



# Plan for Reopening and Operating

SCHOOL OF VISUAL ARTS



**Cooperation – Flexibility – Responsibility**

09.14.2020



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

### Table of Contents

REOPENING (REPOPULATION OF THE CAMPUS)	3
CAPACITY TO MAINTAIN SOCIAL DISTANCING	4
For Students:	4
For Employees:	6
PERSONAL PROTECTIVE EQUIPMENT (PPE)	8
SCREENING AND TESTING	11
RESIDENTIAL LIVING	12
OPERATIONAL ACTIVITY	21
RESTARTING OPERATIONS	22
EXTRACURRICULARS	22
VULNERABLE POPULATIONS	22
HYGIENE, CLEANING AND DISINFECTION	23
MONITORING	24
TESTING RESPONSIBILITY	25
TESTING FREQUENCY AND PROTOCOLS	26
EARLY WARNING SIGNS	28
TRACING	28
SCREENING	30
CONTAINMENT	30
ISOLATION	30
QUARANTINE	31
STUDENTS CONFIRMED OR SUSPECTED TO HAVE COVID-19	31
HYGIENE, CLEANING AND DISINFECTION	31
COMMUNICATION	31
SHUTDOWN (RETURN TO REMOTE OPERATIONS)	32
OPERATIONAL ACTIVITY	33
MOVE-OUT	33
COMMUNICATION	33



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

### REOPENING (REPOPULATION OF THE CAMPUS)

This document covers plans for restarting campus operations including student, faculty and staff return.

[Note: Text appearing in blue is taken from New York State Checklist for Higher Education Institution Reopening Plans.]

School of Visual Arts (SVA) is committed to providing an excellent and fulfilling academic experience within an environment that is safe, healthy and supportive of its entire community.

Centered primarily in New York City's Chelsea, Flatiron and Gramercy neighborhoods, SVA's urban campus comprises 15 buildings that house facilities for academic instruction, administration, residences, art studios, maker spaces and computer labs supporting students enrolled in its 31 undergraduate and graduate art- and design-related degree programs.

The College opened in a limited capacity to SVA employees starting Monday, August 17, 2020 under NYS Phase 2 guidelines. On Wednesday, August 12, 2020, SVA announced its plan to adopt a fully online instruction model for the fall 2020 semester, which starts on Monday, September 28. Residence halls and only select academic facilities will be open during the fall semester at a highly reduced capacity.

This plan for reopening has been created by SVA's academic and administrative leadership in accordance with New York State's phased plans for reopening New York City as well as the guidance of federal, state and local health authorities.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

### CAPACITY TO MAINTAIN SOCIAL DISTANCING

Phasing and quantity of students, faculty and staff to return to campus, considering factors such as ability to maintain social distance in public spaces and residence halls, testing capabilities, Personal Protective Equipment (PPE) availability, quarantine and isolation capacity, local medical capacity and availability of safe transportation.

SVA begins its fall 2020 semester on Monday, September 28. All fall 2020 undergraduate and graduate courses at SVA will be conducted fully online. The semester will last for 12 weeks, ending on Tuesday, December 22, 2020. To ensure that SVA students receive the full benefits of instruction, and to meet the required number of class hours for a regular 15-week semester, the typical 3-credit course will be conducted for three hours and 10 minutes per class, as opposed to the usual two-hour, 50-minute class length.

Courses will feature a mix of synchronous (e.g., Zoom) and asynchronous (e.g., Canvas) content. To the greatest extent possible, class times will be scheduled to accommodate students' differing time zones.

In order to ensure that SVA students, faculty, staff, and guests have a safe environment in which to study and work, the College will institute a number of operational changes for the fall 2020 semester.

#### FOR STUDENTS:

Limited access to SVA (or “College”) academic facilities (“facilities”) will be granted to SVA matriculated students, on an appointment-only basis, beginning on September 28, 2020, Monday-Friday, between 9am-10pm, for the duration of the Fall 2020 semester.

Students seeking access to facilities must read the “Student Facilities Access Agreement, Fall 2020” in its entirety, sign and date the agreement, and submit the agreement to their departmental representative. *The agreement does not cover access to the SVA Residence Halls.* Policies regarding access to the SVA Residence Halls can be found in the “Residential Living” section of this document.

Priority for access to facilities will be granted to undergraduate seniors and graduate students in their final year for two-year programs and final semester for one-year programs.

The terms for student facilities access for fall 2020 are as follows:

1. Before access to SVA facilities is granted, a student must watch these two videos:
  - a. [Face Coverings](#)



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

### b. Hand Hygiene

2. Before access to SVA facilities is granted, students must download and activate the SVA Safe app (available on the App store and Google Play); the health screening feature of the app must be completed each day prior to visiting an SVA facility. The app will generate a Green badge (QR Code) if it is safe to proceed, and a Red badge if it is not. Every individual must present the badge on their smart device to building security.
3. Access to facilities is by appointment only. Appointments are booked through the department whose facilities a student seeks to access.
4. Academic facilities will be open from 9am to 10pm, Monday-Friday, except as otherwise noted.
5. Everyone who enters an SVA facility must wear a face covering for the entire duration of their visit, except as otherwise explicitly noted.
6. Students accessing an SVA facility must observe all posted policies and placards, to include maintaining a distance of six feet from other people and not entering restricted areas, such as student lounges or break rooms. Restricted areas will be identified as such.
7. Students will not remove, alter, destroy or otherwise obscure posted policies and placards. Doing so constitutes a violation of the SVA Student Code of Conduct.
8. No food will be permitted in any SVA facility, even in private studios. Kitchens located in departmental spaces will be closed and must not be used.
9. Students must adhere to all facility occupancy limits, as posted outside the entrance to that facility.
10. Students with private studios<sup>1</sup> may remain in their studios during normal operating hours. However, students may not visit one another's studio or congregate in common spaces.
11. Labs and studios will be open for two-hour blocks, followed by one hour for a refresh of air. Based on availability, a student may book multiple blocks. Specific hours will be posted outside all such facilities.
12. Students using labs or studios must wear face coverings the entire time they occupy that space, must not rearrange any furniture or equipment, and they must sanitize their workspace and any equipment used, such as keyboards, mice, tablets and tablet pens. Sanitizing supplies will be available in all spaces open for student use.

