



New York Academy of Art Phase 4 Reopening

Phased Start and Fall Semester

The New York Academy of Art (Academy) is a private graduate art school and, as an institution of higher education will resume operations when New York City reaches Phase 4. The Academy will reopen through the state recommended phased start for 6 weeks prior to starting the fall academic year.

The phased start will be comprised of a small group of students who were unable to complete their end of year projects when the spring semester of 2020 was put on pause due to the COVID 19 pandemic. Once higher education institutions are permitted to reopen in New York City under Phase 4, the Academy plans to offer students who need to use their studio spaces access to the building, demonstrations, models, critiques and wood shop. Students are not required to come to the building and may complete their end of year work off-site. Students will have the opportunity to complete final critiques remotely by videoconference.

During this initial reopening, essential staff will be limited to four to eight personnel operating on a staggered schedule. Telecommuting for all non-essential employees will continue until the start of the fall semester, and employees whose jobs do not require them to come to the Academy will be encouraged to work from home.

As the Academy enters the fall semester, currently projected to start September 8th, we will expand studio access to all students and resume a hybrid version of classes. Both the Phase 4 six-week limited access and the fall semester return will be guided by the following reopening plan.

The Academy does not have residential or cafeteria facilities.

The Academy continues to monitor local, state and federal updates and guidelines on COVID-19 as well as evolving input from Academy students, faculty, and staff and may revise this plan accordingly.

Capacity

The Academy will resume class instruction for the fall semester on September 8th utilizing a hybrid method and density reducing measures across the building.

- Lecture and history classes will be held online throughout the fall semester.
- Enrollment for all courses requiring in-person instruction will be reduced to eight to ten students per class section to allow for proper social distancing and reduced density.
- All Continuing Education classes will be held online to reduce population density in the building by approximately 70%.
- The Academy's fall lecture series will be held online.

Restarting Operations

In preparation for restarting operations the Academy has taken the following measures.

- The fresh air ventilation system has been checked and any repairs completed. Ventilation at the Academy is comprised of a building wide fresh air system that vents out interior air and does not recycle air.
- Added ventilation through window intake and window venting units.
- HEPA air filtration has been inspected and updated throughout the sculpture department.
- The interior of the building has been repainted throughout.
- The building has been disinfected throughout in preparation for student, staff and faculty return.

Access to the Building

- Only students, faculty, essential staff and invited guests will be allowed in the building and only in accordance with a schedule maintained by Mike Smith, Director of Operations.
 - ❖ No public access to the building. That includes food deliveries and general visitors.
 - ❖ If a student wants access to the building to complete their end of year work during the limited access phase, they must notify Mike Smith, Director of Operations, by email. The request must include areas where they need to work (studio, wood shop, printmaking lab) and if library materials are needed. They will only be permitted access both to the building and workspaces during their scheduled time.
- Before anyone is allowed entry, they must complete and sign a questionnaire certifying that within the past 14 days they have not (1) experienced COVID-19 symptoms, such as fever, chills, cough, shortness of breath, or sore throat, (2) tested positive for COVID-19 symptoms, (3) had close proximate contact with a confirmed or suspected COVID-19 case, and/or (4) traveled internationally or to one of the states New York state identified as having a spike in infections; and go through a temperature screening. If they cannot certify this information or have a temperature greater than 99.6 they will not be allowed entry.

- Students, staff and faculty:
 - ❖ Can use the Apple/CDC Screening app and show the completed questionnaire on their phone when they enter the Academy. <https://www.apple.com/covid19/>
 - ❖ Are encouraged to take their own temperature before they leave home. If they cannot certify the information in the questionnaire and/or have a temperature greater than 99.6, they should not come to the Academy and will be instructed to seek health assessment and testing.
- The building will operate at reduced building hours during the limited access phase: Mon-Fri 9am - 9pm. Fall semester hours will be determined after the limited access phase and guided by federal and state guidelines.

Physical Distancing in the Building

- The fall class schedule has been staggered and spread over three time-sessions (morning, afternoon, evening) Monday through Friday to reduce congregation in hallways and stairwells.
- To eliminate bi-directional traffic, a separate door will be used to enter and exit the building. Floor markings and stanchions will direct flow while moving through the lobby and the building.
- A distance of six feet must be maintained at all times when moving through the building.
- The East staircase is designated for UP travel and West staircase is designated for DOWN travel.
- Elevator use is limited to one person per trip.
- Restrooms are restricted to one person at a time.
- All student lounges are closed.
- In person classes have marked locations on the floor to maintain a minimum of 6 feet between students.
- **Unless this is not practicable, everyone should keep a distance of at least 6 feet from each other.** Those in violation of this rule will be required to leave the building and may not be permitted reentry. If an employee or student is infected, we will follow the protocol outlined below.

