



School of Art and Design

Reopening Plan

July 21, 2020

The goal of this document is to establish a School of Art and Design specific guidelines for reopening during the COVID-19 pandemic. These guidelines are intended to help maintain safety for faculty, students, staff and guests. The following guidelines were established by considering the latest research and best practices set forth for the entire university community at ECU. Though these guidelines may take adjustment of actions and attitude, it is important for all students, staff, and faculty to understand the importance of such guidelines and to adhere to them on a daily basis.

Introduction

The School of Art and Design community is centered on face-to-face interactions and is focused in Jenkins Fine Arts Center. During the COVID-19 pandemic we must modify our behavior and culture to ensure that we keep everyone as safe as possible. This will be a challenge since many are used to spending long hours in Jenkins, working after-hours, and coming and going from Jenkins freely. Unfortunately, we cannot continue this approach and keep our community safe. We will follow the guidelines below for accessing Jenkins, essential tools, and equipment to maintain as safe an environment as possible. Each concentration area has its own processes, tools, and layouts that may pose different challenges. This document provides baseline standards.

Our hope is that by following these guidelines strictly and to the best of our ability, faculty, staff and students will be able to engage in a safe learning environment and to have the best learning experience possible.

As university members we have a critical role in adhering to these guidelines in order to protect one another. As a school body, we encourage you to take and honor this pledge throughout the coming school year to keep our university and surrounding community safe.

School of Art and Design Pirate Pledge

I pledge to do my part to keep our School and community safe as I return to Greenville, NC and East Carolina University Campus.

I understand that I am pivotal in the fight against COVID-19 and commit to taking the actions outlined here for the safety of myself and others. I understand that I must be an accountable member of the School of Art and Design Pirate community, and I pledge to do this for others.

I pledge to support the School of Art and Design by:

- Following all public health guidelines and guidelines set forth by ECU.
- Taking responsibility by avoiding high traffic situations on and off campus.
- Following rigorous hand washing and sanitation while on campus and at home.
- Following all School policies, including being respectful of my time and others by sharing School of Art and Design resources and spaces.
- Modifying my actions and being an encouragement to others to adhere to health guidelines and recommendations over time.

By taking this pledge, I promise to do all I can to be aware, responsible, and accountable as a member of the ECU School of Art and Design Community. I pledge to do this for myself, but most importantly for others in preventing the spread of COVID-19.

**adapted from the ECU School of Music and University of South Carolina's COVID-19 pledge*

Reopening Guidelines

Building Hours and Use

Jenkins Fine Arts Center will be open as follows:

- General public, Monday to Friday, 7:00am – 5:00pm
- Art and design students via 1Card, 5:00 pm – 12:00 am Monday to Friday, 7 am to 12 am Saturday and Sunday.
- Faculty and staff will have 24/7 access but should not visit Jenkins between 12 am and 5 am.
- The building will be closed from 12:00am – 5:00am each night and only accessible by authorized personnel (campus police, facilities services, and custodial staff).
- Instructor office hours will be held remotely whenever possible to minimize occupancy levels in Jenkins
- Out-of-class studio access and use will be managed using **signup.com**. Area faculty will establish appropriate occupancy limits and use times. Students are expected to adhere to this schedule.
- Student and faculty should only schedule visits to Jenkins for scheduled class or studio time. Please be prompt and respectful of our limited shared resources and spaces.
- Studios are for class work and reserved studio time and are not to be used for social activities.
- If students have a break between classes, we recommend they spend this time outside, weather permitting, or in one of the designated student studying and rest areas (see below).
- The Student Lounge will be used for classroom overflow, accessible outside scheduled times.

Jenkins Fine Arts Student Lounge and Lobby Areas

To provide spaces for students to wait for classes and relax, the School has arranged the following spaces for socially-distanced studying and rest. Remember to use social distancing, sit only in designated areas, and do not move furniture.

- The Gray Gallery — 8 am to 5 pm, Monday-Friday (no food or drink)
- Third floor foyer/gallery, main entrance foyer, and foyer outside the Main Office during Jenkins open hours (food and drink allowed).

Entrances and Exits

All students, faculty, and staff are asked **use appropriate entrance and exit doors** which will be labeled appropriately on the exterior doors and classrooms.

Elevator Use

The use of the elevators will be limited to those who REQUIRE its use. If you must use the elevator it must be limited to ONE person at a time.