---

<sup>1</sup> BFA Cartooning, BFA Fine Arts, BFA Illustration, MFA Design, MFA Fine Arts, MFA Illustration



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

13. Students may check out equipment, following usual departmental borrowing policies. Equipment and carrying cases or bags will be disinfected each time equipment is loaned out and upon its return.
14. Students may bring a limited number of guests into SVA facilities, such as a model, actors, or non-SVA collaborator, by advanced appointment only at least one day prior to their guest's arrival. Students are responsible for conveying the College's requirements for visiting academic facilities. Students will be responsible for the conduct of their guests and for assuring that their guests comply with the face covering and six-foot social distancing requirements. All guests will attest that they are symptom free and sign in with the Splan visitor management system at the iPad kiosk in each building.
15. Students who violate any of the terms of this agreement may have their access privileges revoked.
16. Only the Provost, at his sole discretion, may grant exceptions to any of the terms of this agreement.

Additionally, the students agree to these terms:

1. Students will abide by all the terms of this agreement;
2. Students attest that they are in compliance with the SVA requirement to have U.S.-based health insurance that provides coverage in the New York City metropolitan area;
3. Students agree that if they test positive for COVID-19, they will notify the College as soon as possible by email to [student-covid-alert@sva.edu](mailto:student-covid-alert@sva.edu);
4. Students understand a violation of any portion of this agreement may result in the revocation of their facilities access privileges;
5. Students understand that a violation of certain of these terms may also constitute a violation of SVA's Code of Student Conduct and may be referred to the Director of Student Affairs for adjudication;
6. Students understand and accept that the SVA Provost reserves the right to change at any time and for any reason the terms of this agreement, including the temporary or permanent suspension of access to specific or all SVA facilities, should circumstances warrant.

### FOR EMPLOYEES:

In compliance with New York State's NY Forward Safety Plan requirements, SVA's Emergency Management Committee (EMC), in collaboration with a crisis recovery consultancy, has created a plan for the safe return to SVA. This plan requires each employee to complete three important steps before coming back to campus.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

- Read and Understand Return-to-Work Policies
- Complete Face Covering and Hygiene Training
- Install and Set Up Screening App (SVA Safe)

Beyond the three steps, there is an overriding policy for all employees: If the employee can continue to work from home by being productive and meeting their job responsibilities, they may do so with approval from their department head or chair. Obviously, this will be more feasible for some employees than for others, especially as SVA starts online classes on September 28.

### **Employee Policies – Return to Work (NY Phase II) – Physical Distancing**

Note: The employee policies listed below were distributed to, and acknowledged by, employees as part of New York States Phase II Reopening Guidance.

There should be no more than 50% of a department’s staff in the office at any one time. Arrival and departure times should be staggered.

Employees must maintain a distance of at least six feet at all times, unless safety of the activity requires a shorter distance.

Any employee or visitor who must come within six feet of another person must wear a cloth face covering/mask (ensuring that mouth and nose are covered). Individuals must be prepared to don a face covering if another person unexpectedly comes within six feet. Individuals are strongly encouraged to wear a face covering at all times when in indoor spaces.

Do not occupy tightly confined spaces by more than one individual at time, unless all individuals are wearing face coverings.

Depending on the elevator, occupancy is limited from two to four people at a time (as marked) with all individuals wearing cloth face coverings/masks.

Limit the density of in-person gatherings as much as possible and use tele-or video conferencing whenever possible. Conduct essential in-person gatherings and meetings in open, well-ventilated spaces with appropriate social distancing among participants and with cloth face coverings/masks where six feet of distance cannot at all times be maintained amongst participants.

If employees share a workstation, clean and disinfect it between users.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

### **Transportation:**

SVA is reliant on NYC public transit and refers to the interim guidance for public transportation activities during the COVID-19 public health emergency. The guidance requires:

- Mandatory wearing of masks or face coverings.
- Execution of regular cleaning and disinfection protocols.
- Increasing service where possible.
- Implementing policies and measures to minimize contact between employees and passengers (such as rear door boarding on buses, suspending cash collection on trains, and social distancing where feasible).
- Implementing flexible hours and staggered days for their workforce where practicable.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Develop plans for obtaining and providing acceptable face coverings to all employees of the institution. Determine if the institution will be providing face coverings or other PPE to students. Develop requirements about what PPE is required where and when for employees, students, and other individuals on campus, in accordance with state and local public health laws, regulations, and policies.

In light of the COVID-19 Pandemic and to support the safety of the SVA community, all members of the SVA community will need to take extraordinary steps to stay well and protect each other on campus and in the community.

### **For Students:**

The standards below are a temporary addition to the published Student Code of Conduct and SVA Residence Hall Violations found in the SVA Handbook. They are designed to provide the safest living-learning environment possible and are reliant on each member of the community to uphold them not only for their safety but the safety of others. Students who jeopardize the safety of others and/or fail to meet the standards would face College and/or Residence Life judicial action.

All students are required to:

- Wear an appropriate face covering or mask, which covers the nose and mouth at all times while on campus, when not in one's own residence hall room. Face masks or coverings will be required in all areas of the residence halls (common



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

areas) that are outside of the personal living space. This includes, but is not limited to (hallways, elevators, lounges, laundry rooms, lobbies, trash rooms).

- Pay close attention to personal hygiene including frequent handwashing with soap and water and/or to use an alcohol-based hand sanitizer.
- Avoid sharing personal items such as phones, or assigned studio/lab items.

### **For Employees:**

Employees are encouraged to use the face coverings and any other personal equipment they are most comfortable with so long as they meet the standards set forth in this plan. Acceptable face coverings include (but are not limited to) cloth (e.g. homemade sewn, quick cut, bandana – not lace or similar open or web-like material) and masks. Face coverings must cover both the mouth and nose and may not include an exhalation valve. Clean and replace face coverings as needed and do not share face coverings with others.

A supply of face coverings will be maintained and provided to employees at no cost in case of a need for a replacement. Reusable masks may be obtained at each Security desk. Consult the CDC guidance for additional information on cloth face coverings and other types of personal protective equipment (PPE), as well as instructions on use and cleaning.

Limit the sharing of objects, such as tools, laptops, notebooks, telephones, touchscreens and writing utensils, as well as the touching of shared surfaces; if required, wear gloves when in contact with shared objects or frequently touched surfaces and wash/sanitize hands before and after contact.

### **Protective Equipment:**

Masks will be required on public transit and in order to enter SVA buildings, both leased and owned. While each person is expected to enter a campus building with a mask of their own, SVA will also distribute an initial set of two complimentary reusable masks to each staff member and each residential student. Gloves will be available for areas where shared resources (labs, copiers, etc.) are in use. Quantities and distribution list/locations will be provided by the Emergency Management Committee (EMC) and Human Resources (HR) for distribution by Mail and Office Services (MOS).

