Cleveland Institute of Art
A Smart Return to School:
Framework for Campus Re-Opening

Last updated: September 15, 2020

Notable changes in this version include:
- Clarification on mask policy, pages 2 and 12

CIA

INTRODUCTION

The purpose of this document is to summarize the operating standards for the Cleveland Institute of Art (CIA) for the 2020 Fall Semester.

As our campus seeks to normalize operations during the COVID-19 pandemic, the health and safety of students, faculty, staff and campus visitors must always be the top priority. To accomplish this objective, we will move cautiously and carefully to faithfully execute the standards and best practices specified here, which are strongly informed by the latest guidelines from the Ohio Department of Health, local health departments and the U.S. Centers for Disease Control and Prevention (CDC). As public health experts learn more about the best ways to combat COVID-19, these standards may be revised and updated.

HEALTH MONITORING, FACIAL COVERINGS AND PPE

It is our intent to comply with all relevant state and CDC guidelines.

Masks
Everyone who enters the campus will be required to wear a mask over the nose and mouth. Requests for medically based modifications to the mask regulation should be made to Human Resources (employees) or to the Dean of Students (students). Masks must be worn in hallways, studios, classrooms, offices, galleries and all common areas, including lounges, restrooms and elevators. Masks also must be worn outdoors on campus if a distance of at least 6 feet cannot be maintained from others. Masks may be removed if:

- a person is eating AND has distanced themselves from others by at least 6 feet
- by an employee or student working in a private office

Health Monitoring
To be on campus, all employees and students are required to conduct daily health assessments. This includes taking their temperature with a thermometer and monitoring for fever, coughing, and other symptoms delineated on the CIA CampusClear health assessment app or on paper assessment forms at building entrances. Temperatures that are 100.4 F or higher are considered a fever.

Students, employees and visitors to campus must present daily health assessments to the Security desk upon arrival. Students and employees may download the CampusClear app for an easy-to-report daily assessment. Paper assessment forms will be available for anyone who does not have access to the app.

Any student who has any of these symptoms should contact CWRU's University Health and Counseling Services at 216.368.2450.

Any employee who has any of these symptoms should not report to campus and should contact their physician for guidance.

Reporting
The Human Resource Department will be responsible for monitoring infection reporting and assess/evaluate special accommodation requests.

Email updates will be provided to inform and promote healthy prevention measures, notify the community about new or heightened risk factors, and update facility or classroom closure information.

Enforcement
Community members are asked to pledge to comply with all safety policies. Those who repeatedly violate CIA safety policies will be subject to disciplinary action.

BUILDING ACCESS

There are two main access points into the Gund Building—CIA's main educational building—during hours of operation. Entrances A and B have been designated as the points of entry. Entrance A is located on East 116th Street at the northwest corner of the building. Entrance B is located on East 117th Street at the northeast corner.

Students will have key card access to the instructional areas necessary for the classes in which they are registered.

Building hours are:
Monday through Saturday: 7am to midnight
Sunday: noon to midnight

Building Entry Protocol
Everyone entering the academic building will follow a four-step process.

Step 1: Before arriving at CIA, enter your health screening assessment using the CampusClear app. If you are not exhibiting any symptoms, the app will provide you with a smiley face entrance pass, which you'll show to the security guard upon entering the building. The one question self-screening should take less than 10 seconds each day. Download instructions on how to install and use the free CampusClear app.

Step 2: Upon arrival, swipe your CIA ID to unlock the exterior door. The exterior door will require your ID to open even during regular building hours. Your ID should be visible whenever you're in the building.

Step 3: Have your temperature taken and face covering verified. Once you're inside, you will have your temperature taken, either by an automated kiosk or a CIA staff member, using a touchless handheld thermometer. The automated kiosk will also verify that you're wearing a face covering.

Step 4: Receive a building-access wristband. The wristbands will be color-coded and time/date-stamped. The wristband will allow you to re-enter the building without showing the app or having your temperature taken again that day.

ACADEMIC DELIVERY

Students will have access to studios and facilities to complete their coursework, and instruction will be delivered, depending on the course, using a combination of in-person and

blended/hybrid online content. These following guidelines will allow us to maximize educational opportunities while upholding standards for health and safety.

