

COMPREHENSIVE PLAN:  
SAFE RETURN TO CAMPUS & WORKPLACE

CORNISH COLLEGE  
OF THE ARTS

Developed, Updated & Approved by  
The Re-Opening Task Force & President's Cabinet

FALL 2021



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## COMPREHENSIVE PLAN: RETURNING TO THE CAMPUS & WORKPLACE FALL 2021.

This guidance document will be updated as conditions change and will include ongoing analysis, consultation with our peers, recommendations and or mandates from federal, state, and local officials.

***This document has been substantially updated on July 28, 2021 for the Fall 2021 Semester.***

Please review this guidance document to address potential questions and concerns, and to understand the steps being taken to provide a safe working and classroom environment. We will continue to take a deliberate, phased approach to the return of employees on campus.

Washington State and local health guidelines will be referenced and linked throughout this document, including but not limited to the [Safe Start Guide](#) and the [WA Secretary of Health's Order 20-03](#) (updated June 29, 2021), [King County Guidelines for Student Housing at Higher Education Institutions \(HEI\)](#).

This Comprehensive Plan should be seen as an Addendum to the College's Pandemic Response Plan implemented on March 3, 2020 specific to the Covid-19 (2019 novel coronavirus or SARS-CoV-2) Virus.

A copy of this plan will be available electronically [online](#), and in hard copy format in the Cornish Library, Security Offices, and at the Cornish Playhouse.

*The COMPREHENSIVE PLAN: SAFE RETURN TO CAMPUS & WORKPLACE has been available on the Cornish website since Friday, August 21, 2020; and has been emailed out to all employees and students. The community is notified if/when modifications are made to the Plan.*

*The College leadership continues to meet regularly to adjust as needed through the duration of the Covid-19 Pandemic Period.*

## GUIDING PRINCIPLES

This plan has been created for the return to campus by employees and students as allowed by state and local public health officials.

*Our knowledge and understanding of the COVID-19 virus continues to evolve as the virus evolves, and our policies and plans are updated as appropriate and necessary as information becomes available.*

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***Our guiding principle for College policies and protocols for responding to the COVID-19 pandemic is rooted in the safety of our entire community, in all activities, both on campus and off, while providing in-person and hybrid learning, as well as the safety for the public with whom we interact.***

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Taking steps to minimize the risk of COVID-19 infections at Cornish College of the Arts is a shared responsibility. Every member of the community must do their part. This means adhering to national, state, and local health guidelines and requirements and adhering to those generally accepted health and safety standards, policies or protocols that Cornish deems appropriate for our campus. These requirements are for your health and safety and the health and safety of those around you. The guidance provided by the plan for the 2020-2021 Academic year created a safe environment for the entire community.

***By reporting to work or engaging in any activity on campus, you are stating that you are symptom free and have not been exposed to someone who is COVID positive and you are agreeing to follow the standards, policies and protocols outlined in this guide. Failure to do so may result in corrective action up to termination (employee) or suspension/expulsion (students). Information regarding testing and symptom screening can be found [here](#).***

Our plans will be informed and shaped by the orders, directives, and ordinances from the federal government, State of Washington, Washington Department of Health, King County and the Seattle-King County Public Health Department. Our plans will also take into consideration recommendations from the Centers for Disease Control and Prevention, and we will utilize guidelines by other agencies such as the American College Health Association. Our plans will generally align with these policies or, when appropriate, take a more stringent stance to ensure equity among our learning, living, and working communities. During instances where policies are in conflict, unclear, or multiple interpretations could be found, Cornish College policies will prevail.

For the safety of the community, **everyone** on campus must abide by these policies.

Community members who are at a higher risk of infection, [immunocompromised](#), and/or [unvaccinated](#) may want to practice increased precautions per the CDC including, but not limited to, increased social distancing.

## RETURN TO THE CAMPUS & WORKPLACE

### Campus and Workplace Expectations & Guidelines:

All employees and students are expected to fully comply with the policies, protocols, and guidelines outlined in this document when coming to campus and prior to entering any campus building. Failure to do so may result in corrective action and documentation within an employee file. In accordance with all expectations concerning policy compliance, Academic Chairs and Deans are expected to ensure employee/student compliance, Faculty of Record are responsible for Comprehensive Plan Compliance for classroom and curricular activity, direct supervisors are expected to ensure employee compliance in their areas, and employees who oversee contractors or interact with students or visitors, if/when applicable, are expected to ensure their compliance with the guidelines in this document.