- **Cloth reusable & washable face coverings:** An initial quantity of 2 per staff member and 2 per residential student will be distributed. A large quantity of reusable masks will be held in inventory and are available to employees and residential students upon request.
- **Reusable replacement masks:** An initial quantity of 250 masks will be distributed to each Security Desk on campus in case an individual's personal or SVA-issued



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

reusable mask breaks. Replenishment of reusable masks at each Security desk shall be communicated to the Security Command Center so that Mail and Office Services can fulfill the request.

- **Gloves:** An initial quantity of 200 gloves will be distributed to all Security Desks. Any other departmental request for gloves may be fulfilled by Mail and Office Services or ordered directly by the department. If the EMC has other areas requiring gloves, a list should be provided so the request can be fulfilled.

For the initial distribution of PPE (masks/gloves) to staff, the following procedure was followed by Mail and Office Services personnel:

- Hands were cleaned before working with the PPE; masks and gloves worn at all times; a non-porous work surface was used; the work surface was disinfected immediately before beginning work; PPE was placed in new envelopes and sealed before distribution.
- Using protective measures noted above, Mail and Office Services packed two reusable masks per employee into an initial Welcome Back Kit that also contains cleaning agents, sanitizer and towels.
- For the initial distribution, a pickup area in the lobby of 133 West 21st Street and 209 East 23rd Street was set up for week 1 of the return to the workplace. Any kit that still needs to be retrieved after week 1, can be done by emailing Mail and Office Services at [mos@sva.edu](mailto:mos@sva.edu) to arrange a date/time. The person picking up their department package will need to be responsible for distributing PPE to their colleagues.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

For future distribution of departmental PPE requests, each department will be assigned a mailbox by which they will receive all mail and supplies. The new mailboxes system has been installed in all SVA buildings. These key-locked mailboxes are similar to those used in apartment buildings and have been placed in common areas that were selected for ease of access. Any request for gloves and/or masks should be sent via email to [mos@sva.edu](mailto:mos@sva.edu) for next-day fulfillment.

Mail and Office Services can continue to set up dates for mass distribution of reusable masks beyond the initial distribution as the EMC/HR dictates. Inventory will need to be monitored and additional quantities will need to be ordered accordingly as mass distribution occurs.

### SCREENING AND TESTING

Plan for screening and diagnostic testing students and faculty for SARS-CoV-2 upon return, especially any individuals with recent international or long-distance travel, particularly from areas with widespread community transmission of the virus. Plans should indicate if individuals will be tested, who will be tested, the frequency of testing, the method of testing, notification of test results, and the process for those arriving to campus untested. Plans may determine whether to quarantine students upon arrival until they receive testing and a negative test result.

All residential students returning to campus for fall 2020 will adhere to the travel quarantine requirements of New York State and the CDC 14-day monitoring process as described in the “Residential Living” section below.

SVA is required to institute a COVID-19 screening process as part of the State’s requirements for reopening. All SVA students, employees and visitors will be required to complete a daily health screening before being permitted to enter any campus space. The College has chosen an app, SVA Safe, to meet this requirement. The mobile application will work with iOS and Android phones and is available for download in the App Store and Google Play.

The only data collected by the app is from the COVID-19 questionnaire and will be used for internal screening and contact tracing purposes only as required by NYS and CDC. The app will be compliant with all the current data privacy regulations (e.g. HIPAA, GLBA). For any privacy-related concerns, please email [privacy@sva.edu](mailto:privacy@sva.edu). As an alternate method, iPad kiosks will be available in all SVA building lobbies before September 1, 2020 that can be used for checking in guests, visitors, vendors and employees that currently do not have a smartphone.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

The COVID-19 questionnaire is required to be completed prior to arrival each day on which students, employees, and visitors plan to come to SVA.

Anyone who does not meet the daily health requirements, or who refuses to comply with this requirement, will be denied entry to SVA buildings.

The standards below are a temporary addition to the published Student Code of Conduct and SVA Residence Hall Violations found in the SVA Handbook. They are designed to provide the safest living-learning environment possible and are reliant on each member of the community to uphold them not only for their safety but the safety of others. Students who jeopardize the safety of others and/or fail to meet the standards would face College and/or Residence Life judicial action.

All students are required to:

- Observe all daily self-assessment, temperature screening, and reporting of symptoms and COVID-19 diagnostic testing as required.
- Stay away from academic buildings and any college functions if they are ill.
- Immediately notify Student Health and Counseling Services, at [student-covid-alert@sva.edu](mailto:student-covid-alert@sva.edu), when they have tested positive and follow SH&CS guidance.

### RESIDENTIAL LIVING

Residential living plans should include protocols for capacity limits, enhanced cleaning and disinfection, appropriate social distancing, use of acceptable face coverings in common areas, restrictions on non-essential gatherings and activities, limited access by students to other residential facilities (e.g. dormitories), restrictions of visitors, special housing considerations for students who are immunocompromised or who have an underlying health condition, separate living spaces for persons undergoing isolation or quarantine, and a modified set of rules for students to follow.

SVA is welcoming students back to its residence halls throughout the fall 2020 semester with their health and safety as the top priority. All residential students are required to review and agree to an addendum to the SVA Student Housing Agreement, called "SVA Residence Hall COVID-19 Housing Policies Agreement 2020-2021" prior to check-in. The agreement must be signed digitally for Fall 2020.

Occupancy has been reduced to a maximum of 35% so that each residential student will have a single-occupancy room with a private bathroom to allow for isolation/quarantine.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

The protocols listed below may change in accordance with public health guidelines and policies dictated by the Centers for Disease Control and Prevention (CDC) and the New York State Departments of Education and Health.

### **Before Arriving for Residence Hall Check-in**

Although it is not required to get tested for COVID-19 before returning to SVA, to the extent a residential student has been tested within 14 days prior to residence hall check and the test result was positive for COVID-19, then the residential student should not travel or otherwise attempt to check in until they have received notification of clearance by a health provider. Similarly, if a COVID-19 contact tracer has notified a residential student that they have been exposed to COVID-19 within 14 days of residential check-in, then the residential student should not travel or otherwise attempt to check in until they have received notification of clearance by a health provider.

### **New York State (NYS) Precautionary Travel Quarantine Requirements (Domestic Restricted States Quarantine Listing) or CDC 14- Day Monitoring Process – Arriving to Campus for Fall 2020**

- **New York State (NYS) Precautionary Travel Quarantine Requirements (Domestic Restricted States Quarantine Listing)**

Below is a link to the NYS Website, which outlines that travelers from states noted on the listing must quarantine for 14 days when arriving in New York State as a precaution to limit the potential exposure spread of COVID-19 (scroll down to the section “Restricted States”).

