



## **Cleveland Institute of Art**

### **Framework for Campus Operations During COVID**

Last updated: December 16, 2020

Notable changes in this version include:

- Additional details provided on quarantine policy related to testing (pg 11)

## INTRODUCTION

The purpose of this document is to summarize the operating standards for the Cleveland Institute of Art (CIA) for the 2020-21 academic year.

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 have developed these standards and best practices specified, 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 is 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 are available for anyone who does not have access to the app.

Students who have any of these symptoms should contact CWRU's University Health and Counseling Services at 216.368.2450.

Employees who have any of these symptoms should not report to campus and should contact their physician for guidance.

### **Reporting**

The Human Resources Department will be responsible for monitoring infection reporting and assessing and evaluating 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 during the semester are:  
Monday through Saturday: 7am to midnight  
Sunday:  
noon to midnight

Visit the [Building Hours](#) page to see building access hours during winter break.

### 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 allow re-entry into 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 a blended/hybrid online content. These following guidelines will allow us to maximize educational opportunities while upholding standards for health and safety.

*Announced September 16, 2020*

- To reduce the elevated exposure risk posed by travel, the spring 2021 academic calendar has been modified to **begin one week later** and to **eliminate spring break week**. The spring 2021 term is from January 19 through May 8.
- Liberal Arts exams and final studio crits will take place April 26–30.
- BFA exams will take place May 3–7

The updated [Academic Calendar](#) can be viewed online.

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

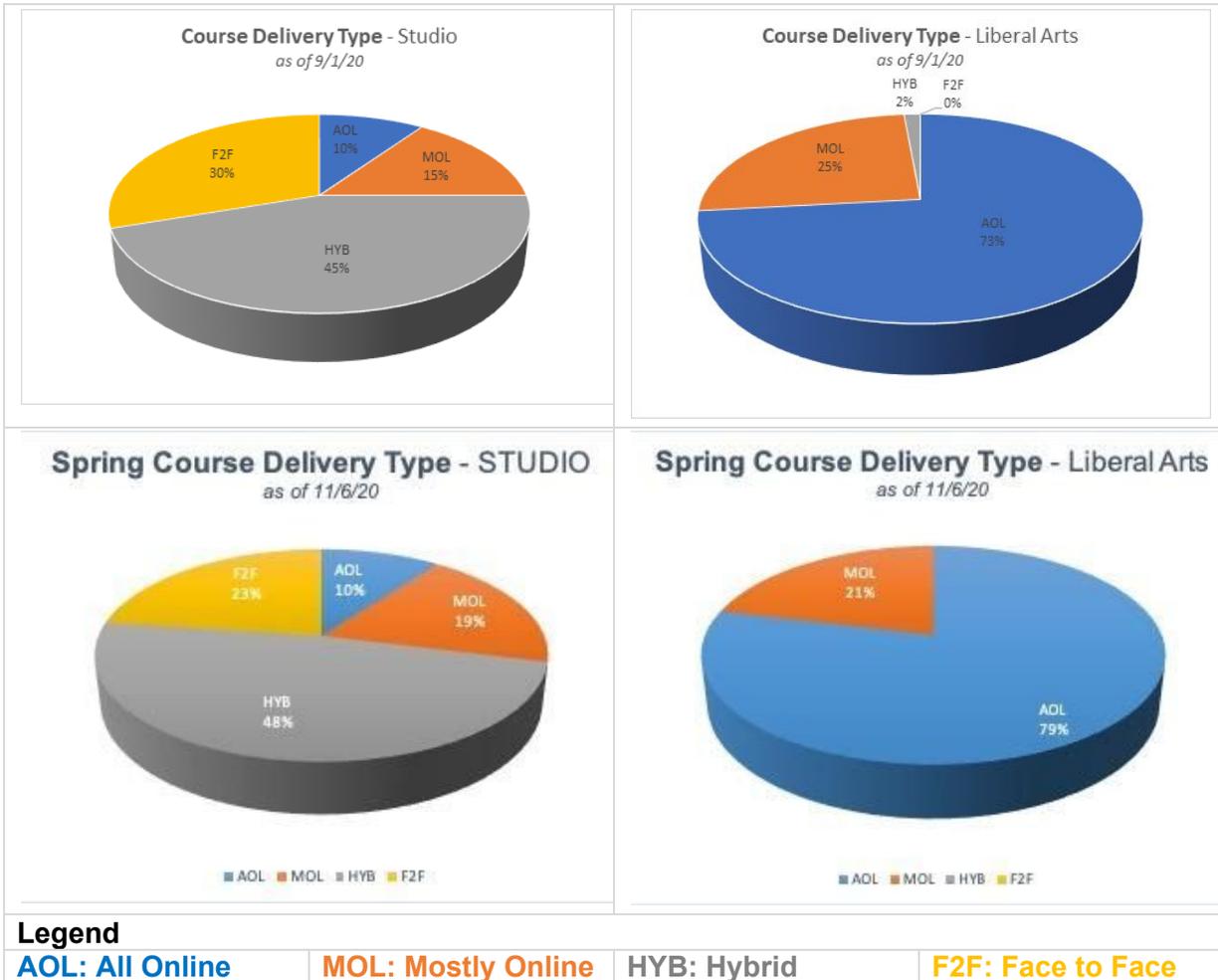
Liberal Arts classes will be held primarily in hybrid digital formats, with students completing the majority of their assignments in online classrooms, meeting occasionally for small-group discussions to foster community and collaboration.