While Cornish policies below may appear more restrictive than federal, state, or county guidelines, they have proven effective in limiting the number of positive cases within our extended community over the past eighteen months. We have seen with the COVID variants the need to modify and pivot our policies and protocols to meet the ongoing challenges during the pandemic. As in the past, College leadership will continue to monitor conditions and will make necessary and prudent changes as needed to align with updated information.

*Re-opening resources for faculty and staff have been posted on the CCA website at <https://www.cornish.edu/reopening-for-fall-2021/> .*

### Statement on Cornish's Vaccine Policy:

Consistent with the guiding principle for College policies and protocols for responding to the COVID-19 pandemic as outlined in the Comprehensive Plan, Cornish College of the Arts has adopted this policy to safeguard the health and well-being of students, faculty, staff, campus guests, and the community from infectious conditions that may be mitigated through an effective vaccination requirement or policy. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable. The full policy can be read [here](#).

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***Each individual's vaccine status is personal and private. Under no circumstances should employees inquire into the vaccine status of other employees or students. Please note that each student's right to privacy is protected by FERPA.***

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## Training Recommendations:

All Employees and Students are encouraged to use the CDC training / information provided [here](#).

## Self-Reporting Symptoms & COVID Exposures:

Employees are required to self-report to the Office of Human Resources at [HR@cornish.edu](mailto:HR@cornish.edu), a potential exposure or confirmed case of COVID-19. All information provided will be handled with the appropriate degree of confidentiality.

The CDC has identified contact tracing and case investigation as important tools in the effort to limit the spread of COVID-19. To support these efforts, employees and students who have had, or currently have, a probable or confirmed case of COVID-19 are required to initiate a report. Anyone who has had close contact with a probable or confirmed case of COVID-19 is also required to self-report through the same process.

Washington State Department of Health (DOH) [announced](#) the Washington Exposure Notifications (also known as **WA Notify**) is a new tool that works through smartphones, without sharing any personal information, to alert users if they may have been exposed to COVID-19. It is completely private, and doesn't know or track who you are or where you go. Learn how it works, how it helps, and see frequently asked questions at [WAnotify.org](http://WAnotify.org).

### **The CDC defines a COVID-19 “probable case” as:**

- Meeting clinical criteria (symptoms) AND epidemiologic evidence (potential exposure) with no confirmatory laboratory testing performed for COVID-19; or
- Meeting presumptive laboratory evidence (detection of specific antigens or antibodies) AND either clinical criteria OR epidemiologic evidence; or
- Meeting vital records criteria with no confirmatory laboratory testing performed for COVID-19 death certificate with COVID-19 listed.

### **A “confirmed case,” for the purposes of self-reporting as described above, is:**

- Any positive test result for COVID-19 (detection of the SARS CoV-2 RNA)—laboratory, point-of-care or other

### **The CDC definition of “close contact” is:**

- Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

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***If you are sick with [COVID-19-related symptoms](#) or believe that you have been exposed to the virus, you should not come onto campus.***

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Instead, you should report your symptoms to the campus and begin self-quarantine or self-isolation (as defined later in the document) until you are cleared by your healthcare provider **and** have been cleared by a member of the COVID Response Team.

All community members are expected to monitor their personal health for possible symptoms each day before coming to campus. Students who are unsure about their symptoms are asked to open a medical session in NellieCare or contact their private health care provider.

[Per current local public health guidance](#), individuals should continue/maintain isolation until after experiencing 24 hours with no fever without using fever-reducing medication, AND symptoms have improved, AND have gone at least 10 days since symptoms first appeared.

According to the CDC, individuals with certain conditions may have an increased risk of severe illness from COVID-19. For the most up-to-date information provided by the CDC, [please use this link](#).