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

The NYS Precautionary Travel Quarantine requires that students arriving to the SVA campus from a region on this list to complete the following:

- Residents must stay in their room, leaving only for essential medical appointments or treatment or to obtain food and other essential goods when the delivery of food or other essential goods to their residence hall is not feasible for a period of 14 days (this includes not leaving for laundry, removal of trash or pick-up of mail or personal packages unless it is medication.)
- Any trash or garbage that requires disposal should be placed in a tied bag and left outside of their residence hall room, to be picked up by SVA Facilities staff.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

- Residents must self-monitor for symptoms of COVID-19 and seek appropriate medical advice or testing if COVID-19 symptoms arise.
- Residents must quarantine in a space where they have a private bedroom with a door and bathroom.
- **CDC 14-Day Monitoring Process: International or Non-Restricted State or Region – Arriving to Campus for Fall 2020**

Listed below is a link to the Centers for Disease Control (CDC) website (this updated guidance is dated 08.10.20), which outlines that individuals (when returning from travel, domestic or international) who have engaged in travel may have been exposed to COVID-19 and are advised to stay inside their residence as much as possible and monitor for signs and symptoms for 14-days after travel and avoid higher-risk activities, noted in the guidance linked below. SVA asks that all residents, who are not arriving from regions on the “Restricted States List” follow this guidance for 14-days following their housing check-in date.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

During the 14-day precautionary travel quarantine period or the 14-day CDC self-monitoring process, residential students understand that maintenance staff will not enter their space to complete a work request, unless it is an emergency.

### **COVID-19 Residence Hall Policy Changes 2020-2021**

The below standards are a temporary addition to the published Student Code of Conduct and SVA Residence Hall Violations found in the SVA Handbook.

#### *Capacity limits in Common Areas/Spaces*

Residential students must abide by stated capacity limits in common spaces including but not limited to lounges, kitchens, elevators and lobbies.

Social distancing is also required for individuals who may be engaged in smoking cigarettes in designated areas outside of the SVA Residence Halls or other areas.

#### *Communications Compliance and Responsiveness (EMAIL, ZOOM, PHONE)*

Residential students must be responsive to all communications received from the Office of Residence Life. Communications may occur via Zoom video conference, email and



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

telephone (where applicable.) Communications may be related to necessary follow-up to COVID-19 case management, but also include follow-up to wellness assessments, occupancy verification and judicial processes.

### *Guest & Visitation Policy*

- All guest privileges in the residence halls are suspended until further notice; resident students will only have access to their assigned residence hall room and eligible common areas.
- No resident students can have visitors in their room, only occupants of a room/suite/apartment are allowed in until further notice.

### *Protective Face Coverings in Common Areas*

Resident students must wear an appropriate face covering, which covers the nose and mouth at all times in common spaces including but not limited to lounges, kitchens, elevators, laundry rooms, garbage rooms, and lobbies; all areas outside of their personal living space.

### *Residence Hall Entry ID Scanning Policy*

Beginning Fall 2020, all Residence Hall lobbies will be equipped with ID scanners. All residential students will be required to scan their ID when entering their Residence Hall to assist with required contact tracing policies.

### **Mandatory COVID-19 Resident Reporting Protocols**

Mandatory Reporting of a Positive COVID-19 Test or Mandatory Reporting Contact from Contact Tracer

Required Reporting Statuses: (1) Positive COVID-19 Test (2) and/or Contact by a Contact Tracer

### *Positive COVID-19 Test Notification*

Resident students must notify the SVA Office of Residence Life and Student Health and Counseling Services if they are notified or made aware that they have tested positive for COVID-19. The resident student will follow the directives indicated in their agreement to notify the Office of Residence Life & SVA Student Health & Counseling Services via email of a positive COVID-19 test. The resident student must begin immediate self-isolation protocols.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

### *Contact from a Contact Tracer- Notification of Quarantine*

Resident students must notify the SVA Office of Residence Life and Student Health and Counseling Services if they are notified or contacted by a contact tracer that they have been exposed to someone who has tested positive for COVID-19 and they are advised to self-isolate/quarantine. Resident students will follow the directives indicated in their agreement to notify the Office of Residence Life & SVA Student Health & Counseling Services via email of contact from a contact tracer and/or a subsequent positive COVID-19 test. The resident student must begin immediate self-isolation protocols.

### *Email Reporting Requirements:*

By Email Notification: [reslife@sva.edu](mailto:reslife@sva.edu) and [student-covid-alert@sva.edu](mailto:student-covid-alert@sva.edu)

If a resident student has tested positive for COVID-19 or are contacted by contact tracer and notified that they have been exposed to someone who has tested positive for COVID-19 and they are advised to self-isolate/quarantine, the resident student will send email notification to the Office of Residence Life and the Office of Student Health & Counseling Services. Resident student emails will be sent using the guidelines below:

### *Email Subject*

Where possible, please make the email subject heading: “Resident Quarantine Notification”.

### *Email Notification Body Content/Information*

The resident occupant should provide notification of quarantine via email by (1) providing their name, (2) the name of their residence hall and room number, (3) their SVA ID number (if available) (4) a mobile phone number where they can be reached and (5) share that they are writing to notify of a positive COVID-19 test or directive they have received to either quarantine or isolate by a contact tracer. The resident occupant is also asked to share (6) information on the directive they have received and by which governing health agency, and (7) their plan and intentions for housing, (8a) either they intend quarantine/isolate at a location away from their designated residence hall space or (8b) they intend to/need to return to the SVA Residence Hall for the period indicated in the self-isolation directive.

### **Self-Isolation Protocols**

Residential students must comply with prescribed isolation procedures if they become ill/test positive for COVID 19.

If it is determined through contact tracing that they have come into contact with someone who is infected with COVID-19, including, but not limited to classmates,



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

roommates, suitemates, apartment-mates, that they must comply with 14-day quarantine protocols.

### *Self-Isolation Procedures/Protocols*

- As noted in the SVA Residence Hall COVID-19 policies, the resident student must notify the SVA Office of Residence Life and Student Health and Counseling Services of their status using the email protocol noted herein.
- Resident students must immediately self-isolate in their room or a space/location outlined by the SVA Office of Residence Life.

### *Meals*

The College does not provide meal services. Students are responsible for their own meals.

While in isolation, if on campus, resident students cannot leave their residence hall room (unless for medical attention or for a medical/doctor's appointment). Resident students must arrange for meal deliveries using a delivery app. Food will be brought to their room once delivered to the security desk, if their self-isolation occurs in their residence hall room. Meal delivery and orders should take place during the following times only:

- Breakfast: 9am – 11am
- Lunch: 12pm – 3pm
- Dinner: 8pm – 10pm



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

### *Trash/Garbage Removal*

While in isolation, if on campus, resident students cannot leave their residence hall room (unless for medical attention or for a medical/doctor's appointment). During their self-isolation period, they will leave any trash or garbage that requires disposal, in a tied bag, outside of their residence hall room, to be picked up by SVA Facilities staff.