- The fall academic calendar has been modified to begin and end one week earlier. The term will run from August 17 to December 5. This adjustment will allow for the completion of in-person instruction before Thanksgiving break, therefore minimizing risk of infection following busy holiday travel.
- Studio final critiques will take place in person before Thanksgiving break, November 21–24.
- Liberal Arts final exams, mid-year critiques (May '21 grads) and BFA exams (Dec '20 grads) will take place online during the week after Thanksgiving break, November 30–December 4.
- To better ease the transition between online and in-person learning as well as allow for effective cleaning between sessions, slight adjustments to the class schedule block have been made.
- Liberal Arts classes will be held primarily in hybrid digital formats, with students completing the majority of their assignments in online classrooms, meeting occasionally for small-group discussions to foster community and collaboration.
- Faculty have received further training and support to ensure the successful delivery of classes and the achievement of academic continuity.
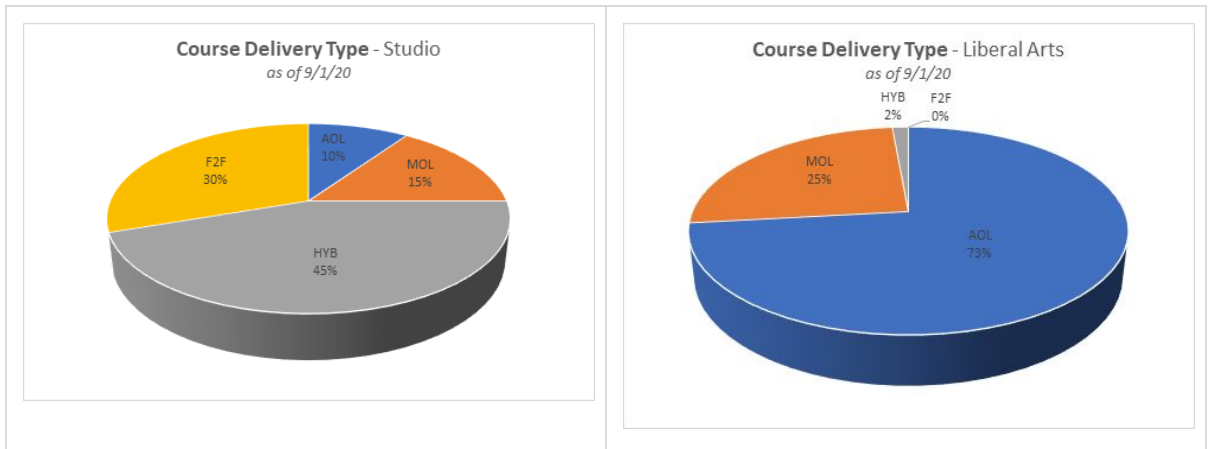
Course Delivery Types
In working with each academic department, every course has been identified as one of four course delivery types, to clarify where students are expected to be during instructional time. These levels are:

Delivery Level	Code	Description
Level 1: Online	AOL	All class meetings occur online
Level 2: Mostly online	MOL	Mostly online with a few in-person meetings, as communicated by your instructor
Level 3: Hybrid	HYB	A mix of online and in-person meetings as communicated by your instructor
Level 4: F2F (Face to Face)	F2F	All in person

Students can view course types for each of their classes by viewing their course schedule on myCIA.

Regardless of course type, students will continue to have access to their studios.

The following graphs show the breakdown of course delivery type by discipline:

Course Delivery Type - Studio
as of 9/1/20

AOL 10%
MOL 15%
HYB 45%
F2F 30%

Course Delivery Type - Liberal Arts
as of 9/1/20

HYB 2%
F2F 0%
MOL 25%
AOL 73%

Amendments to Attendance and Grading Policies

Amendments to attendance and grading policies will be in effect for the Fall 2020 semester. These policies will be addended to the 2020-21 College Catalog.

Update on Grading Policies

The temporary Modified Pass/Fail Grade Policy that went into effect for the Spring 2020 semester due to the emergency shift to remote teaching and learning has not been extended to the Fall 2020 semester. We will reinstate the Modified Pass/Fail Grade Policy if the College is forced to shift to all-online course delivery.

Please refer to the Course Catalog for details on existing grading policies.