***All employees who become aware of a student who discloses symptoms or a positive COVID-19 test result are required to use the [Student of Concern Report](#) immediately upon receiving the information. The form is posted on Compass [here](#). This form has been updated to include disclosure of symptoms or diagnosis as one of the options on the form.***

***Students that have the need to report symptoms or a positive test result should use the form posted [here](#).***

When it has been confirmed that a student has been exposed to or has been diagnosed with COVID-19, the Dean of Student Affairs (or designee) and/or Director of Housing & Residence Life (or designee) will ask the student to self-quarantine.

Designated Floor(s) of the Cornish Commons are reserved for residential students to quarantine/self-isolate should they be in a double occupancy room and need to relocate.

When to Self-Quarantine:

Unvaccinated employees and students should self-quarantine if they:

- Have returned from travel from a location that is subject to a federal, state, local or CDC travel warning or restriction as per [Public Health-Seattle & King County](#); or
- Have had close contact with a person with confirmed or suspected COVID-19; or
- Have been instructed to do so by a public health official or health care provider.



## Self-Quarantine Guidelines:

Quarantine if you have been in close contact (within 6 feet of someone for a total of 15 minutes or more) with someone who has COVID-19, unless you have been fully vaccinated. People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms but should still get tested 3-5 days following the known exposure.

### What to do:

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4 degrees F), cough, shortness of breath or [other symptoms](#) of COVID-19.
- If possible, stay away from people you live with, especially people who are at higher risk for getting very sick from COVID-19

### After quarantine

- Watch for symptoms until 14 days after exposure.
- If you have symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.

### You may be able to shorten your quarantine

Your local public health authorities make the final decisions about how long quarantine should last, based on local conditions and needs. Follow the recommendations of your local public health department if you need to quarantine. Options they will consider include stopping quarantine

- After day 10 without testing
- After day 7 after receiving a negative test result (test must occur on day 5 or later)

## Self-Isolation Guidelines:

Self-isolation is used to separate people, regardless of vaccination status, who are infected with COVID-19 (with or without symptoms) from people who are not infected. Those in isolation should stay home and away from others until it is safe for them to be around others again

- Stay at home and away from others.
- If you live with others, stay in a specific “sick room/area” and away from others. Use a separate bathroom if available
- Do not come to campus or participate in any campus activities.
- Do not go to work on campus. Work with your supervisors and HR to explore working from home options, if appropriate.
- Do not go to public events, meetings, social activities, or other group activities. Do not have others come to your home for social visits.
- Avoid rideshare and public transportation.

- Cover coughs and sneezes with your upper sleeve or tissue. Never cough in the direction of someone else.
- Wash your hands with soap and water for at least 20 seconds.
- Wash laundry and dishes using hot water.
- Stay home until it's safe to be around others. Follow your healthcare providers directions but at a minimum, you must meet ALL of the following criteria:
  - 24 hours fever-free without fever-reducing medications;
  - Symptoms have improved; and
  - Ten days since symptoms first appeared
- If you tested positive but have never had symptoms then it is safe to be around others once ten days have passed since the test unless your healthcare provider recommends longer.

Signage around campus, digital content on our campus monitors, flyers placed in Cornish Commons, emails and social media posts will provide further instruction and reinforce key messaging regarding our safety protocols. Similar information will also be disseminated about [NellieCare](#), our 24/7 medical and mental health platform for students.

Reporting Guidelines:

***Responsible individuals (or designees) for Cornish reporting.***

*Individuals deemed necessary to receive the student COVID-19 reporting form are:*

*Vice President of Operations*

*Dean of Student Affairs*

*Assistant Dean of Student Affairs*

*Director of Human Resources*

*Director of Housing and Residence Life*

*Assistant Director of Residence Life*

***Once a report is received.***

***Dean of Student Affairs/Assistant Dean of Student Affairs:*** *If the individual in question is a student, the Dean (or their designee) will contact the student within 24 hours to determine that they have necessary resources. The Dean is responsible for ensuring that the student understands the requirement to self-isolate, and that the student is able to continue in their coursework during self-isolation. The Dean will also request verbal or written confirmation of when the student has been present in any campus facilities in the weeks prior to the report. The Dean will ensure that the student understands that, if a medical provider recommends testing, that the student knows where they can get tested for COVID-19. If the test result is positive, the Dean will work to provide resources to any students who may have been exposed and need to*

also self-isolate and be tested. The Dean is responsible for determining if any Cornish policies were violated, and any possible conduct procedures triggered, related to the student's activities on campus.