### *Laundry*

While in isolation, if on campus, resident students cannot leave their residence hall room (unless for medical attention or for a medical/doctor's appointment). Resident students will plan to have an appropriate amount of clothing and bedding for any necessary isolation period. If laundry services are needed, resident students will email the Office of Residence if they want to arrange laundry pick-up from their room to be brought to a laundry service at their own expense.

Student Health and Counseling Services' staff will work with staff from Residence Life and appropriate health reporting agencies to monitor the status and any subsequent health clearance during the quarantine/isolation period.

### **Occupancy Limits**

- 23ST Basement Common Area – Limit 6 people with mask/face cover; social distancing required
- 24ST Lounge – Limit 6 people with mask/face cover; social distancing required
- Gramercy Lounge – Limit 2 person with mask/face cover
- Ludlow Basement Common Area – Limit 8 people with masks; social distancing required
- 24ST Laundry Room – Limit 2 people with mask/face cover; social distancing required
- 23ST Laundry Room – Limit 2 people with mask/face cover; social distancing required
- Gramercy Laundry Room – Limit 2 people with mask/face cover; social distancing required
- Ludlow Laundry Room – Limit 4 people with mask/face cover; social distancing required
- 24ST Kitchen – Limit 2 people with mask/face cover; social distancing required
- 24ST Eating Space – Limit 2 people with mask/face cover; social distancing required
- Ludlow Kitchen – Limit 2 people with mask/face cover; social distancing required
- 24ST Terrace – Limit 14 people; social distancing required
- Ludlow Terrace – Limit 14 people; social distancing required
- 24ST Residence Fitness Room – Will remain closed for the fall semester



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

### **Screening App: SVA SAFE**

SVA is required to institute a COVID-19 screening process as part of the State's requirements for reopening. SVA has chosen an app, SVA SAFE, to meet this requirement. The mobile application works with iOS and Android phones and is available for download in the App Store and Google Play. The screening app is a series of assessment questions for individuals to determine whether or not they are showing signs or symptoms of COVID-19 or illness.

Residential students are required to download the app on their mobile phone, once they have checked in at their housing assignment.

Residential students are required to complete this screening app daily and the app must be shown each time they enter an SVA building including the Residence Hall.

**\*\*Please note, residents would not be turned away from their living space, if the screening app indicates that they might be ill, however, the app will advise students to monitor their symptoms and seek medical attention, where applicable and the residents should expect follow-up from the SVA Office of Residence Life and SVA Student Health & Counseling Services Office.**

The COVID-19 questionnaire is required to be completed each day while residential students reside in the SVA Residence Halls and/or prior to entering any SVA building.

- Step 1: Download the SVA SAFE app from the App Store
- Step 2: Complete the questionnaire daily once they have checked in at their housing assignment (even if they do not leave their residence hall room each day.)
- Step 3: Show the completed screening badge to SVA security each time they enter an SVA building, their daily attestation badge will be good for the entire day.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

### Health Insurance

In order to have prompt access to healthcare providers, for residential student's well-being and the well-being of their fellow residents, SVA requires that students have health insurance. SVA students are automatically enrolled in SVA-sponsored Student Health Insurance (Cigna) and should only waive with a U.S. based, Affordable Care Act compliant plan.

Students attest that they are in compliance with the SVA requirement of having U.S. based health insurance that provides coverage in the New York City area.

When completing the online housing application, students electronically agree to the student housing agreement.

### Online Study and Travel for Returning Students

Based on the latest SEVP Guidance (July 24, 2020), returning international students will be considered to be maintaining a valid F-1 status as long as they are attending classes full-time online, regardless of where they are for the fall 2020 semester.

#### Returning Students Outside of the U.S.

- Returning to the U.S.: Students should be able to return to the U.S. to study fully online in the U.S. for Fall 2020. Please be reminded that a re-entry decision is always up to the U.S. Customs and Border Protection (CBP). All students should carry a copy of their Fall 2020 course schedule as proof that they are registered full-time.
- Remaining outside of the U.S: Students F-1 status will remain active even if they study fully online outside of the U.S. as long as they are registered full-time and make normal academic progress remotely during the fall 2020 semester.

#### Returning Students Inside of the U.S.

- Even though SVA classes are fully online in Fall 2020, students can study fully online and maintain a valid F-1 status in the U.S. as long as they are registered full-time and make normal academic progress during the fall semester.

#### Returning Students Outside of the U.S.: Returning from Leave of Absence

- If students plan to take classes fully online from outside the U.S, their I-20 will be deferred to Spring 2021.
- If students are returning from a leave of absence and plan to travel to the U.S in the fall, they should contact ISO so that they can advise students individually about their return to the U.S, or about their fully online class for Fall 2020.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

### Travel Documents for Returning Students

Students should carry the following documents with them when re-entering the U.S.

- Passport (valid 6 months into the future)
- Valid F-1 visa
- I-20 with a valid travel signature
- Copy of their Fall 2020 class schedule (recommended but not required)
- Copy of the updated SEVP Guidance COVID-19 FAQs (recommended but not required)

If their F-1 visa is expired and they need to apply for a visa renewal, they should contact ISO so that they can advise them based on their individual situation.

This is a challenging time for international students, with many uncertainties about academic plans and life in the U.S. SVA and its International Student Office (ISO) is here to support the College's international-student community to the best of their ability and will continue to send updates as needed.

### OPERATIONAL ACTIVITY

Determine how classes, shared spaces, and activities may be adapted in various phases of return and operations (e.g., identify which classes will offer alternate approaches such as A/B schedules or remote instruction; appointment-only use of shared spaces, limiting number of individuals participating in in-person activities at any given time).

SVA begins its fall 2020 semester on Monday, September 28. All fall 2020 undergraduate and graduate courses at SVA will be conducted fully online. The semester will last for 12 weeks, ending on Tuesday, December 22, 2020. To ensure that SVA students receive the full benefits of instruction, and to meet the required number of class hours for a regular 15-week semester, the typical 3-credit course will be conducted for three hours and 10 minutes per class, as opposed to the usual two-hour, 50-minute class length.

Courses will feature a mix of synchronous (e.g., Zoom) and asynchronous (e.g., Canvas) content. To the greatest extent possible, class times will be scheduled to accommodate students' differing time zones.