COVID-related absences

Absences related to COVID-19 will be considered *excused*, and will not be factored toward the four-week threshold for automatic failure. If students are absent due to COVID-19, they must inform their instructors and Student Affairs immediately. Students will be responsible for working with their instructors to make up missed content and coursework. In the case of an extended absence due to illness, students will need to provide verifiable documentation to Student Affairs. The specific detail for the absence will not be shared beyond the Office of Student Affairs. If coursework is unable to be completed by the end of the semester, these students may request to receive an "I" (incomplete) grade and work with their instructors to develop a plan to finish their coursework the following semester.

Participation-related absences

Depending on the delivery type of your classes, absences may take the form of failure to join scheduled in-person classes, failure to join synchronous online classes, or failure to participate or engage in asynchronous remote class content.

Remote participation and engagement protocol

The Cleveland Institute of Art strives to nurture the intellectual, artistic, and professional development of students. As a member of CIA's student body, you are tasked with contributing to these goals. When classes are held remotely, you are expected to uphold the same level of professionalism expected of in-class behavior, including being physically and mentally present and engaged during all class sessions, fully participating in the dialogue of

classes, and upholding professional appearances and conduct on camera to the best of your ability.

It is recommended that students and online participants be in a stationary location and not engage in other activities during remote class sessions. Your instructor may require specific modifications to ensure the students' ability to engage and judge the best method of instructing a course.

COVID CONTINGENCY PLANS

The following chart documents contingency/scenario plans in the event that students, faculty or staff are *exposed* or *infected* with COVID-19.

Contingency/ Scenario	Action
If a **student** gets COVID-19	- Contact CWRU Health & Counseling Services and CIA Student Affairs. - Residential students will be relocated to isolation housing. - Access to the Gund Building, CIA's educational facility, will be revoked during isolation - CWRU will conduct contact tracing in accordance with the public health department. - A COVID-positive student who is not feeling sick or is asymptomatic should make a request through Student Affairs to take classes online. - Student should self-isolate until cleared by their healthcare provider. - Any student who lives on campus and develops symptoms or tests positive for COVID-19 will be placed in isolation per CDC and public health guidelines. The usual time period is 10 days; however this can be longer based on a number of factors. - CWRU will determine when the student is cleared for re-entry and will give the student documentation to be presented to CIA. At that point, the student will have normal access restored to the academic building and, if applicable, residence hall. - A COVID-positive student who is feeling sick may request an Incomplete grade and finish class content the following semester.
If a **student** is exposed to COVID-19 (not sick)	- Contact CIA Student Affairs. - Student Affairs will work with CWRU to verify exposure or determine if testing is necessary. - Residential students will be relocated to quarantine housing. - Make a request through Student Affairs to take classes online. - Self-quarantine for 14 days.
If a **faculty** member gets COVID-19 and cannot teach (sick)	- The faculty member should contact Human Resources. - Contact Chair. Chair will notify the Office of Academic Affairs. - Access to the Gund Building, CIA's educational facility, will be revoked during isolation. - Per CDC guidelines, the faculty member must self-isolate until at least 10 days has passed since the onset of symptoms or they tested positive AND they have been without a fever for at least 24 hours. - The faculty member's department chair will determine substitute teacher options and inform students. - The employee's healthcare provider will contact your county health department to conduct contact tracing.
If a **faculty** member is exposed to COVID-19 (not sick) and can teach remotely	- The faculty member should contact Human Resources. - The faculty member must inform Chair and their students that class(es) will be held online. Chair will notify the Office of Academic Affairs. - The faculty member must self-quarantine for 14 days. - The faculty member can teach remotely through quarantine period.
If a **staff** member gets COVID-19 and cannot work (sick)	- Staff member must contact Human Resources and their supervisor. - Employee's healthcare provider will conduct contact tracing. - The employee must self-isolate until cleared by their healthcare provider. - Access to the Gund Building, CIA's educational facility, will be revoked during isolation - Per CDC guidelines, the staff member must self-isolate until at least 10 days has passed since the onset of symptoms or they tested positive AND they have been without a fever for at least 24 hours.
If a **staff** member is exposed to COVID-19 and can work remotely	- The employee must contact Human Resources and their supervisor. - The employee must self-quarantine for at least 14 days.