**Vice President of Operations / COVID-19 Site Supervisor** The VPO, or authorized designees, will examine the building access card swipes for the individual in question as a cross-reference to the report and any follow-up investigation. The VPO is responsible for determining if any campus facilities need to be vacated and/or sanitized after a report is received. The VPO is responsible for determining the threshold of reporting and collaborating with county and/or state public health entities, and for ensuring that required reports are delivered to these same entities. The VPO is responsible for ensuring that all appropriate communications and mitigation efforts occur as the result of a positive test result in the campus community. The VPO is responsible for keeping the President of Cornish College of the Arts informed.

**Director of Human Resources.** If the individual in question is an employee, the Director (or their designee) is responsible for contacting that employee within 24 hours to determine that they have the necessary resources. The Director will ensure that the employee is aware of the requirement to self-isolate and to seek medical guidance on whether to be tested for COVID-19. The Director will ask for verbal or written confirmation of when and where the employee was last present on campus, how frequently, and in which spaces. The Director will review any campus communications to ensure that no private information is unintentionally disclosed.

**Director of Housing and Residence Life/Assistant Director of Residence Life.** If the individual in question is a resident of the Cornish Commons, the Director (or their designee) is responsible for determining the need to move that individual to a quarantine floor and/or requesting that they vacate the Cornish Commons in order to self-isolate with family. The Director will manage communications with the resident and their roommate regarding moving for a period of self-isolation, and oversee the move process. The Director will communicate the situation as necessary with RA's and Pro Staff in the Cornish Commons. The Director is responsible for advising Cornish on additional steps to take within the context of public health guidelines for residential facilities in institutions of higher education. Should more than one resident test positive for COVID-19 at any given time, the Director will work with the COVID Response Team members to determine appropriate steps for the resident community following [King County Guidelines for Student Housing at Higher Education Institutions \(HEI\)](#).

#### Contact Tracing:

When notified of a person with suspected or confirmed COVID-19, the College, through the COVID Response Team, will take steps to maintain the health and safety of the campus community. The college is in ongoing coordination with local health departments on COVID-19 response efforts and complies with applicable privacy requirements. Response activities include:

- Obtain details about the person's symptoms, locations on campus and close contacts.
- Conduct a risk assessment to determine an action plan. The plan may include:

- Provide a recommendation for and/or assistance with self-isolation
- Notify the school, college or work unit.
- Notify individuals or groups who were in close contact (within six feet, for a cumulative total of more than 15 minutes) with the ill person within 48 hours prior to the development of symptoms. Close contacts will be provided with public health recommendations that include staying home (quarantine) and monitoring their health and getting tested for COVID-19.
- Evaluate the specific locations where the person spent time on campus for enhanced cleaning and disinfection in accordance with guidance from the CDC.
- The identity of individuals with COVID-19 and their close contacts is not publicly disclosed. It remains private among college representatives involved in the public health response such as Operations, Campus Safety, Student Life, Academic Affairs, and Human Resources.

### Defining “COVID Outbreak”:

The State of Washington defines a COVID outbreak as follows:

- Two or more laboratory positive COVID-19 cases, AND
- At least two of the cases have symptom onset dates within 14 days, AND
- Plausible epidemiological evidence of transmission in a shared location.

If evidence of an outbreak within the Cornish community emerges, tighter restrictions, select building closures, increased cleaning and disinfecting, and reduced staffing may need to be implemented.

## WORKING REMOTELY

Cornish College of the Arts staff will be working a mix of both in-person and remote, including potentially on a rotational basis when possible and staffing allows. The specific scheduling format which will best support daily needs related to student learning and College services will be determined by the head of each division. Faculty will come to campus for instructional reasons as determined by their individual course modality. Operations of all campus facilities will be focused on supporting the engagement of small groups of students (most in-person classes with 10 students maximum) with faculty members and greatly decreased building occupancy levels. Faculty are encouraged to hold virtual office hours; however in-person meetings can be held if appropriate spaces are available (and booked when required) and all safety protocols are adhered to.

### Staffing Options:

There are several options units / departments should consider to maintain required physical distancing measures and reduce population density within buildings and work spaces.

