<5%	5-7.99%	8-9.99%	≥10.0%

The CDC developed a community transmission map to indicate the rate of COVID-19 transmission in each county. The color coding indicates the level of transmission and assists in guiding the public on their prevention strategies, such as mask wearing. CCAD will use this map as a guide for mask and testing protocols and will notify the CCAD community about changes to our protocols. Individuals are not permitted to make independent decisions about wearing masks and are required to comply with and follow the outlined plans and notices. Note: If the CDC changes their guidance, CCAD will update this plan accordingly.

MASK AND TESTING OPERATIONAL PLANS:

- COVID-19 testing:
    - CCAD is partnering with BrightStar Care to continue COVID-19 testing.
    - Any faculty, staff, student, and/or vendor/contractor who is unvaccinated with an approved exemption from the vaccine requirement will be required to test weekly throughout spring semester. Any faculty, staff, student, and/or vendor/contractor who is vaccinated will be subject to weekly random sample testing during spring semester until further notice.
    - Spring testing will start the first week of classes, beginning Tuesday, Jan. 18, 2022. The last week of testing will be the week of May 2, 2022. Other weeks in which testing will not occur will be announced the first week of classes.

- Any vaccinated faculty, staff, student, and/or vendor/contractor who is part of or had close contact with a campus outbreak of COVID-19 could be required to test until CCAD confirms the outbreak is contained.
    - Please see Appendix J for more information.
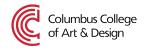- This testing plan could change depending on how the Omicron or other variants evolve.

- Face masks
    - 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 inside all campus buildings except for inside one's private office or student residential room. The requirement includes lobbies and elevators. No exceptions. CCAD will communicate any adjustments to this requirement as appropriate and per the CDC transmission map.
    - 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
        - CDC does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent
    - CCAD strongly encourages our community to use a medical grade face covering, such as a surgical, N95, KN95, KF94 mask. The Omicron variant has proved to be highly contagious and cloth face coverings do not provide adequate protection.
    - 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.

- Students who fail to comply with this requirement may be required to speak to CCAD Safety & Security and may be subject to the student conduct process with possible sanctions.
- Faculty and staff who fail to comply with the mask 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.

- Stay home and isolate or quarantine 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 quarantine.
    - 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, has symptoms of, and/or has been exposed to someone who has been diagnosed with COVID-19 who is not fully vaccinated or who is fully vaccinated but is experiencing COVID-19 symptoms must:

      1. Immediately separate yourself from others and either quarantine or 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.

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 vaccinated against COVID-19. Individuals new to CCAD's campus and who are currently unvaccinated can choose which vaccine they receive, but must be fully-vaccinated 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 will not require the COVID-19 vaccine booster before the start of spring classes. However, we strongly encourage everyone eligible to receive a [booster shot](#). This is the best way to continue protecting our campus community from the virus and to work towards more flexible operations. We are currently reviewing our policy and are considering how to implement a booster requirement in the future. We will notify the campus community if our policy changes.

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 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
　　　　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. 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.

- 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.

- Adequate supplies
  - CCAD supports healthy hygiene behaviors and plans to provide adequate supplies, including soap, paper towels, tissues, and disinfectant.
  - 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 each use.
      - 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.
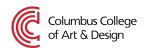
- Signs and messages
  - We will post signage in highly visible locations (e.g., building entrances, restrooms, etc.) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a face mask).
  - In addition, we will continue 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
- [Cleaning and disinfecting](): Slowing the spread of COVID-19 requires all of us to practice social distancing and other daily habits to prevent infection. Cleaning and disinfecting public spaces, workspaces, and other areas on campus is part of that strategy.
    - Frequently touched surfaces on campus (e.g., door handles, sink handles, drinking fountains, hand railings, bathroom stalls) will be cleaned and disinfected daily 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 workspaces 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.
    - Students, faculty, and staff are strongly encouraged to disinfect communal desks, equipment (other than technology), and other shared objects and surfaces before and after each use.
    - Students, faculty, and staff should social distance themselves at their own discretion. Managers of lobbies and waiting areas can make individual decisions about chair spacing.

