COVID Protections Academic year 2021/2022. The Academy reserves the right to alter these guidelines at any time in accordance with Federal and State guidelines.

**Capacity**

Class instruction for the Fall 2021 semester begins on Tuesday August 31st 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 a maximum of 14 students per class section to allow for proper social distancing and reduced density.
- Most Continuing Education classes will be held online to reduce population density in the building. There will be a select number of classes in person.
- The Academy’s fall lecture series will be held online.

**Ventilation**

- The fresh air ventilation system has been checked and any noted 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.
- Additional ventilation through window intake/exhaust window venting units. [What is a window intake and how is it different from window venting units]
- HEPA air filtration has been inspected and updated throughout the sculpture department.

**Access to the Building**

- Students, faculty, staff and invited guests will be allowed in the building and only in accordance COVID protections. Invited guests must be approved and a visitor’s log will be maintained at the front desk.
  - Public access to the Academy will be limited.
- Before anyone is allowed entry, they must be wearing a face covering/face mask and pass the temperature screening at the front desk. If a person has a temperature greater than 100.4 they will not be allowed entry. Everyone coming to the Academy must upload proof of
vaccination or a negative COVID test result with 72 hours prior to visit. Vaccinations and test result can be uploaded here:

❖ [https://docs.google.com/forms/d/e/1FAIpQLSddBJt5_49nAtn892Ht9dEjFkb5E466_PWwYNAgfhlOXQBfpw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSddBJt5_49nAtn892Ht9dEjFkb5E466_PWwYNAgfhlOXQBfpw/viewform)

- If you have symptoms of COVID-19, it’s important to get tested and isolate until you know your results.
- If you have been in contact with someone who has COVID-19, get tested and stay home and away from others for 14 days.

Are encouraged to take their own temperature before they leave home. If they have a temperature greater than 100.4, they should not come to the Academy and will be instructed to seek health assessment and testing.

**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.
- The East staircase is designated for UP travel and West staircase is designated for DOWN travel.
- Elevator use is limited to 4 people per trip (face coverings required).
- In person classes are to keep a minimum of 3 feet between students in class.

**Personal Protective Equipment (PPE)**

- Face coverings and sanitizer 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 3 feet of a student’s studio, the face coverings must be put on immediately.
- 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.
- Ventilation system will operate continuously during operating hours to circulate fresh air.
- 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 and Quarantine

- If you have symptoms of COVID-19, it’s important to get tested and isolate until you know your results. If you have been in contact with someone who has COVID-19, get tested and stay home and away from others for 14 days.

- People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they don’t have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.
- If you go to a test site run by New York State, you will not be charged for your test.
- If you go to a test site operated by local governments, private companies including pharmacies and medical practices or not-for-profit organizations, check with the testing site and your insurer to make sure there isn’t a fee for the test.
- If you are uninsured, you are advised to ask the testing site if you will be responsible for any fees associated with your test. Under the federal Families First Coronavirus Response Act (FFCRA), the Paycheck Protection Program and Health Care Enhancement Act (PPPHCEA), and the Coronavirus Aid, Relief, and Economic Security (CARES), a testing site can receive reimbursement for fees associated with testing uninsured individuals.
**Artist Studios**

- Students will be assigned a studio for private use throughout the 2021-2022 academic year.
- Studios are for individual students; no shared spaces are allowed.
- 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.
- 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
- To maintain at least 3 feet of social distancing, only four people are allowed at a time in the wood shop.
- 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**

- During the fall semester, classes requiring the use of live models will be restricted to fourteen students.
- 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 when using library materials.
• During the fall semester library access will be limited to ten 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

• On site staffing hours will be reduced.
• 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 14 days of isolation from the onset of symptoms or 14 days of isolation after the first positive test if they remain asymptomatic and present a negative test result before being allowed back into 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 14 days of isolation from the onset of symptoms or 14 days of isolation after the first positive test if they remain asymptomatic and present a negative test result before being allowed back into the building.
• 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 14 days of isolation from the onset of symptoms and present a negative test result before being allowed back into the building.
  ❖ 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 14 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 mandated city-wide shutdown
  - All in-person operational activity will pause while we evaluate the best course of action for the health and safety of our students, faculty, and staff. Currently, the Academy does not intend to move studio classes to an online format in the event of a pause. In-person studio classes will resume after any pause. Online MFA, CFA, and Continuing Studies classes will continue as scheduled through it.
  - Depending on the length of a pause, the Academy has various contingency plans for shifting the academic calendar in order to keep studio classes in person. The decision to resume activities will be made in consultation with DOH, state
representatives, our Board of Trustees, and the Academy community. Make up sessions for in-person classes will be scheduled as needed.

❖ Should an extended shut down be required by state and local authorities, the Academy will review and amend these plans to protect the health and safety of its constituents.

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](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.