For those few on-campus exceptions, in order to ensure that SVA students, faculty, staff and guests have a safe environment in which to study and work, the College will institute a number of operational changes for the fall 2020 semester.

Faculty will be permitted access to on campus facilities by advanced appointment only. No in-person class instruction will be allowed.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

### Proper Precautions to Allow Access to Shared Lab Space

- Lab rooms and studios which are open for use have been reconfigured and marked out to ensure physical (social) distancing between computer stations, chairs and table workstations;
- Departments will develop and maintain a schedule for the use of the computer labs; avoiding ‘pop-ins’ and visits from others who are not scheduled to use the lab; avoid behaviors of having spontaneous meetings (students and staff);
- Food /beverages in the computer labs is prohibited, (and since these areas are not waived from use of face-coverings);
- Students, faculty and staff using labs or studios must wear face coverings the entire time they occupy that space, must not rearrange any furniture or equipment, and they must sanitize their workspace and any equipment used, such as keyboards, mice, tablets and tablet pens. Sanitizing supplies will be available in all spaces open for student use. Cleaning and disinfecting will be done at the end of each day.
- Where computer technology printing services exist, the College will attempt to schedule a lab session for dedicated printing services. Students will pick-up their materials at appointed times if feasible.

### RESTARTING OPERATIONS

Implement plans to safely reopen buildings such as cleaning and disinfection, and restarting ventilation, water systems, and other key facility components, as applicable.

Please see the “Hygiene, Cleaning and Disinfection” section below.

### EXTRACURRICULARS

Institute policies regarding extracurricular programs and which activities will be allowed, considering social distancing and risk of COVID-19 transmission.

Access to academic facilities, such as labs, studios and makers’ spaces will be available on a limited and appointment-only basis, with priority given to students in their graduation year for whom access to facilities is necessary to complete theses and final projects.

### VULNERABLE POPULATIONS

Consider vulnerable populations on campus and individuals who may not feel comfortable returning, to allow them to safely participate in educational activities and accommodate their specific circumstances.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

The student attendance policy will be suspended for the fall 2020 semester. However, students and faculty are expected to participate in all of their scheduled courses online.

Employees who are able to continue to work from home have been encouraged to do so; on-site hours may be staggered.

As per established protocols, students requiring accommodations will be advised to register with the Office of Disability Resources. Employees requiring special considerations are advised to contact Human Resources. Upon registration and submission of supporting clinical documentation, when an accommodation is deemed reasonable, appropriate offices will be advised to make accommodations.

### HYGIENE, CLEANING AND DISINFECTION

Establish campus-wide cleaning and disinfection protocols for classrooms, residence halls, restrooms, dining halls and other facilities. Promote hand and respiratory hygiene among all individuals on campus.

SVA Facilities is dedicated to keeping all campus spaces clean and safe for the College's students, faculty, staff and visitors. Following guidelines from the Centers for Disease Control and Prevention (CDC) and New York State, these efforts include:

- Frequent cleaning and disinfecting throughout all campus buildings, including wipe-downs of all high-touch surface areas, such as door handles, bathroom surfaces, elevator buttons, etc.
- Training of Facilities staff for the proper use of disinfectants registered with the Environmental Protection Agency (EPA) proved to be effective against SARS-CoV-2, the virus that causes COVID-19.
- Introducing the use of electrostatic sprayers to sanitize surfaces.
- Flushing and treatment of domestic water lines and tanks.
- Disinfecting heating, ventilation and air conditioning systems and upgrading to high-efficiency filters to help reduce transmittal of airborne viruses and bacteria
- Posting signage throughout campus to foster social distancing, including reminders to stand 6 feet apart, indicators for maximum allowable capacity for spaces (elevators, studios, etc.), directional markings for traffic flow, reminders to wear masks and follow hand hygiene, etc.
- In buildings with multiple entrances, separate ingress and egress routes have been marked.
- Installing protective shields in close-contact areas such as security stations, libraries and equipment check-out stations.
- Providing sufficient cleaning and sanitizer supplies and personal protective equipment (PPE) for the entire campus population.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

SVA's Purchasing Office will procure cleaning supplies in bulk for the Facilities team to distribute to departments. These cleaning supplies have been reviewed and approved by the Director of Environmental Health & Safety (EHS), for their effectiveness in eradicating the virus that causes COVID-19. Additional supplies may be requested by contacting the Facilities department.

In the event a department prefers/requires alternative cleaning products, the product specifications should be submitted to the Director of EHS for approval before ordering. Once approved, orders may be placed through WB Mason, the corporate Amazon account, or directly via Web Requisition. All orders will be reviewed by the Finance department to determine if the goods will be expensed through the department's operating budget or the general corporate account.

Facilities and Office Services have prepared "Welcome Back Kits" that contain a supply of reusable face coverings, cleaners, and sanitizer for each department.

Access to hand hygiene is available on each floor of each building. To supplement, hand sanitizing products will be available in public areas. Employees have received training in hand hygiene.

### General Guidance

- Wash your hands often.
- Use sanitizer (containing at least 60% alcohol) when you can't use soap and water.
- Clean and use disinfectants before and after use of shared and frequently touched surfaces, followed by hand washing or use of hand sanitizer.
- Clean and sanitize equipment at least as often as you, co-workers and contractors change workstations.
- Do not share food and beverages (e.g. buffet meals).

### MONITORING

[Includes policies to track health conditions on campus.](#)

In light of the COVID-19 Pandemic and to support the safety of our community, all members of the SVA community will need to take extraordinary steps to stay well and protect each other on campus and in the community.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

The standards below are a temporary addition to the published Student Code of Conduct and SVA Residence Hall Violations found in the SVA Handbook. They are designed to provide the safest living-learning environment possible and are reliant on each member of the community to uphold them not only for their safety but the safety of others. Students who jeopardize the safety of others and/or fail to meet the standards would face College and/or Residence Life judicial action.

All students are required to:

- Observe all daily self-assessment, temperature screening, and reporting of symptoms and COVID-19 diagnostic testing as required.
- Not to attend any classes or college functions if they are ill.
- If a student tests positive for COVID-19 they will notify Student Health and Counseling Services at [student-covid-alert@sva.edu](mailto:student-covid-alert@sva.edu) immediately and follow their guidance to either leave campus/residence halls or relocate to an isolation area on campus. They will only return to the residence halls or campus if/when they are medically cleared.

### TESTING RESPONSIBILITY

Identify who is responsible for purchasing and administering testing, as well as notification of test results; plans should offer contingencies for continual screening of symptoms and temperature checks without testing, if needed.