- 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
  - 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 continue to encourage social distancing where possible.
  - We installed physical barriers, such as plexi guards and partitions, particularly in areas where it is difficult for students, faculty, and staff to maintain safe distances whenever feasible.
  - We will maintain small groupings of lounge spaces to maintain safe distances and decrease mass gatherings.
  - Physical guides, such as tape on floors and signs on walls, have been installed to assist individuals in maintaining safe distances when feasible.
  - When going up or down stairs, through hallways, corridors, or double doors, individuals should "stay to the right" in a single line and maintain safe distances when possible.
  - "In" doors/paths and "out" doors/paths are marked, where appropriate.

- Communal spaces
  - Schottenstein's gym and community kitchen will be open for the spring 2022 semester.
  - The Design Square Apartments (DSA) gym is open for DSA residential students 24/7 at a reduced capacity. Students must swipe in to use the gym and must adhere to the requirements regarding mask-wearing on the gym's signage.

- CCAD dining facilities will be open for the spring 2022 term. The college is following federal, state, and local guidance regarding health and safety measures within its food service operations.

Maintaining healthy operations
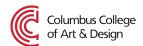### 3. CCAD plans to maintain healthy operations
- Academics
  - Spring 2022 semester classes will primarily be in person. Some remote (synchronous, live virtual class meetings),online (asynchronous, pre-recorded instruction) and hybrid (part in person, part online) classes are also available.
  - Access to campus facilities will be available to all students.
  - Please see ccad.edu/ccadtogether for more information.

- Spring programming
  - We anticipate continuing in-person student programming and events in the spring. Details about spring events will be announced at the start of the semester.

- 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 spring 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 on campus for residential student quarantine and 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 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.

- 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 plans to provide CCAD students with access to CCAD housing, studios, and labs. Access privileges may be revoked at any time if a student does not comply with CCAD 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.
    - 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 visitor and guest access as necessary.

- Gatherings, events, and exhibitions
    - CCAD intends to continue in-person group events, gatherings, and meetings in spring 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.
    - Individuals requesting a large gathering, event, or exhibition will be responsible for creating a comprehensive plan for logistics, access, and safety. This plan must be vetted and approved by the CCAD Operations teams no less than one month before implementation. CCAD reserves the right to make any changes or cancel any approved event at any time and for any reason at its discretion.

- 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 (RAs), 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, will resume. 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.
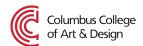- Students, faculty, and staff who use public transportation or ride sharing are encouraged to follow CDC guidance to protect yourself when using transportation.
- Overnight travel is not permitted for field trips.

- Communication systems
  - We have the following plans in place:
    - Reporting procedures for students, faculty, and staff who have symptoms of COVID-19, test positive for COVID-19, or have been exposed to someone with COVID-19 within the timeframe consistent with current guidance from the CDC.
      - 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, 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, and/or have been exposed to someone positive for COVID-19 must report their circumstance to CCAD using this COVID Report Form: https://forms.gle/KKqsyvD7PLefUGss5. **Please refer to current guidelines issued by the CDC.** If a student is unable to participate in classes due to a positive test, mandated quarantine, and/or symptoms, 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 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 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.
- The CCAD community should anticipate and prepare for unpredictable staffing and faculty shortages due to illness, isolation, quarantine, 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.
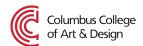
- Information
    - We plan to continue to notify our CCAD community on safety, cleaning, disinfecting, and social distancing protocols, including any updates to these protocols. Many of these protocols can be found at a campus Information Station or in Appendix D of this plan.

Plans for students, faculty, and staff with COVID-19
4. CCAD has planned for and is prepared for the likelihood of someone in the campus community having COVID-19
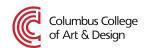
- Quarantine
    - Students, faculty, or staff who have potentially been exposed to COVID-19 should quarantine if they are in one of the following groups:
        - Are 18 or older and completed the primary series of recommended vaccines, but have not received a recommended booster shot when eligible.
        - Received the single-dose Johnson & Johnson vaccine (completing the primary series) over 2 months ago and have not received a recommended booster shot.
        - Are not vaccinated or have not completed a primary vaccine series.
    - Refer to below appendices for specifics on quarantine requirements.