**Remote Work:** Those who can work remotely to fulfill some or all of their work responsibilities should continue to do so to reduce the number of individuals on campus and the potential

spread of the COVID-19 virus. These arrangements, which must be approved by the immediate supervisor, can be done on a full or partial day/week schedule as appropriate.

**Alternating or Limited Days:** In order to curtail the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days or limited days per week. Such schedules will help enable physical distancing, especially in areas with large common workspaces.

**Staggered Reporting/Departing:** The beginning and end of the workday typically brings many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes is encouraged as it will help reduce traffic in common areas to meet physical distancing requirements.

Expansion of staffing on-campus will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No unit or department should increase staffing levels beyond current needs to support critical on-site operations without approval from your respective VP. Once decisions to expand on-site staffing in certain areas have been made, staff and faculty should follow the policies and protocols detailed in this guide for returning to work on campus.

#### Course Modalities:

The Fall 2021 course modalities (definitions noted below) are an important part of building and space population density measures during the fall 2021 semester. The Schedule of Classes notes modalities for all individual courses.

**In-Person Course:** All course contact hours will be delivered via in-person instruction during the course times noted in the Schedule of Classes.

**Hybrid Course:** Hybrid courses utilize a blended approach of in-person and online instruction. All hybrid courses have some required on-campus, in-person instruction during the course times noted in the Schedule of Classes. Class syllabi will note a schedule of in-person or online learning for each scheduled day in the 15-week schedule.

**Online Course:** All course contact hours will be delivered via online instruction during the course times noted in the Schedule of Classes.

Resources for faculty and staff have been posted on the CCA website at <https://www.cornish.edu/reopening-for-fall-2021/>.

Cornish will continue to work with eligible high-risk employees to determine alternative work assignments, including telework, alternative, or remote work locations if feasible, and social distancing measures.

If an individual is at high-risk as defined by the CDC and expected to have on-campus work, please use the [COVID-19 Temporary Workplace Modifications](#) form to begin this process with HR. If you are unsure of any on-campus expectations, please check with your Chair or supervisor. Any private health

information will be kept confidential and will not be shared outside of HR, or become part of your employee personnel file.

For more information visit:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

The college has updated the [HR FAQ](#) on the Reopening Resources for Faculty & Staff webpage, including information for employees with children in school.

Contact the Office of Human Resources, [HR@cornish.edu](mailto:HR@cornish.edu), with questions or concerns.

## HEALTH AND SAFETY GUIDELINES

Face Masks/Face Coverings:

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***For Fall 2021, Cornish will preserve its mask mandate for all employees, students and visitors at all times while in a Cornish facility.***

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Face masks or face coverings must be worn by all employees, students and guests when on campus, regardless of vaccination status, except if alone in an enclosed room or vehicle. [Appropriate use of face masks or coverings is critical in minimizing risks to others near you](#). You could spread COVID-19 to others even if you do not feel sick. Please note: the mask or cloth face covering is not a substitute for physical distancing.

Disposable and/or cloth masks will be provided by the College, if needed. Disposable masks may only be worn for one day and then must be placed in the trash.

You may also wear your own cloth face covering following the CDC guidelines linked below and in the diagram. The fabric design or pattern for cloth face coverings should be appropriate for the workplace. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before subsequent use. Having a week's supply of cloth face coverings can help reduce the need for daily laundering.

CDC *Guidelines on Consideration for Wearing Masks* and cloth face coverings can be found [here](#).

See details regarding mask use and care below

Type and Intended Use of Face Coverings/Masks				
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	

## Use and care of face coverings

Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (if/where applicable).
- Tie straps behind the head and neck or loop around ears (if/where applicable).
- Throughout the process – avoid touching the front of the face covering/disposable mask.

Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage, and laundering:

- Keep face coverings/disposable masks stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each use. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g. stretched ear loops, torn or punctured material) or visibly contaminated.



**Recommendation:**

For students that are engaged in activity that would see the buildup of moisture in their masks, multiple masks should be a consideration allowing for changes of mask during a given activity, i.e. voice training, dance technique, physical movement, etc. For the safety of others, a plastic zip-lock bag should be used to contain used masks during the same activity. Use hand sanitizer before and after changing a mask.