In accordance with guidance from the Centers for Disease Control and Prevention (CDC) and the American College Health Association (ACHA), baseline testing for all students, faculty and staff upon return to campus is not required.

In addition, SVA is not conducting its own testing on campus and does not have a campus health center. As such, SVA will be working with the NYC Department of Health and Mental Hygiene and will provide assistance to students, faculty, and staff to locate local health care providers and testing sites.

All SVA students, employees, and visitors will be required to complete a daily health screening before being permitted to enter any campus space. The College will be using a mobile phone screening app, SVA SAFE, to meet this requirement. The self-assessment results will be presented to security staff at the entrance of each SVA facility. Social distancing and shielding will allow for safe screening practices. Students, employees, and visitors who do not pass the daily health screening will be encouraged to get tested.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

### TESTING FREQUENCY AND PROTOCOLS

Determine testing frequency and process which may include plans to test for cause (e.g. symptomatic individuals, close or proximate contacts, international travel), plans to test for surveillance to proactively monitor for symptoms of influenza-like illness, as well as protocols around group testing.

In accordance with guidance from the Centers for Disease Control and Prevention (CDC) and the American College Health Association (ACHA), baseline testing for all students, faculty and staff upon return to campus is not required. The College reserves the right to require testing for symptomatic individuals and those in close contact with someone who is positive for COVID-19 as necessary. Students, faculty and staff who test positive will not have to provide a negative test to return to campus but will be required to follow the New York City COVID-19 Guidance for Quarantine, Isolation and Transmission based precautions.

All students who do not pass the daily health screening based on symptoms will be contacted by Student Health and Counseling Services and encouraged to get tested for COVID-19. Additional support and resources will be provided as needed. Faculty and staff who do not pass the daily screening based on symptoms will be contacted by Human Resources and encouraged to get tested for COVID-19.

According to the Centers for Disease Control and Prevention, people with COVID-19 have had a wide array of symptoms – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

If employees are diagnosed with COVID-19 or need to contact SVA regarding a COVID-19-related issue, they can email [employee-covid-alert@sva.edu](mailto:employee-covid-alert@sva.edu).

Employees are to follow all CDC and New York State 14-day quarantine requirements for international and domestic travel. Current international travel information is posted at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

A current travel advisory for travelers arriving from restricted states who are subject to quarantine is posted at: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

If employees have COVID-19 symptoms and either test positive for COVID-19 or did not receive a test, they may only return to work after completing at least 10 days of isolation from the date of the first positive test or, if not receiving a test, from the date of the onset of symptoms. Returning to work requires that:

- At least 10 days have passed since the symptoms started.
- They never had a fever or have not had a fever for the prior three days without the use of fever-reducing drugs
- The overall symptoms have improved.

If employees do not have COVID-19 symptoms but test positive for COVID-19, they may only return to work after completing at least 10 days of isolation from the date of the first positive test (assuming they have no COVID-19 symptoms during that entire time).

If they have had close contact (being within six feet of an infected person for at least 10 minutes) with a person with COVID-19 AND have symptoms, they may only return to work after completing at least 10 days of isolation from the date of the onset of symptoms. Returning to work requires that:

- At least 10 days have passed since the symptoms started.
- They never had a fever or have not had a fever for the prior three days without the use of fever-reducing drugs
- The overall symptoms have improved.

If employees have had close contact with a person with COVID-19 or recently traveled to a location requiring quarantine as per the CDC or New York State AND have no symptoms, they may only return to work after completing at least 14 days of quarantine (assuming they remain without any symptoms during that time).



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

### EARLY WARNING SIGNS

Define metrics that will serve as early warning signs that positive cases may be increasing beyond an acceptable level; define method(s) to monitor against such metrics.

All SVA students, employees, vendors and visitors are required to complete a daily health screening before being permitted to enter any campus space. The College will be using a mobile phone screening app, SVA Safe, for SVA community members to meet this requirement. Each day, Human Resources staff and Student Health and Counseling Services staff will review the data collected via the SVA Safe dashboard and follow up accordingly. Those with COVID-19 symptoms will be encouraged to get tested. Additional support and resources will be provided as needed.

If SVA becomes aware of new cases directly from SVA students, faculty, or staff, they will be reported daily to the New York City Department of Health and Mental Hygiene. New cases in the residence halls will be discussed daily with Residence Life and Student Health and Counseling Services. Additionally, new cases will be discussed with the leadership of the College during weekly scheduled EMC meetings. Should a cluster [5 or more cases with illness onsets or initial positive results within a 14-day period AND a plausible epidemiologic linkage between cases] be observed at SVA, they will be additionally reported to the New York City Department of Health and Mental Hygiene for more specific guidance.

### TRACING

Consider plans for contact tracing in close coordination with state and local health departments using the protocols, training, and tools provided through the New York State Contact Tracing Program – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies.

All full-time Student Health and Counseling Services staff members have successfully completed Johns Hopkins Bloomberg School of Public Health's COVID-19 Contact Tracing via coursera. Students and employees who test positive for COVID-19 will be contacted by a member of the Student Health and Counseling Services or Human Resources staff. As needed, access logs will be requested/accessed in order to ascertain contacts that are not known by the infected individuals. The College is prepared to coordinate our prevention efforts with the New York City Department of Health and Mental Hygiene (866.692.3641) once a positive case is identified.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

If an SVA employee tests positive for COVID-19, the assigned Human Resources' staff member or their designee will call the New York City Department of Health and Mental Hygiene and email the NYC Test + Trace Corps at [CovidEmployerReport@nychhc.org](mailto:CovidEmployerReport@nychhc.org). The assigned Human Resources' staff member or their designee will contact the SVA staff member to ascertain: when the staff member was last at SVA; the locations on campus they visited in the 48 hours prior to the start of symptoms/positive COVID-19 test; and the individuals at SVA who they were within 6 feet of for 10 or more minutes. Close contacts at SVA within the past 48 hours will be notified via phone and/or secure email by the assigned Human Resources' staff member regarding their possible exposure.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

### SCREENING

Develop plans for regular health screening of employees, students, and visitors.

Health self-assessment app procured by SVA, SVA SAFE, must be completed daily for all coming to campus.

Individuals are to take their temperature as part of the required daily health self-assessment. Temperature checks will not be routinely done on site.

Visitors, contractors, vendors required to sign in and attest to good health and adherence to practices. Continue to sign in to logs at security desks until iPad kiosks are installed in all buildings.

Each building has a security desk that is staffed 24 hours per day, 7 days per week. Security staff members are responsible for maintaining and storing logs of all visitors who enter each building. Logs are stored for 6 months to one year. During Phase 2, department chairs and heads will keep a log of all personnel requiring access to the facilities. As of the start of the fall semester, all employees and students will be logged via an electronic access control system.