If a **student, faculty,** or **staff** member is denied access to academic building (failed health screening)	● Security staff will issue an instruction card to the person denied building access.

TESTING

As part of our plan for a healthy return to campus, all students are required to participate in a COVID-19 testing program administered as students returned to campus.

Additional testing of students, faculty and staff will be conducted based on guidelines established by the governor of Ohio and the Ohio Department of Health. If such testing is done, it will be coordinated with our partner medical institutions: University Hospitals of Cleveland, Cleveland Clinic, and Case Western Reserve University's Health Department.

Tests may be conducted under any or all of the following circumstances:
- An individual displays symptoms consistent with COVID-19
- An individual comes into contact with a person who tests positive
- At the direction of the local, county or state health department

Any student who lives on campus and develops symptoms or tests positive for COVID-19 will be placed in isolation for at least 10 days. Meals will be provided.

Any student in campus housing who is a suite mate of someone who has tested positive for COVID-19 will be required to quarantine for 14 days. Meals will be provided.

All positive test results will be reported to the health department, which may require subsequent tests. Contact tracing also may be required.

Any employee or student who lives off campus and comes into contact with an infected person may be required to remain off campus for 14 days. Whether quarantine is necessary will be determined by healthcare providers, who will assess the risk based on a number of factors, including but not limited to the length and location of the exposure and whether masking and distancing protocols were in place.

Employees should contact their physician. Students should contact the CWRU Health Department at 216.368.2450.

COVID-POSITIVE CONTACT TRACING AND COMMUNICATIONS

The College has established a dashboard on its website at cia.edu/dashboard, which will be updated each Tuesday to reflect the number of reported active COVID-19 cases on campus. Reported cases include students and employees who were on campus, or off campus with other CIA community members, during the incubation period of the virus.

Please note: Federal privacy laws pertaining to the sharing of medical information strictly limit the amount of personally identifiable information that can be shared around COVID-positive cases.

When a student tests positive for COVID-19, Student Affairs will inform their instructors of record only that the student needs a temporary accommodation for medical reasons. Facilities will be asked to revoke building access while the student is in isolation.

If any employee tests positive, Human Resources will only inform their supervisor that the employee will not be able to report to work because of medical reasons. Facilities will be asked to revoke building access while the employee is in isolation.

A person's COVID-positive status is not to be shared more widely among the student body, faculty or staff.

When a student or employee tests positive for COVID-19, county health departments (working in partnership with CWRU health services in the case of students) manage the contact tracing process to determine who they have been with during the infectious period. They assess a variety of risk factors, including whether masks and distancing were in place at the time of contact and the length of the interaction.

Based on the health professionals' assessment, they contact only those individuals who may have been at risk for contracting the virus and determine whether exposure has taken place. It's important to note that simply being in the same space with someone who has the virus does not automatically mean a person has been exposed.

FACILITIES AND SANITATION

The Facilities Department will institute the following safety mechanisms.
- High contact areas, including restrooms, handrails and door handles, will be disinfected at regular intervals throughout the day.
- Classrooms and public areas will be cleaned and sanitized between classes.
- Students, faculty and staff will be responsible for maintaining clean and sanitized surfaces and equipment in their own workspace or studio throughout the day. Cleaning and sanitation supplies will be supplied by the Facilities Department.
- Hand sanitizer and surface sanitizing supplies will be available in all high-contact locations, including classrooms, studios and offices.
- Shared tools and equipment will be cleaned and sanitized after each use.
- Signs will be in place to reinforce the use of facial coverings, social distancing, symptom assessments, entrance and exit locations, and directional pedestrian traffic.
- Non-essential areas will remain closed.
- Barriers such as plexiglass will be used in areas where social distancing is not feasible. These areas include but are not limited to classrooms, studios, security stations and selected offices.
- The freight elevator will be restricted to three (3) riders. The passenger elevator will be limited to one person.
- Pedestrian traffic will be restricted to one direction in the 1st floor east corridor and on designated staircases.
- Certain areas of the building may be temporarily closed for additional professional cleaning.