**Feasibility & Adaptation:**

The CDC recognizes that wearing masks may not be possible in every situation or for some people. Curricular requests for an exception to this policy are submitted to the Provost's Office and require review and approval by the [COVID Response Team](#). Employees with questions or concerns regarding this policy should contact Human Resources.

**Physical Distancing:**

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Anyone on campus must follow these physical distancing practices:

- Stay at least 3 feet / 1 meter in all directions from other people at all times (some activities will use a greater distance)
- Follow guidance signs in campus spaces

Information on health and safety protocols being put into place on campus can be found at: <https://www.cornish.edu/reopening-for-fall-2021/>.

Cornish College of the Arts is requiring mandatory mask wearing, social distancing, good personal hygiene practices (e.g. frequent hand washing, use of hand sanitizer), complying with reduced building and classroom occupancies across all three campuses and with all other measures put in place by the college in accordance with the Centers for Disease Control (CDC), the King County Office of Public Health, and other local, state, and federal health authorities.

In order to ensure appropriate physical distancing, floor decals ensuring a minimum of 6 feet of separation between individuals, including wayfinding signage, have been placed throughout the College. Additionally, plexiglass barriers/sneeze guards have been installed at key service points.

**Sanitization:**

Deep cleaning and disinfecting will occur daily. Frequently touched surfaces (e.g. *door knobs, light switches, elevator call buttons, faucets, etc.*) and objects will be cleaned and disinfected at multiple times throughout each day. Additionally, restrooms will be cleaned, disinfected, and sanitized every night and attended to as frequently as possible throughout the day.



Custodial staff will supply each department with the proper disinfectant supplies. While custodial teams will clean common office and work spaces based on CDC guidelines, employees and students will be expected to wipe down commonly used surfaces before and after use with single-use products provided for such use; all products will meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space, shop, studio, classroom, including tools and equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).

*Information on health and safety protocols being put into place on campus can be found at:*

<https://www.cornish.edu/reopening-for-fall-2021/> .

#### Handwashing:

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

#### Coughing and Sneezing:

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol

#### Gloves:

According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene but are only needed for healthcare workers and others in high-risk areas as part of PPE (Personal Protective Equipment). Washing your hands often is considered the best practice for common everyday tasks.

#### Goggles/Face Shields:

Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

#### Cleaning/Disinfection:

Regular, deep cleaning and disinfecting will continue daily. Frequently touched surfaces and objects will be cleaned and disinfected frequently throughout the day, according to CDC regulations. In addition, the following will be implemented upon reopening:

- Restrooms will be deep cleaned, disinfected, and sanitized every night and attended to as frequently as possible throughout the day.
- Custodial will supply each department with the proper disinfectant supplies. Individual offices and departments will be responsible for wiping down surfaces and personal items.
- Once the main building access hours have been established, custodial will create shifts accordingly to assure at least one-person coverage during business hours.

Employees, and students should also wipe down commonly used surfaces before and after use with single-use products provided for such use; all products will meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.). The Operations division will maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas.

## GUIDANCE FOR SPECIFIC SCENARIOS

### Public Transportation:

When using public transportation, wear a mask before entering the train or bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as soon as possible and before removing your mask. King County Metro provides additional guidance [here](#).

### Working in Open Environments:

If you work in an open environment, be sure to maintain at least 3 feet/1 meter distance from co-workers. You should wear a face mask/cloth face covering at all times while in a shared work space/room.

Departments, in collaboration with Operations staff, will assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees and students such as:

- Placement of visual cues such as floor decals, colored tape, or signs to indicate to others where they should stand while waiting in line.
- Placement of one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- Designating specific stairways for up or down traffic.

If you work in an office, no more than one person should be in the same room unless the required 3 feet/1 meter of social distancing can be consistently maintained. If more than one person is in a room, masks/face coverings are required to be worn at all times. A mask or face covering is not required if

you are working alone in a confined office space (does not include partitioned work areas in a large open environment) and the door is closed.