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

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

Updated November 20, 2020:

The following graphs show the breakdown of course delivery type by discipline for the Fall 2020 and **Spring 2021** semesters:



## Update on Grading and Attendance Policies

Amended November 20, 2020:

### Fall 2020 Temporary Modified Pass/Fail Grading Policy

To mitigate student stress and address challenges of hybrid learning due to the pandemic, the CIA faculty, in partnership with the Office of Academic Affairs, voted to implement the following modified pass/fail policy for the Fall Semester (note: this is an extension of the temporary policy that was implemented for the Spring 2020 semester). This policy applies to major, liberal arts and elective studio courses taken in the Fall 2020 semester only:

- Per current policy, students with grades “A” to “C” will continue to earn the designated letter grade, which will be calculated into their GPA and in which they will earn credit toward their degree requirements. *There is no change to current policy.*
- Per amended policy, students with grades “C-” to “D-” would receive a “P” or passing grade, which will not be calculated into their GPA, but in which they will earn credit toward their degree requirements. “P” grades earned in studio courses this semester would not need to be retaken. *This is a change to current policy.* The “P” grade would be processed by the Registrar, not the instructor.
- Per current policy, students with an “F” will continue to earn an “F,” which will be calculated into their GPA and in which they will not earn credit toward their degree requirements. *There is no change to current policy.*

| Comparison of Current and Proposed Grades Schemes |                         |               |   |
|---|-------------------------|---------------|---|
| Current Grade Scheme                              | A, A-, B+, B, B-, C+, C | C-, D+, D, D- | F |
| Proposed P/F Grade Scheme                         | A, A-, B+, B, B-, C+, C | P             | F |

The policy addresses the following considerations:

- Students would still receive normal Satisfactory Academic Progress (SAP) and still be eligible for Title IV federal financial aid, as they would still be earning credits toward their degree.
- Maintaining letter grades would allow those on probation to improve their GPA.
- Maintaining letter grades for A/B/C would address the students’ ability to transfer credits or hold a minimum grade threshold required for many graduate programs.

Please refer to the [Course Catalog](#) for details on existing grading policies.

**COVID-related absences**

Absences related to COVID-19 (such as isolation, quarantine, illness preventing building access) 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, eligible 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. Please refer to the [College Catalog](#) to view policy on Incomplete grades (pg 44).