- 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.

- Transportation for those who become sick while on campus

Columbus College
of Art & Design

- 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: 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.
  - CCAD Safety & Security plans to continue to provide medical and non-medical transports when needed for residential students as well as other students, faculty, and staff on campus.
  - CCAD Safety & Security staff plan to wear personal protective equipment 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. 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 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.

- 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.
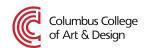
Appendix A: CCAD HIPAA Statement

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.
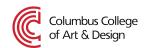
Appendix B: CCAD FERPA Statement

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:
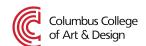
- To comply with a lawful judicial order or subpoena.
- To appropriate parties in health or safety emergencies.
- To accrediting organizations in order to carry out their accrediting functions.
- In connection with application for financial aid or financial aid that has been received.
- To another college 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.
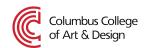
Appendix C: CCAD ADA Statement

The Americans with Disabilities 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 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** in any capacity and you have tested positive for or have symptoms of COVID-19, you must do the following:
- Immediately isolate at home.
- Immediately contact Associate Vice President for Human Resources, Beverly Thomas, beverly.thomas@ccad.edu or 614.222.4035. Do not skip this step.
- 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. 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
- 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 **in a hybrid work model or strictly remote and** you have tested positive for or have symptoms of 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.
- Your COVID-19 Administrative Point of Contact will reach out to your supervisor if you have not already done so.

If you have been exposed to COVID-19, please follow CDC's guidance for quarantine and isolation.

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 quarantine or 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: Associate Vice President for 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, quarantining, 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 Jan.4, 2022.

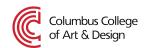*"I think or know I have COVID-19 and/or I have symptoms …"*

You can be around others after:

- 5 days since symptoms first appeared or 5 days from positive test date for those without symptoms (to calculate your 5-day isolation period, day 0 is your first day of symptoms or your test date. Day 1 is the first full day after your symptoms developed or after you test positive. You can leave isolation after 5 full days.); and
- 24 hours with no fever without the use of fever-reducing medications; and
- Other symptoms of COVID-19 are improving*.

    Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

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 have no symptoms ..."

Regardless of vaccination status or symptoms, anyone who tests positive for COVID-19 must isolate for 5 full calendar days from the date of testing.

If you develop symptoms after testing positive, your 5-day isolation period must start over. Day 1 is your first day of symptoms. Follow the guidance above 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. People with weakened immune systems may require testing to determine when they can be around others. Talk to your healthcare provider for more information. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.

People who are immunocompromised should be counseled about the potential for reduced immune responses to COVID-19 vaccines and the need to continue to follow current prevention measures (including wearing a 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 should also be encouraged to be vaccinated against COVID-19 to help protect these people.

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

Anyone who has had close contact with someone with COVID-19 should quarantine if they are in one of the following groups:

- Are 18 or older and completed the primary series of recommended vaccines, but have not received a recommended booster shot when eligible.

- Received the single-dose Johnson & Johnson vaccine (completing the primary series) over 2 months ago and have not received a [recommended](#) booster shot.
- You are not vaccinated or have not completed a [primary vaccine series](#).

You should quarantine for 5 full calendar days after your last contact with a person who has tested positive for COVID-19. Watch for symptoms for 10 days after the last date of contact. If symptoms develop, isolate immediately and get tested. If you do not have symptoms, you should get tested at least 5 days after your last date of contact. If you test negative, you may leave quarantine but continue to wear a well-fitting mask around others for 10 days after your last date of contact. If you test positive, isolate immediately and follow CCAD's isolation protocols. Someone who has been [fully vaccinated](#), has received a booster, and shows no symptoms of COVID-19 does not need to [quarantine](#). However, fully vaccinated close contacts should:

- [Wear a mask](#) indoors in public for 10 days following exposure or until a negative test result.
- Get tested 5-7 days after [close contact](#) with someone with suspected or confirmed COVID-19.
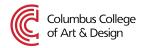- Get tested and [isolate](#) immediately if experiencing [COVID-19 symptoms](#).