CLASSROOMS

With regard to classroom safety, we will comply with all relevant state and CDC requirements.
- Occupancy rates have been established for each studio, classroom and lab. Restrictions will ensure minimum 6-foot physical distancing capacity in all directions.
- To further establish minimum 6-foot physical distance, areas will be clearly marked and communicated in classrooms and common areas. Where this may not be feasible, physical barriers will be installed to ensure maximum safety for students and faculty.
- Workstations will be sanitized after each class.
- When appropriate, segregated ingress and egress points will be established in classrooms and studios. Staggered class times have been established to further ensure social distancing.
- Scheduling will allow sufficient time between classes to prevent large gatherings.

RESIDENCE HALLS

CIA will comply with all relevant local, state health department and CDC guidelines. Students found to be violating the guidelines may be documented for "failure to comply" as found in the Student Handbook.

Individual residence hall apartments will be limited to the number of residents appropriate for controlling density. This will allow, but not require, suite mates to be treated as a family unit.

No outside guests will be admitted to the residence halls. "Guests" are defined as individuals who do not live in the building.

Any student who tests positive for the virus will be isolated at a separate pre-determined location. This isolation will be approved and under the direction of the designated health department(s) and the CWRU Health Department.

Any student living on-campus who comes into contact with COVID-19 may be asked to self-quarantine for 14 days. Recommendations for quarantine will be made by healthcare providers based on a number of factors, including but not limited to location and length of contact and whether distancing and masking protocols were in place.

The Office of Student Affairs and the Case Western Reserve Health Department will coordinate mental health and substance abuse strategies to strengthen and refocus specific issues of isolation and loneliness associated with the restrictions associated with COVID-19.

Student Fitness Facilities
Fitness facilities in each residence hall are offline until further notice.

DINING FACILITIES

The Stone Flower Café will comply with all relevant state and CDC guidelines.
- Disposable utensils will be used.
- Self-serve areas will be transformed into full-service areas to which students and employees will have access.
- All items on the menu will be of the take-out variety.
- All employees are required to wear face coverings and rubber gloves.
- Tables and chairs will be positioned to ensure social distancing.

ADMISSIONS + FINANCIAL AID

The Office of Admissions + Financial Aid has instituted the following policies.
- Virtual tours will replace in-person campus visits.
- Meetings with counselors will be conducted via telephone or internet.
- Applications and portfolio reviews can be conducted online.

GENERAL OFFICE ENVIRONMENT

To help safeguard the health of our community, we will deploy alternative scheduling and social distancing.

Time on Campus
Rotating work schedules and staggered hours may be implemented where appropriate for employees working on campus.

In some cases, employees who can effectively work remotely may continue to work from home. Supervisors will have the discretion to determine whether an employee can effectively work from home.

Masks and Social Distancing
Masks must be worn in hallways, studios, classrooms, offices, galleries and all common areas, including lounges, restrooms and elevators, and outdoors on our campus if a distance of at least 6 feet cannot be maintained from others.

CIA employees working in a private office or an assigned cubicle may remove masks only if they are alone. They must wear their masks even in their cubicles or offices if another person is with them.

Physical Barriers

Social distancing is the primary precaution against the spread of COVID-19. However, where social distancing is not possible, physical barriers, such as plexiglass, will be installed.

PERSONAL TRAVEL

We strongly encourage all CIA employees to evaluate and reconsider both international and out-of-state travel. If travel is critical, we ask that you notify your supervisor and Human Resources of your plans in advance. Further, individuals on our campuses entering Ohio after travel to states reporting a positivity rate of 15 percent or higher must self-quarantine for 14 days from the time they left the state, and practice social distancing.

SUPPORT SERVICES, EVENTS AND PUBLIC PROGRAMS

On-Campus Events
Virtual delivery should be the preferred course for events and activities.

During the course of any in-person activities or events that are held on campus, social distancing is required. No gatherings shall exceed levels of capacity that create situations in which social distancing is not possible. Under all scenarios and at all times, minimum social distancing shall be 6 feet.

Visitors
Campus visits should be limited as much as possible. If you plan to have a visitor on campus, you'll need to:
- submit a visitor request to Security (shammett@cia.edu) so that we know to expect a guest, and
- greet your visitor at the security desk.

All visitors, including vendors, must comply with all safety and security policies.
- Visitors must sign in with Security.
- Visitors must wear face masks, maintain social distance, have their temperature taken, and conduct a paper-based health assessment.
- No visitors will be allowed in residential facilities.