Personal Protective Equipment (PPE)

- Face coverings and gloves will be available at no cost and located at the lobby front desk, by the sink and studio areas on each floor and in classrooms. People may wear their own PPE if they choose.
- Face coverings must always be worn over the nose and mouth in the building with the sole exception of private studio space, but if someone comes within six feet of a student's studio, the face coverings must be put on immediately if the studio curtain is not closed.
- The reception desk has been enclosed and a plexiglass window has been installed.
- Classrooms are outfitted with hanging plexiglass shields to separate models and students.

Hygiene, Cleaning and Disinfection

- Sanitizing stations, and disinfecting spray are located throughout the building and should be used in accordance with the instructions in these guidelines.
- Hands should be sanitized and/or washed upon entry to the building and workspaces.
- All high touch and traffic areas are disinfected daily and deep cleaned weekly in accordance with “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19”. A log of the date, time, and scope of cleaning and disinfection will be kept.
- Touch-free faucets have been installed in the restrooms.
- Touch-free soap and sanitizer dispensers are available in restrooms and communal sink areas.
- All shared water fountains are closed until further notice.
- Ventilation system will operate continuously during operating hours to circulate fresh air.
- Restrooms and the elevator will be treated with UV light during sanitizing periods.
- Classrooms have been equipped with sanitizing spray for student access to clean their equipment.
- Maintenance crews and building staff will be on continuous rotation throughout the day cleaning and disinfecting high touch areas throughout the building including restrooms, hallways, elevator, stairways, sink areas, offices, library and workshop areas. Evening maintenance and building shifts will focus on floors throughout the building in addition to high touch areas and staff work areas.

Testing

- Students who have traveled internationally or from a state New York identifies as experiencing a spike in infections must be tested for the virus and provide proof of a negative test result OR certify that they self-quarantined in New York City for 14 days prior to entry before they will be allowed entry to the building during the limited six-week summer program.
 - ❖ Please see current list of states at <https://www.governor.ny.gov/news/governor-cuomo-announces-individuals-traveling-new-york-eight-additional-states-will-be>.
- Students, faculty and staff must be tested for the virus and provide proof of a negative test result before they will be allowed to return to the Academy for the fall semester. Testing will also be required if a student, faculty or staff is symptomatic during the year.
- Testing sites may be found through: <https://www.nychealthandhospitals.org/covid-19-testing-sites/>

Artist Studios

- Students will be assigned a studio for private use during the six-week limited access period and throughout the 2020-2021 academic year.
- Curtains are being installed at the entrance of each studio so that the entire space may be enclosed.

- Access to these studios will be scheduled to decrease density during the six-week summer limited access period.
- Studios are for individual students; no shared spaces are allowed. No visitors.
- Students are responsible for cleaning and disinfecting their work area (other than the floor) when they leave each day. Cleaning and disinfecting supplies will be available at the group sink area on each floor.

Printmaking Lab

- To use the printmaking lab, students must schedule access with Mike Smith, Director of Operations, or the Studio Manager.
- To maintain social distancing only one person at a time will be allowed to use a printmaking press. No more than eight people will be allowed into the printmaking room at any given time.
- Two additional work areas are provided in the lab, one person per table, to allow for at least six feet of social distancing between tables and the press area.
- The printmaking area has plexiglass shields in place at worktables and presses.
- When their scheduled time is completed, students must wipe down their area and all tools with the provided disinfectant spray. Additionally, this area will be cleaned and disinfected by staff during evening hours.

Wood Shop

- Shop access must be scheduled with Mike Smith, Director of Operations, or the Studio Manager.
- To maintain at least six feet of social distancing, only two people are allowed at a time in the wood shop. One person in the tool/cutting area and one at the worktable.
- When the scheduled time is completed, students must wipe down their area and all tools with the provided disinfectant spray. Additionally, this area will be cleaned and disinfected by staff during evening hours.

Models

- Students working with a model during the six-week limited access period will be restricted to five to eight people per room. Markers have been placed on the floor to maintain at least six feet of distance between students. Students must always stay within their space.
- During the fall semester, classes requiring the use of live models will be restricted to eight to ten students. Markers have been placed on the floor to maintain at least six feet of distance between students. Students must always stay within their space.
- When the scheduled time is completed, students must wipe down their area and all tools, easel, and tables with the provided disinfectant spray. Additionally, this area will be cleaned and disinfected by staff during evening hours.