Someone who tested positive for COVID-19 with a [viral test](#) within the previous 90 days and has subsequently recovered and remains without COVID-19 symptoms does not need to [quarantine](#). However, close contacts with prior COVID-19 infection in the previous 90 days should:

- [Wear a mask](#) indoors in public for 14 days after exposure.
- Monitor for [COVID-19 symptoms](#) and [isolate](#) immediately if symptoms develop.
- Consult with a healthcare professional for testing recommendations if new symptoms develop.

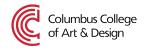## PART V

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

Columbus College of Art & Design

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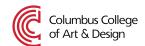
This protocol is intended for any supervisor who has a non-student employee disclose to them that they have tested positive for COVID-19 or are experiencing symptoms of COVID-19 and awaiting test results.

If you are supervising student employees, please refer to Appendix H: CCAD COVID-19 Response Protocol for Students and contact 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 or quarantine 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 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 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: 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.
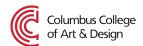
Columbus College of Art & Design

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:
    - 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
- 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 protocol for faculty and staff who have symptoms of, or have tested positive for COVID-19](#) if you are a faculty or staff member, 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.
- *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.

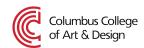**Faculty, staff, and student employees DURING work:**

- Follow the guidance and requirements outlined in the Columbus College of Art & Design return to campus plan.
- When engaging with others in person, and as you move around buildings and campus, maintain at least 6 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, staff, and students employees 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.
- Take care of yourself, your loved ones, and remember to practice your favorite self-care routine.

Faculty, staff, and student employee TESTING:
- CCAD will continue with our weekly random selection testing program.

Appendix H: CCAD COVID-19 Student Response Protocol for Quarantine and Isolation

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, has symptoms of, and/or has been exposed to someone who has tested positive for COVID-19 **must** do the following per CCAD policy, even if they have been fully vaccinated:
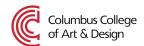
1. Immediately quarantine or isolate either at home or in their private residential room.
2. Complete the Student COVID-19 Report Form.
3. Follow all instructions received in response to the form submission.

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 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 all enrolled CCAD students.

Quarantine vs. Isolation
- You quarantine when you might have been exposed to the virus and may or may not have

been infected.

- You isolate when you are sick or when you have been infected with the virus, even if you don't have symptoms.

Background: Learn why CDC shortened the time for quarantine and isolation for the general population.

QUARANTINE PROTOCOLS

Quarantine is a strategy used to prevent transmission of COVID-19 by keeping people who have been in close contact with someone with COVID-19 apart from others. The following definitions relate to quarantine protocols outlined below:

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.

WHO DOES NOT NEED TO QUARANTINE:

If you came into close contact with someone with COVID-19 and you are in one of the following groups, you do not need to quarantine.

- You are ages 18 or older and have received all recommended vaccine doses, including boosters and additional primary shots for some immunocompromised people.
- You are ages 5-17 years and completed the primary series of COVID-19 vaccines.
- You had confirmed COVID-19 within the last 90 days (you tested positive using a viral test).

You should 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). 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 from other people and follow recommendations in the Isolation section below. If you tested positive for COVID-19 with a viral test within the previous 90 days and subsequently recovered and remain without COVID-19 symptoms, you do not need to quarantine or

get tested after close contact. You should 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).

WHO MUST QUARANTINE:

If you come into close contact with someone with COVID-19, you should quarantine if you are in one of the following groups:

- You are ages 18 or older and completed the primary series of recommended vaccine, but have not received a recommended booster shot when eligible.
- You received the single-dose Johnson & Johnson vaccine (completing the primary series) over 2 months ago and have not received a recommended booster shot.
- You are not vaccinated or have not completed a primary vaccine series.