Reinberger Gallery
Due to campus safety protocols for the Fall 2020 Semester, Reinberger Gallery is open to the CIA community and limited guests by appointment only. Guests must complete a health screening upon entry. Contact reinbergergallery@cia.edu if you have questions.

For the CIA community, all safety procedures will be in effect, including social distancing and face coverings. In addition, the following measures are in place:
- New occupancy limits have been set to preserve social distancing.
- Markers are in place to reinforce social distancing and to guide movement through the gallery.
- Visitors will enter and exit the gallery at different doors.

Lunch on Fridays
Will be presented virtually at this time. Look for the schedule and details online and on the building's monitors.

Library
The library is open to CIA students and employees. Social distancing and face coverings are required.

Borrowed books and other materials will be quarantined upon return for four days before being recirculated.

Commuter student work stations The library's study tables seat two at a time and are available on a first-come, first-serve basis. Each table has an outlet underneath and WIFI is consistently strong throughout the library. Students must use earphones for audio. CIA's mask policy will be strictly enforced in the library, so food and drink are temporarily not permitted.

Cinematheque

The Cinematheque will continue to operate virtually at this time.

We look forward to being able to resume to normal operations, at which time:
- Face masks will be required at all times.
- Capacity limits will be modified to allow social distancing to be maintained.
- Moviegoers will be restricted to the Peter B. Lewis theater and its adjacent lobby and restrooms.
- The movie schedule may be modified, with possibly fewer screenings.

Continuing Education

Courses for adults and youth will be offered online this fall. Course offerings will require you to have internet access where you intend to take the class. Registration deadline for fall classes was August 28.

Workshops for K-12 educators will be conducted online on Saturday, October 17.

Digital Output Center (DOC)

The DOC is open to the CIA community.

Members of the public may use the DOC to order services online. Orders will be delivered by mail or curbside pickup.

More details are available online.

Fabrication Studios

CIA fabrication shops will be open to CIA students, faculty and staff with modifications to enhance health and safety. More details will be forthcoming.

Equipment Checkout

Equipment checkout will be open and accessible to students and staff.

All reservations should be made through the online portal at my.cia.edu/checkout to avoid congregating at the checkout counter. Equipment will be cleaned with disinfecting wipes upon return.

Internet access/WIFI

Over the summer, IT performed a wireless audit to identify areas in need of strengthened wireless coverage in the main academic building and residence halls. Throughout August and September, IT will be installing additional wireless access points. Students in the residence halls can also use wired network ports in their rooms. Network cables and Ethernet adapters are available for extended loan periods via the Equipment Checkout.

OUR GUIDING PRINCIPLES

During the global pandemic, the Cleveland Institute of Art has adopted these 6 "C" values and operational standards: Care, Curricular Continuity, Community, Creativity, Compliance and Communication.

CARE / Safety for all stakeholders

CURRICULAR CONTINUITY Successful delivery and accessbility of learning outcomes

COMMUNITY Maintaining engagement, building affinity, sense of belonging

CULTURE OF CREATIVITY Fostering culture of creativity and innovation

COMPLIANCE Operating within government, accreditation, ADA standards

COMMUNICATION Effective communication with all key stakeholders

COVID TASK FORCE

Our thanks to the entire community for their tireless assistance through this planning process, and a special thanks to the members of the COVID Task Force:

Lane Cooper, *Faculty Senate*	Malou Monago, *Institutional Advancement*
Joe Ferritto, *Facilities*	Grafton Nunes, *Office of the President*
Jesse Grant, *Student Affairs*	Charise Reid, *Human Resources*
Steve Hammett, *Public Safety*	Eric Reitz, *Enrollment + Financial Aid*
Kathryn Heidemann, *Academic Affairs*	Karen Sandstrom, *Communications*
Sarah Kabot, *Faculty*	David Sigman, *Enrollment + Financial Aid*
Richard Maxwell, *Staff Council*	Greg Slaby, *Information Technology*
Matthew McKenna, *Information Technology*	Matt Smith, *Student Life + Housing*
Julie Melvin, *Business Affairs*	Colleen Sweeney, *Office of the President*