**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 <b>student</b> gets COVID-19   | <ul style="list-style-type: none"> <li>• Contact CWRU Health &amp; Counseling Services or PCP and CIA Student Affairs.</li> <li>• Residential students will be relocated to isolation housing, per CDC and public health guidelines. The usual time period is 10 days; however this can be longer based on a number of factors.</li> <li>• Non-residential students should self-isolate until cleared by their healthcare provider.</li> <li>• Access to the Gund Building will be revoked during isolation.</li> <li>• CWRU or PCP will conduct contact tracing in conjunction with the public health department.</li> <li>• CWRU or PCP will determine when the student is cleared for re-entry and will give the student documentation (email) to be presented to CIA. At that point, the student will have access restored to the academic building and, if applicable, residence hall.</li> <li>• A COVID-positive student who is not feeling sick or is asymptomatic should make a request through Student Affairs to take classes online.</li> <li>• A COVID-positive student who is feeling sick may request an Incomplete grade and finish class content the following semester.</li> </ul> |
| If a <b>student</b> is exposed to COVID-19 (not sick)   | <ul style="list-style-type: none"> <li>• Contact CIA Student Affairs.</li> <li>• Student Affairs will work with CWRU to verify exposure or determine if testing is necessary.</li> <li>• Students will self-quarantine for 14 days.</li> <li>• Make a request through Student Affairs to take classes online.</li> </ul>   |
| If a <b>faculty</b> member gets COVID-19 and cannot teach (sick)  | <ul style="list-style-type: none"> <li>• The faculty member should contact Human Resources.</li> <li>• Contact Chair. Chair will notify the Office of Academic Affairs.</li> <li>• Access to the Gund Building, CIA's educational facility, will be revoked during isolation.</li> <li>• <u>Per CDC guidelines</u>, the faculty member must self-isolate until at least 10 days have passed since the onset of symptoms or they test positive AND they have been without a fever for at least 24 hours.</li> <li>• The faculty member's department chair will determine substitute teacher options and inform students.</li> <li>• The employee's healthcare provider will contact your county health department to conduct contact tracing.</li> </ul>  |
| If a <b>faculty</b> member is exposed to COVID-19 (not sick) and can teach remotely                           | <ul style="list-style-type: none"> <li>• The faculty member should contact Human Resources.</li> <li>• The faculty member must inform Chair and their students that class(es) will be held online. Chair will notify the Office of Academic Affairs.</li> <li>• The faculty member must self-quarantine for 14 days.</li> <li>• The faculty member can teach remotely through quarantine period.</li> </ul>  |
| If a <b>staff</b> member gets COVID-19 and cannot work (sick)   | <ul style="list-style-type: none"> <li>• Staff member must contact Human Resources and their supervisor.</li> <li>• Employee's healthcare provider will conduct contact tracing.</li> <li>• The employee must self-isolate until cleared by their healthcare provider.</li> <li>• Access to the Gund Building will be revoked during isolation</li> <li>• <u>Per CDC guidelines</u>, the staff member must self-isolate until at least 10 days have passed since the onset of symptoms or they tested positive AND they have been without a fever for at least 24 hours.</li> </ul>  |
| If a <b>staff</b> member is exposed to COVID-19 and can work remotely   | <ul style="list-style-type: none"> <li>• The employee must contact Human Resources and their supervisor.</li> <li>• The employee must self-quarantine for at least 14 days.</li> </ul>   |
| If a <b>student, faculty, or staff</b> member is denied access to academic building (failed health screening) | <ul style="list-style-type: none"> <li>• Security staff will issue an instruction card to the person denied building access.</li> </ul>  |

## TESTING

There are 4 types of testing processes we are currently following:

1. Onboard testing: Required for students prior to start of the semester and offered on campus. Students are instructed to quarantine until they receive negative test results.
2. Offboard testing: Recommended for students at the end of the semester/before holiday recess and offered at CWRU. Students are instructed to quarantine until they receive negative test results.
3. Surveillance testing: Ongoing 3% random testing of CIA students, faculty and staff offered on campus. Those who undergo surveillance testing are not instructed to quarantine.
4. Third-party testing: Optional self-testing, offered at third-party locations such as Walgreens, CVS, etc. Follow quarantine guidelines provided by the testing entity. If any questions exist, CIA instructs you to quarantine until negative test results are received.

As part of our plan for a healthy return to campus in August 2020, all students were required to participate in an onboard COVID-19 testing program administered as they returned to campus.

**For the Spring 2021 semester**, onboard testing will be required for all CIA students. Testing will take place on campus January 11–17.

Additional testing of students, faculty and staff may 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 suitemate 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 testing. Contact tracing may also 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 their 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 or personal physician if they're not on school health plan.

## COVID-POSITIVE CONTACT TRACING AND COMMUNICATIONS

The College has established a dashboard on its website at [cia.edu/dashboard](http://cia.edu/dashboard), which is updated whenever new data is submitted, 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 only inform their instructors of record that the student needs a temporary accommodation for medical reasons. Facilities will 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 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 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.