Quarantine Requirements:

- Stay home and away from other people for at least 5 days (day 0 through day 5) after your last contact with a person who has COVID-19. The date of your exposure is considered day 0. Wear a well-fitting mask when around others at home, if possible.
- For 10 days after your last close contact with someone with COVID-19, watch for fever (100.4∘F or greater), cough, shortness of breath, or other COVID-19 symptoms .
- If you develop symptoms, get tested immediately and isolate until you receive your test results. If you test positive, follow isolation recommendations.
- If you do not develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.
  - If you test negative, you can leave your home, but continue to wear a well-fitting mask when around others at home and in public until 10 days after your last close contact with someone with COVID-19.
  - If you test positive, you should isolate for at least 5 days from the date of your positive test (if you do not have symptoms). If you do develop COVID-19 symptoms, isolate for at least 5 days from the date your symptoms began (the date the symptoms started is day 0). Follow recommendations in the isolation section below.
  - If you are unable to get a test 5 days after last close contact with someone with COVID-19, you can leave your home after day 5 if you have been without COVID-19 symptoms throughout the 5-day period. Wear a well-fitting mask for 10 days after your date of last close contact when around others at home and in public.

- ○ Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- If possible, stay away from people you live with, especially people who are at higher risk for getting very sick from COVID-19, as well as others outside your home throughout the full 10 days after your last close contact with someone with COVID-19.
- If you are unable to quarantine, you should wear a well-fitting mask for 10 days when around others at home and in public.
- If you are unable to wear a mask when around others, you should continue to quarantine for 10 days. Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- Do not travel during your 5-day quarantine period. Get tested at least 5 days after your last close contact and make sure your test result is negative and you remain without symptoms before traveling. If you don't get tested, delay travel until 10 days after your last close contact with a person with COVID-19. If you must travel before the 10 days are completed, wear a well-fitting mask when you are around others for the entire duration of travel during the 10 days. 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 after 10 days after your last close contact with someone with COVID-19.

After Quarantine Requirements
- Watch for symptoms until 10 days after your last close contact with someone with COVID-19.
- If you have symptoms, isolate immediately and get tested.

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 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 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 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.
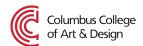
Isolation Requirements:

- 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 after at least 10 days.
- 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.
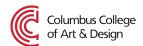
- Do not travel during your 5-day isolation period. After you end isolation, avoid travel until a full 10 days after your first day of symptoms. If you must travel on days 6-10, wear a well-fitting mask when you are around others for the entire duration of travel. If you are unable to wear a mask, you 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 test1 towards 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.vNote 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 after at least 10 days.
- 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
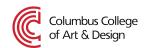
should not travel during the 10 days after your positive test.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until 10 days after the day of your positive test.

If an individual has access to a test and wants to test, the best approach is to use an antigen test1 towards 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 Contract 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 Together.

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.

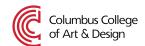*How does CCAD identify and define "close contact"?*
An individual is identified as having close contact when they were within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period, starting from 2 days before illness onset (or, for asymptomatic patients, 2 days 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 quarantine or isolate and I live in CCAD student housing?
The Residence Life & Housing Office has designated quarantine and isolation spaces in each residential building. Residence Life & Housing will communicate about any necessary relocation and help students coordinate the temporary move. CCAD does not have quarantine or isolation spaces for non-residential students or employees. Those individuals must quarantine or isolate themselves at their private residence.

Where can I get more information about COVID-19 and CCAD's campus plans and protocols?
- CCAD Together: Gateway for CCAD's Response to COVID-19
- CDC Website
- Ohio Department of Health

How do I notify CCAD if I have tested positive for COVID-19 or I was in close contact with someone who tested positive?
- 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

APPENDIX J: Spring 2022 Testing Program

As part of CCAD's plan for promoting behaviors that reduce spread of the virus and maintaining healthy operations, CCAD has implemented a COVID-19 testing program.

Test Plan
CCAD will conduct a weekly, required testing throughout spring 2022 of anyone who has received an approved exemption from the COVID-19 vaccine requirement and remains unvaccinated. The college has partnered with Brightstar Medical Care Staffing for this program and the tests will be rapid antigen tests. CCAD will conduct weekly, random sample testing of its vaccinated population until further notice.