### CONTAINMENT

Includes plans for how to respond to positive or suspected cases as well as preventative policies and practices.

### ISOLATION

Identify how to isolate symptomatic individuals, both residential and non-residential (as applicable). Plans must specifically identify where individuals will be residing (e.g. residence halls, hotels, home) throughout the duration of their isolation, as well as the support system that will be provided including food, medicine, psychosocial, academic and/or other support, as needed.

Definition from the CDC:

**Isolation:** Separates sick people with a contagious disease from people who are not sick.

Each residential student returning to SVA for fall 2020 will have a single-occupancy room with a private bathroom to fulfill the isolation and quarantine guidelines. For more information on Self-Isolation Procedures/Protocols, please see the “Residential Living” section of this plan.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

### QUARANTINE

Identify how exposed individuals (residential and non-residential) will be quarantined away from others, including the support system that will be provided including food, medicine, psychosocial, academic and/or other support, as needed.

Definition from the CDC:

**Quarantine:** Separates and restricts movement of people who were exposed to a contagious disease to see if they become ill.

Each residential student returning to SVA for fall 2020 will have a single-occupancy room with a private bathroom to fulfill the isolation and quarantine guidelines. For more information on Quarantining Procedures/Protocols, please see the “Residential Living” section of this plan.

### STUDENTS CONFIRMED OR SUSPECTED TO HAVE COVID-19

Residential institutions need to include plans to monitor and provide medical care and other health services to students who test positive and are in isolation, need more advanced medical care, or who are awaiting test results.

For more information on plans to monitor and provide medical care to students, please see the “Residential Living” section of this plan.

### HYGIENE, CLEANING AND DISINFECTION

Implement strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas.

For information on strategies for cleaning and disinfecting, please see the “Hygiene, Cleaning and Disinfection” section of this plan under the “Reopening” header.

### COMMUNICATION

Develop plans to share protocols and safety measures taken by the institution.

If an SVA employee tests positive for COVID-19, the assigned Human Resources’ staff member or their designee will email the NYC Test and Trace Corps at [CovidEmployerReport@nychhc.org](mailto:CovidEmployerReport@nychhc.org) and notify the NYC DOHMH by calling 866.692.3641.

If an SVA student tests positive for COVID-19, the Associate Director of Student Health and Counseling Services or their designee will notify the NYC DOHMH by calling 866.692.3641.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

If communication regarding an SVA community member testing positive for COVID-19 is required, privacy will be maintained to the greatest extent possible.

Communication platforms used to share protocols, safety measures and updates to campus operations with the SVA Community:

- SVA Today daily newsletter
- <https://sva.edu/coronavirus>
- <https://sva.edu/reopening>
- Letters from the President
- Letters from the Provost
- All concerned emails
- Health attestation pledge (Residence Life, Provost and HR)
- Health and Safety signage (Facilities and VAP)
- Return to work communications for faculty and staff (HR)
- Return to campus communications for students and parents (Academic Affairs)
- Alumni Affairs newsletter
- Development of standard terminology
- Training – combination of SVA branded videos, signage and direct communications

## SHUTDOWN

### (RETURN TO REMOTE OPERATIONS)

**Includes contingency plans for decreasing on-campus activities and operations and/or closing the campus.**

The NYC Department of Education has stated in [their reopening plan](#) that “All schools in New York City will need to close if the percentage of positive tests are equal to or more than 3% using a 7-day rolling average.” If the percentage of positive cases in NYC reaches 3% or more, all non-residential buildings would close for two weeks and students and non-essential staff would be informed accordingly.

SVA will also follow the [August 27 threshold guidance from Governor Cuomo](#) that says if colleges have “100 cases or if the number of cases equal 5 percent of their population or more, they must go to remote learning for two weeks.” If SVA should have 100 cases among students and employees or 5% of our population testing positive, all non-



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

residential buildings would close for two weeks and students and non-essential staff would be informed accordingly.

The College will also abide by any directives from NYC DOHMH and Test + Trace.

### OPERATIONAL ACTIVITY

Include which operations will be decreased, scaled back, ramped down, or shutdown and which operations will be conducted remotely; include process to conduct orderly shutdown which may include phasing, milestones, and involvement of key personnel.

All fall 2020 undergraduate and graduate courses at SVA will be conducted fully online.

Courses will feature a mix of synchronous (e.g., Zoom) and asynchronous (e.g., Canvas) content. To the greatest extent possible, class times will be scheduled to accommodate students' differing time zones.

### MOVE-OUT

For residential universities, plans need to be put in place for how students would safely depart campus. Institutions should consider policies for students who may not be able to depart campus quickly (e.g. international students).

SVA is welcoming students back to its residence halls for the fall 2020 semester with their health and safety as the top priority. Occupancy in the Residence Halls has been reduced to a maximum of 35% so that each residential student will have a single-occupancy room with a private bathroom to allow for isolation/quarantine. As of September 9, 2020, occupancy of the Residence Halls is at 20% which alleviates the need to close or have students move out. Contractors working through the Facilities Department will be available to provide additional support as needed for services such as meal deliveries, laundry pickup, and trash removal.

### COMMUNICATION

Develop comprehensive plans to communicate internally and externally throughout the process.

The Emergency Management Committee (EMC) holds three recurring calls per week to discuss COVID-19 news, procedural updates and required decisions. The recovery teams within the committee regularly communicate with their respective departments.



# Plan for Reopening and Operating

## SCHOOL OF VISUAL ARTS

Communication platforms used to share protocols, safety measures and updates to campus operations with the SVA Community:

- SVA Today daily newsletter
- <https://sva.edu/coronavirus>
- <https://sva.edu/reopening>
- Letters from the President
- Letters from the Provost
- All concerned emails
- Health attestation pledge (Residence Life, Provost and HR)
- Health and Safety signage (Facilities and VAP)
- Return to work communications for faculty and staff (HR)
- Return to campus communications for students and parents (Academic Affairs)
- Alumni Affairs newsletter
- Development of standard terminology
- Training – combination of SVA branded videos, signage and direct communications

The “Updates” sections of the SVA Coronavirus page ([sva.edu/coronavirus](https://sva.edu/coronavirus)) and the SVA Reopening page ([sva.edu/reopening](https://sva.edu/reopening)) will display the number of known positive COVID-19 cases for students, faculty and staff. Students and employees who test positive for COVID-19 will be contacted by a member of the Student Health and Counseling Services or Human Resources staff. For more information on contact tracing, please see the “Tracing” section of this reopening plan.