Hallways and Stairs

All students, faculty, and staff are asked to maintain 6 foot spacing at all times.

Classrooms/Studios

In general, to allow maximum time for the dispersion of aerosolized particles, we ask that students and faculty:

- Students are expected to store materials and bags not needed for class in a locker in Jenkins. Students must provide their own locks.
- Exit classrooms/studios as soon as possible at the conclusion of classes and work.
- When possible, allow time for rooms to be completely empty for an extended period between use.
- Computer keyboards and mice must be cleaned following ECU's [Electronic Equipment Cleaning Guidelines](#).
- Food and drink (open containers) are not allowed in any classroom or studio. Lidded containers with a straw are considered closed containers.
- Studio classrooms will have 70% ethanol cleaning materials for decontamination of surfaces and shared equipment at the beginning, during, and at the end of the lab period. Don't assume that a classroom/studio you are using was cleaned before you entered.

Surfaces should be decontaminated:

1. before class (by faculty),
2. when students arrive at workstation/equipment (by students),
3. when students leave workstation/equipment (by students), and
4. after students leave the classroom (by faculty).

Face Masks, Cleaning, and Handwashing

All members of the ECU and Art and Design community should positively promote a culture of mutual respect and safety with regard to the use of PPE, hand washing, and social distancing practices throughout all interactions with students.

All students, faculty, staff, and visitors must comply with the [University Regulation on Face Coverings](#), including the wearing of face coverings in classrooms, studios, lecture halls, and any other instructional areas and campus locations.

All students, faculty, staff, and guests must wash hands often. Suggested: beginning, middle, and end of every class, and when appropriate, i.e. after contact with shared items.

Returning to Jenkins

As students, faculty, and staff we all have responsibilities to help limit the spread of the coronavirus and maintaining a safe teaching, learning, and working environment as possible. The following guidelines are intended to help us prepare for our return to campus, and are focused on the responsibilities of students, faculty, and the School's administration/staff.

Reopening Guidelines for Students

Before the Semester Starts:

- Personally adopt the School of Art and Design Pirate Pledge (see page 1).
- Regularly refer to and read [Return of Pirate Nation documents and website](#).
- Purchase a face mask, hand sanitizers, and sanitizing wipes.
- Purchase a lock for use on a Jenkins locker.
- Purchase supplies required for your classes. This will ensure that if coursework transitions online you have the materials and supplies to complete coursework.

During the Semester:

- All students are required to comply with [University Regulation on Face Coverings](#). No student will be allowed into the classroom without a face covering or mask worn properly over both the mouth and nose. You must wear a face covering properly the entire time you are in class.
- If you do not have access to a face covering, you may obtain a mask from Dowdy Student Store, Pirate Pantry, or another provider of masks.
- Maintain appropriate social distancing in hallways or common spaces prior to or after class.
- Follow all posted signage related to entry, exit, and pedestrian flow within classroom buildings.
- Store materials and bags not needed for class in a locker in Jenkins.
- Wait for classes outside Jenkins (weather permitting) or in one of the designated studying and rest areas (see above).
- Clean your desk or work surface with disinfectant when you arrive and before you leave class.
- Clean and sanitize any tools and equipment before and after you use them.
- Be prepared to sanitize high-touch surfaces, such as chair and desks. For additional information please consult the [ECU's Cleaning and Disinfecting Hand-out](#).
- Maintain a minimum of 6 feet between you, other students, and the instructor when entering, leaving, and during class.
- Sit in your assigned seat/workstation.
- Conduct a daily health screening using the CDC's [COVID-19 symptoms](#) list.
- Do NOT attend class if you answer yes to any item on the list or if you are experiencing symptoms of any illness.