Masks/face coverings must be worn by any staff/student in a reception/receiving area. Masks/face coverings should be used when inside any facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

#### Using Restrooms:

Use of restrooms will be limited by occupancy based on the space. Restrooms throughout the building will be labeled for allowed occupancy. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

#### Using Elevators:

Occupancy limitations have been posted for all elevators. When using the stairs please maintain a minimum of 3 feet/1 meter distance ) whenever possible. Wash your hands or use alcohol-based hand sanitizers located in close proximity of every elevator or stairwell. Observe all occupancy guidelines/decals as posted.

#### Kitchens, Kitchenettes and Break Rooms:

Maintain at least a 3 feet/1 meter distance from others at all times. Compliance with posted occupancy limits is required.. Wash your hands with soap and water for at least 20 seconds before and after using appliances. Wipe down all surfaces you touched when you are done. Water fountains have been disabled. Cafe water stations are restricted to a non-reusable cup filling; cups will be issued by Cafe personnel only.

#### Classrooms:

For Fall 2021, class sizes were capped at 10 students and 1 faculty member for in-person gatherings. A limited number of increased class sizes were reviewed for approval spring and summer 2021 by the Provost's Office and Academic Services. Department heads can contact the Office of the Provost with specific requests for guidance.

#### Rehearsals, Productions or Exhibits:

Those above 10 students plus one staff or faculty member require review and approval by the Provost's Office and Operations. Requests are submitted to the Provost's Office (the template will be disseminated September 1st). Reviews will happen on a once a month basis at the end of each month and there should be very few requests of this nature. No live audiences are currently planned for fall productions. Rehearsal, production and/or exhibit needs will be a standing item on the biweekly fall 2021 Academic Council meetings.

#### Shops, Studios & Practice Rooms:

Outside of scheduled class time, all faculty, staff, and students will be required to schedule use of shop and studio spaces with the shop/studio staff. Additionally walk-ins are permitted so long as the space is not at capacity. It is recommended that everyone schedule time with the staff in advance to ensure the tool or area you wish to use is available for you. Guidelines for the specialty spaces can be found on the CSES Canvas page. This will ensure compliance with COVID guidelines, and help provide as much equal access as possible.

The Paint Studio, Drawing studio, MCC Spray room, All venues, and All galleries are available through [Coursedog](#).

Spaces **not** in Coursedog and require coordination with staff are:

- Costume Shop
- Scene/Fab Shop
- Playhouse Spray Room
- Photo Studio
- Printmaking Studio

Art and Design Studios are scheduled by the academic departments.

Practice Rooms will be scheduled through [Coursedog](#) space requests.

For Visual Arts questions, contact Kristin Swenson-Lintault at [kswenson-lintault@cornish.edu](mailto:kswenson-lintault@cornish.edu)

For Performing Arts questions, contact Jill Beasley at [jbeasley@cornish.edu](mailto:jbeasley@cornish.edu)

Support Spaces (copy, supply rooms, shared filing & storage cabinets):

Similar to other spaces on campus, please remember to follow occupancy limits as posted. Given that these are also high-touch areas, physical distancing and increased cleaning of these spaces is encouraged.

Meetings:

Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, telephone, etc.).

In-person meetings, when necessary, must follow the posted occupancy limits for the space. All attendees must wear a mask or face covering while sharing space in a common room.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom or Google Meet). Ask IT for more information [helpdesk@cornish.edu](mailto:helpdesk@cornish.edu)

## Meals:

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus in the Cafe, or your work environment (break room, office, etc.), you must wear your mask or cloth face covering until you are ready to eat and then replace it afterward. Individuals must maintain a minimum of at least 3 feet/1 meter of distance between each individual.

Specific areas may have additional restrictions or limitations and will be noted by signage.

Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using or eating. All shared utensils, dishware, condiments and similar items should be removed from any campus space.

## Physical Distancing Plans for Classrooms and Other Spaces:

The College has developed physical distancing plans for classrooms to ensure that everyone can remain at least a minimum of 3 feet/1 meter apart for non-aerosolizing activities. Observe all occupancy guidelines/decals as posted. Similar physical distancing plans have been implemented for other common use areas across campus such as Nellie's Cafe, Cornish Commons, the Cornish Playhouse, and event spaces.

## Signage and Posters:

Operations Staff have placed signage and markings for building access, stairs, elevators and hallways to ensure traffic patterns are established that minimize "choke points" and support physical distancing. Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas.