CCAD's goals for the testing program are to reduce the opportunity for spread of COVID-19 amongst our community and to protect the health and wellness of those not vaccinated. Regular testing also identifies individuals with COVID-19 who do not have symptoms, preventing further spread of the disease on campus and in the broader community. Importantly, testing enables robust contact tracing, which will help further interrupt transmission of the virus by confirming that unvaccinated, exposed individuals and vaccinated exposed individuals with symptoms are quarantined.

Who is required to be tested?
The CDC developed a community transmission map to indicate the rate of COVID-19 transmission in each county. The color coding indicates the level of transmission and assists in guiding the public on their prevention strategies, such as mask wearing. CCAD will use this map as a guide for its mask and testing protocols and will notify the CCAD community about changes to our protocols. Individuals are not permitted to make independent decisions about wearing masks and testing participation and are required to comply with and follow the outlined plans and notices. Note: If the CDC changes their guidance, CCAD will update this plan accordingly.

- **COVID-19 Testing**
    - COVID-19 Testing:
        - CCAD is partnering with BrightStar Care to continue COVID-19 testing.
        - Any faculty, staff, student, and/or vendor/contractor who is unvaccinated with an approved exemption from the vaccine requirement will be required to test weekly throughout spring semester. Any faculty, staff, student, and/or vendor/contractor who is vaccinated will be subject to weekly random sample testing during spring semester until further notice.

- ○ Spring testing will start the first week of classes, beginning Tuesday, Jan. 18, 2022. The last week of testing will be the week of May 2, 2022. Other weeks in which testing will not occur will be announced the first week of classes.
  - ○ Any vaccinated faculty, staff, student, and/or vendor/contractor who is part of or had close contact with a campus outbreak of COVID-19 could be required to test until CCAD confirms the outbreak is contained.
  - ○ Any vaccinated faculty, staff, student, and/or vendor/contractor who is part of or had close contact with a campus outbreak of COVID-19 could be required to test until CCAD confirms the outbreak is contained.
  - ○ Please see Appendix J for more information.
- This testing plan could change depending on how the Omicron and other variants evolve.
- Students who fail to comply with this requirement may be subject to the student conduct process with possible sanctions and may also have their campus ID access turned off.
- Faculty and staff who fail to comply with this requirement may be required to leave campus and may be subject to disciplinary action.

Timeline
CCAD will announce its testing timeline in January of 2022 via email.

Those required to test will be notified via email on Monday of each testing week. Testing days each week will occur on Wednesdays and Fridays. Anyone required to test must do so in the week in which they were notified and not during a future week. Alternative arrangements for testing will only be considered due to unplanned/emergency situations.

Test Details: The type of test will be a rapid antigen swab. No preparation is needed for this type of test.

Location: All testing will occur on campus, a specific location will be outlined in the testing notice email sent weekly.

Testing Day: Community members must:

- ○ Follow current mask protocols outlined in the CCAD Return to Campus Plan
- ○ Bring a state-issued photo ID card

After Testing: Community members must:

- Those who are being tested must wait 15 minutes for the test results before leaving the area and then will be given directions for next steps.

Reporting

A limited number of designated CCAD Points of Contacts and Administrators will have access to test results. Consistent with current practice and confidentiality, CCAD will report the number of positive cases via the Public Health page on CCAD's website.

Testing Cost

There will be no direct cost to anyone testing through CCAD's weekly testing program and there will be no exchange of health insurance information.

Questions about testing? Faculty and staff may email CCAD's COVID-19 Administrative Points of Contact: beverly.thomas@ccad.edu and/or jbutts@ccad.edu. Students, please email asanders@ccad.edu.

As a reminder, faculty, staff, and students are required to comply with all COVID-19 response protocols established by CCAD and follow the directions of any college officials, especially as they relate to COVID-19 protocols. This is an expectation under the Return to Campus Plan.