## PERSONAL TRAVEL

We strongly encourage all CIA employees to carefully consider all international or domestic 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.

## FACILITIES

### SAFETY AND SANITATION

The Facilities Department has implemented the following safety mechanisms:

- High-contact areas, including restrooms, handrails and door handles are disinfected at regular intervals throughout the day.
- Classrooms and public areas are cleaned and sanitized between classes.
- Students, faculty and staff are responsible for maintaining clean and sanitized surfaces and equipment in their own workspace or studio throughout the day. Cleaning and sanitation supplies are supplied by the Facilities Department.
- Hand sanitizer and surface sanitizing supplies are available in all high-contact locations, including classrooms, studios and offices.
- Shared tools and equipment are cleaned and sanitized after each use.
- Signage has been placed to reinforce the use of facial coverings, social distancing, symptom assessments, entrance and exit locations, and directional pedestrian traffic.
- Non-essential areas remain closed.
- Barriers such as plexiglass are being 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 is restricted to three (3) riders. The passenger elevator is limited to one (1) person.
- Pedestrian traffic is 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 have been clearly marked and communicated in classrooms and common areas. Where this may not be feasible, physical barriers were installed to ensure maximum safety for students and faculty.
- Workstations are sanitized after each class.
- When appropriate, segregated ingress and egress points have been established in classrooms and studios.
- 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 have been limited to the number of residents appropriate for controlling density. This allows suitemates 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 has been 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 CWRU 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 will be available at reduced capacity. Students will be required to sign in prior to use and to wipe down equipment after each use with provided disinfectant spray.

## **DINING FACILITIES**

The Stone Flower Café complies with all relevant state and CDC guidelines.

- Disposable utensils are used.
- All items on the menu are of the take-out variety.
- All employees are required to wear face coverings and rubber gloves.
- Tables and chairs have been positioned to ensure social distancing.

## **ADMISSIONS + FINANCIAL AID**

The Office of Admissions + Financial Aid has implemented the following policies:

- Virtual tours have replaced in-person campus visits.
- Meetings with counselors are conducted via telephone or internet.
- Applications and portfolio reviews will be conducted online.

## **GENERAL OFFICE ENVIRONMENT**

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

### **Time on Campus**

Rotating work schedules and staggered hours may be implemented when 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, have been installed.

## 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](mailto:shammett@cia.edu)) so that we know to expect a guest, and
- meet 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, Reinberger Gallery is open to the CIA community and limited guests by appointment only. Guests must complete a health screening upon entry and comply with all safety and security policies (noted above). Contact [reinbergergallery@cia.edu](mailto:reinbergergallery@cia.edu) if you have questions.

For the CIA community who wish to visit the gallery, all safety procedures are 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 workstations** 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 is strictly enforced in the library. Food and drink are temporarily not permitted.

### **Cinematheque**

The Cinematheque will continue to operate virtually at this time. But various new releases and restored classes can be watched online. See our [Virtual Cinema](#) page for current offerings. Viewing these films using CINE-specific URLs supports the Cinematheque.

### **Continuing Education**

Classes for adults and youth will be delivered online for Spring 2021 sessions. Course offerings will require you to have internet access where you intend to take the class. Please visit [cia.edu/ceco](http://cia.edu/ceco) for course information.

### **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 via curbside pickup.

More details are available [online](#).

### **Fabrication Studios**

CIA fabrication shops are open to CIA students, faculty and staff with modifications to enhance health and safety.

### **Equipment Checkout**

Equipment Checkout is open and accessible to students and staff.

All reservations should be made through the online portal at [my.cia.edu/checkout](http://my.cia.edu/checkout) to avoid congregating at the checkout counter. Equipment is cleaned with disinfecting wipes upon return.

### **Internet access/WIFI**

To strengthen wireless connectivity on campus, IT has added wireless access points in the academic building and residence halls. However, using a wired connection when possible will provide a more stable connection. Over winter break, IT will be installing additional network infrastructure to facilitate the use of more wired connections. All students in residence halls will be provided network cables upon their return in January. In addition, all game consoles in residence halls should use the wired network. 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



## 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*  
Joe Ferritto, *Facilities*  
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Karen Sandstrom, *Communications*  
David Sigman, *Enrollment + Financial Aid*  
Greg Slaby, *Information Technology*  
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