Library

- Students must wear masks and gloves when using library materials.
- There is no direct access to the library throughout the six-week limited access phase.
 - ❖ Requests for library materials can be made to the Director of Student Affairs or the Director of Operations. The materials will be gathered and given to the student.
 - ❖ Materials must be returned before end of day and may not be removed from the building.
- During the fall semester library access will be limited to five people at a time to maintain social distancing.
- The library has plexiglass shields between the main desk and visitors.

Classrooms

- Classrooms are outfitted with hanging plexiglass shields to separate models and students.
- When the scheduled class time is completed, students must wipe down their area and all tools, easel, and tables with the provided disinfectant spray. Additionally, this area will be cleaned and disinfected by staff during evening hours.

Staff Offices and Schedules

- Staffing hours will be reduced and scheduled during the six-week summer limited phased access and throughout the academic year.
- All staff whose job does not require them to come to the Academy will be allowed to telework.
- Staff are required to sanitize their desk area with provided spray sanitizer. Additionally, this area will be cleaned and disinfected by staff during evening hours.

In the Event of Suspected or Confirmed COVID-19 Infection or Exposure

- If you think you are sick, stay home. Contact a health care provider and then contact the Director of Student Affairs or the Director of Operations. Do not come to the building.
- If student, faculty or staff tests positive for COVID-19, regardless of whether symptomatic or asymptomatic, they may return to the Academy upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.
- If student, faculty or staff tests positive for COVID-19, regardless of whether symptomatic or asymptomatic, they may return to the Academy upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.

- If student, faculty or staff has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, they may return to the Academy upon completing at least 10 days of isolation from the onset of symptoms.
 - ❖ The New York State Department of Health (DOH) considers a close contact to be someone who was within six feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.
- If student, faculty or staff has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, they may return to the Academy upon completing 14 days of self-quarantine.
- If student, faculty or staff is symptomatic upon arrival at the Academy or becomes sick with COVID-19 symptoms while at the Academy, absent close or proximate contact with a person with COVID-19, they must be separated and sent home immediately and may return to the Academy upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.
- Notification if student, faculty or staff tests positive for COVID-19:
 - ❖ The Academy must notify the local health authority.
 - ❖ Student, faculty or staff who were in close contact (as defined above) with the infected person will be required to go home, and all student, faculty and staff will be reminded to seek medical attention if they exhibit symptoms. In addition, the Academy will ask the infected student, faculty or staff to identify any guest with whom they had close contact and will notify the guest that they had been in contact with an infected person. The Academy will not reveal any confidential medical information about the infected student, faculty or staff such as name (unless they have signed an authorization to disclose their diagnosis), though the infected student, faculty or staff's identity may be obvious or known given the circumstances.
- In the event of a confirmed COVID-19 case
 - ❖ The Academy will follow CDC guidelines for cleaning and disinfecting the workplace, including all areas (e.g., offices, bathrooms, and common areas) used by the ill person, focusing especially on frequently touched surfaces.

- ❖ Depending on the areas used by the infected person, the Academy may shut the building for 24 to 48 hours or longer upon consultation with the local health department after notification of a confirmed case.
- In the event of a shutdown
 - ❖ All in-person operational activity will pause. Resuming activities will be informed through consultation with DOH and other state representatives. Make up sessions for in-person classes will be scheduled as needed.
 - ❖ Online classes will continue as scheduled.

Monitoring and Tracing

- The Academy will be monitoring state infection rates per area through the COVID 19 Early Warning Monitoring System Dashboard as part of the metric to identifying issues.
- Through the use of building entry logs, screening, and COVID questionnaires the Academy will track any potential early internal warning issues and work closely with the DOH to decide on corrective actions.
- The Academy will hold training sessions for students, staff and faculty to understand contact tracing efforts.
- The Academy will work closely with state and local health departments and the New York State Contact Tracing Program should a positive case appear in the building.
- For further information on the contact tracing program,
<https://coronavirus.health.ny.gov/new-york-state-contact-tracing>

Communications Plan

To keep all constituents informed of safety procedures and COVID-related information:

- Safety and protocol signs have been placed throughout the building.
- A digital monitor with COVID related information will be located at the reception desk in the lobby.

The administration will communicate COVID-related information through emails and updates to its FAQ page on the website.