## Cornish COVID-19 Travel Advisory:

In keeping with the [U.S. Centers for Disease Control and Prevention's \(CDC\) Current Covid-19 Travel Guidance](#), unvaccinated employees and students are encouraged to self-quarantine after travelling.

For students residing in the Cornish Commons, early returns are possible, at an additional cost, and should be coordinated with Housing & Residence Life Staff by contacting [housing@cornish.edu](mailto:housing@cornish.edu). Meal service via Nellie's Cafe & Espresso Bar may also be limited prior to the official move-in date and individuals returning early to the residence hall should take this into consideration.

While students will not be penalized for taking this quarantine period, it is the student's responsibility to connect with their faculty members in each course to make arrangements to make up any missed in-person work. Students can also reach out to their Student Success Coach for additional support in making these arrangements.

Employees that choose to quarantine may work remotely during the quarantine period if authorized by their immediate supervisor. If unable to work remotely during quarantine, paid or unpaid leave will be used to account for any work days missed.

#### Student Activities:

Any in-person events for Registered Student Organizations (RSO's) or the Cornish Student Senate must be proposed through the RSO event planning form and approved by the Dean of Student Affairs. The Dean of Student Affairs will make decisions based on the current guidelines provided by the state of Washington and the College's current health and safety protocols.

#### Access/Departure Procedures:

Your identification card/badge is required to be used for entry to all buildings, and you may not hold or prop open exterior doors for any other person.

#### Visitor Expectations:

***With the exception of tours for newly admitted students and contracted rentals, public visitors and guests are not allowed on campus during this time.***

***Curricular Related Campus Guests*** will need to undergo a review process. Requests are submitted using the [Requesting Template](#) (contact the Provost Office for access to the template). A calendar will be provided through the Provost's Office to ensure there is at least a 3-week review/approval window. These campus guests should be considered a rarity and only utilized to support student learning outcomes.

Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.

*Student and employee access to campus facilities is logged via card swipe into buildings.*

***Visitors to campus are prohibited until further notice.***

*Vendors are allowed on campus in order to conduct authorized services, however, they must adhere to guidelines relating to facial coverings or masks and follow physical distancing protocols. Regular vendors will be required to self-screen as directed by the Office of Operations.*

Visible entry point signage for students, personnel, and vendors on shared on-campus responsibilities (including proper hygiene & sanitization, physical distancing/PPE guidance and information for reporting concerns, staying home if feeling sick).

The following guidelines apply to the Cornish Commons. If these guidelines are not being followed, please contact the housing team in the Cornish Commons and/or the Dean of Student Affairs.

Any residential room gathering is limited to the occupants of the room and only one residential visitor at a time.

When a visitor is present, all individuals are required to wear a face mask.

Overnight guests are not permitted.

Non-Cornish community members are still prohibited from the Cornish Commons. Non-resident students may be signed in as a guest of a resident student.

## MENTAL AND EMOTIONAL WELLBEING

Employee Assistance Program (EAP): Dealing with uncertain situations such as COVID-19 can take a serious toll on all of us. We would like to remind you that if navigating the current COVID-19 crisis is becoming difficult for you to manage, we encourage you or your family members (this is a covered family benefit) to avail yourselves of counseling services through our Employee Assistance Program (“EAP”). You may call them at: 1-800-316-2796. Please state our program name: **Cornish College of the Arts**. Rest assured we will work with each of you during these uncertain times and will do what we can to accommodate you and your needs.

In addition to the EAP resource, employees with Cornish provided benefits, [Kaiser Permanente](#) offers mental health resources and free access to specialized self-care [apps](#).

For students, use of campus [Counseling Services](#) or [NellieCare](#) is encouraged.

## FUTURE PLANNING EFFORTS

While this guidance allows for the healthy and safe return to campus this academic year for employees and students, we will continue to monitor and adapt to conditions as they arise. The details we develop for all activities will ensure we can continue to offer our unique educational and campus experience while also being informed with the latest understanding of COVID-19.

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***Our guiding principle for College policies and protocols for responding to the COVID-19 pandemic is rooted in the safety of our entire community, in all activities, both on campus and off, while providing in-person and hybrid learning, as well as the safety for the public with whom we interact.***

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