Reopening Guidelines for Faculty and Instructors

Before the Semester Starts:

- Personally adopt the School of Art and Design Pirate Pledge (see page 1).
- Regularly refer to and read [Return of Pirate Nation documents and website](#).
- For face-to-face classes, instructors will assess rooms and determine appropriate occupancy levels for studio and other spaces given the location and nature of equipment, types of work performed in the space, instructional need, and social distancing.
- Maximum occupancy will not exceed University defined capacities but may be lower based on faculty recommendation. Faculty are encouraged to reorganize spaces to avoid clustering situations, if possible.
- The School will provide caution tape and vinyl adhesive signage to indicate seats, workstations, or spaces that should remain vacant to allow for social distancing.
- While rearranging equipment and tools will reduce student clustering, rearranging the sequence of instruction or breaking students into small groups to rotate through the studio may help reduce the number of students present at one time.
- Instructors may utilize additional available studio spaces/classrooms to divide up students and reduce occupancy levels. Contact Kate Bukoski or Daniel Kariko to make a request. Instructors will prepare a seating chart to be utilized for each course.
- Request supplies, PPE, and other materials for the semester through the Main Office. Contact Mary Elliott or Kate Bukoski.
- All instructors will include SOAD syllabus language in all syllabi.
- Course attendance policies should acknowledge and support students who may become ill, without creating barriers or requiring unnecessary visits to health facilities for documentation of illness.
- All courses should have a hybrid/online element and syllabi should be posted in Canvas for student access.
- All courses should provide alternative delivery of instruction for students in quarantine or isolation.
- Be prepared to switch to fully-online instruction at any time, should we be directed to do so.
- Office hours/student meetings should be held virtually (WebEx or similar).
- Tutoring sessions (outside of class) should be held online when possible. If in-person meetings must be held:
 - utilize a large room whenever possible, adhering to posted classroom occupancy guidelines
 - everyone must wear masks
 - distancing of 6 feet should be maintained at all times.

- sessions should be limited to 30 minutes or less whenever possible.
- Whenever feasible, assignments should be given and submitted online to avoid the need to hand out or pass back papers in class.
- To reduce/eliminate lines in hallways between classes, instructors must be sure to end at or before the designated time (this will also allow time to wipe down all classroom surfaces).

First Day—Face-to-Face Courses

- Seating chart is created to facilitate contact tracing if needed. Turn in a copy of the seating chart to the Main Office (Jessica Sutton) by the end of the first week of classes.
- Consider delivering first-day instructions/introductions remotely. If instructors choose to break students into groups, this will prevent clustering on the first day and allow groups to be established.
- Inform students about SoAD, ECU, and class policies regarding COVID-19. We strongly recommend that the first class session be dedicated to safety procedures and proper use of PPE (hand washing procedures, proper wearing of masks), cleaning and disinfecting procedures, and general Jenkins/SoAD expectations.

Every class session—Face-to-Face Courses

- Pre-class instructions or lectures should be provided online so the students are fully prepared when they arrive, and classroom/studio time is reserved to complete work that can only be accomplished in that space. Instructors may choose to have only half the students present in the studio at any given time.
- Remind students to use lockers for non-class materials and personal items. (Social distancing rules have reduced usable space nonessential items reduce this even more.)
- Studio and classroom doors should be propped open at the beginning and end of labs for contactless entry and exit.
- Follow decontamination procedures (see above) for classrooms, studios, tools, and equipment.
- Students should be reminded not to attend if they have any sign of illness and procedures should be in place to avoid penalizing these students.

Reopening Guidelines for SoAD Administration and Staff

Before the Semester Starts:

- Personally adopt the School of Art and Design Pirate Pledge (see page 1).
- Regularly refer to and read [Return of Pirate Nation documents and website](#).
- Provide regular communication with faculty regarding preparations and changes for the semester.
- Provide support for faculty and student teaching and learning as best as possible.
- Where feasible, post signs to indicate entrances and exits to classrooms and studios to prevent clustering through signage.
- Post on all Jenkins classroom/studio doors showing the semester's schedule of use.
- Post room capacity signs on classroom/studio doors.
- Purchase and provide extra hand sanitizer stations throughout Jenkins Fine Arts Center.
- Acquire and distribute hand sanitizer for each faculty, instructor, and staff office, as well as each classroom.
- Acquire and distribute cleaning sprays, solutions, and/or wipes for each classroom.
- Acquire and distribute any specially requested PPE, cleaning materials, or other items requested.
- Ensure that all classrooms with sinks have full and working soap dispensers and paper towels; ensure all bathrooms have at least two full and working soap dispensers and paper towels.

During the Semester:

- Regularly refer to and read [Return of Pirate Nation documents and website](#).
- Provide regular communication with faculty regarding preparations and changes for the semester.
- Provide support for faculty and student teaching and learning as best as possible.
- Monitor and refill hand washing and sanitizing supplies in Jenkins.