

COMPREHENSIVE PLAN:  
SAFE RETURN TO CAMPUS & WORKPLACE

CORNISH COLLEGE  
OF THE ARTS

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

AUGUST 2020



Posted: AUGUST 2020  
Revised: SEPTEMBER 2020

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## COMPREHENSIVE PLAN: RETURNING TO THE CAMPUS & WORKPLACE FALL 2020

This guidance document will be updated as conditions change and we learn more about how to best address issues created by the COVID-19 pandemic. This will include ongoing analysis, consultation with our peers, recommendations from federal, state, and local officials, and the emergence of best practices across the country.

Please find time to 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 be taking a deliberate, phased approach to expanding the return of employees on campus. As a result, much of the College's workforce will continue to work remotely and/or have varied times on campus for the immediate future.

The following information references the baseline recommendations for higher education institutions reopening plans published in the [Campus Reopening Guide](#) by the Washington State Reopening Work Group convened by the State Board for Community & Technical Colleges, Council of Presidents, and Independent Colleges of Washington.

This document serves as the comprehensive plan for reopening Cornish College of the Arts in August 2020. Washington State and local health guidelines will be referenced and linked throughout this document, including the [Safe Start Guide](#) and the [WA Secretary of Health's Order 20-03](#) regarding face coverings.

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, both [online](#) and with a QR Code posted at various locations throughout campus.

*The COMPREHENSIVE PLAN: SAFE RETURN TO CAMPUS & WORKPLACE will be posted on the Cornish website by Friday, August 21;*

*Once posted, it will also be emailed out to all students, faculty, and staff;*

*The community will be notified if/when modifications are made to the Plan.*

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

## GUIDING PRINCIPLES

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

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

College policies and protocols for responding to the COVID-19 pandemic are rooted in the safety of our entire community, as well as safety for the public with whom we interact. 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. By reporting to work on campus, you are self-certifying that you are symptom-free and that you agree to follow the standards, policies and protocols outlined in this guide. Failure to do so may result in corrective action.

Our plans will be aligned and consistent with orders, directives, and ordinances from the federal government, State of Washington, the Washington Department of Health, King County, and the Seattle-King County Public Health Department. Our plans will also follow recommendations from the Centers for Disease Control and Prevention, and we will utilize recommendations by other agencies such as the American College Health Association. For the safety of the community, everyone on campus must abide by these directives.

## RETURN TO THE WORKPLACE

### Campus and Workplace Expectations & Guidelines:

All faculty, staff, 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. In accordance with all expectations concerning policy compliance, Academic Chairs and Deans are expected to ensure faculty/employee/student compliance, 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.

*Reopening resources for faculty and staff have been posted on the CCA website at <http://www.cornish.edu/reopening-resources-for-faculty-and-staff/>*

### Training Requirements:

All students will receive an invitation to complete mandatory COVID-19 Health and Safety Training, from our training partners at Get Inclusive. This training will ensure that students understand our new campus policies related to health and safety, as well as best practices for everyone doing their part to protect the community. This training will take 10-12 minutes to complete and will give all students the opportunity to acknowledge they have been informed of our policies.

Faculty and staff will also participate in mandatory Coronavirus Awareness training through our HR training platform, SafeColleges. The training will be available beginning August 17th, and all faculty and staff will receive an email informing them of the need to complete the program before coming to campus.

### Symptom Monitoring Requirement:

The College encourages everyone to use the One Medical app every day, however, faculty, staff, and students will be required to complete a daily COVID-19 screening and self certification through the One Medical App when they expect to be on campus or in a campus building.

*Student and personnel 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 by using an app similar to One Medical.*

[One Medical](#), with a site across the street from the College, has been selected as our independent screening, testing, and patient care tool for students, staff, and faculty. One Medical is an app-based

platform, with a web browser option (for access from a computer), that includes a daily health screening assessment. All students, faculty, and staff will be required to complete the assessment daily.

If a community member's symptoms are flagged as being of concern, the member will be prompted to contact a representative of the One Medical team who will help provide information and instructions regarding the next steps, e.g. in-person COVID-19 testing at the nearby One Medical facility in South Lake Union (closest location is at 970 Denny Way) or at another location convenient to the community member's residence.

At this time, symptoms to monitor include (but are not limited to) one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

The presence of one or more of these symptoms is not definitively indicative of COVID-19 infection and symptom profiles may shift as we learn more about the virus. All faculty, staff, and students should remain vigilant in monitoring for symptoms of potential COVID-19 infection. ***If you are feeling sick or experiencing even mild symptoms of illness, stay home and consult a health care provider before returning to campus.***

## SELF-REPORTING SYMPTOMS AND COVID-EXPOSURES

Completing the College's daily online health screening via One Medical is not a substitute for self-reporting a probable or confirmed case of COVID-19. Employees are required to self-report to the Office of Human Resources at [HR@cornish.edu](mailto:HR@cornish.edu), a probable 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, faculty, staff, students, and student workers 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.

**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 six feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to positive specimen collection) until the time the patient was isolated.

If you are sick with COVID-19-related symptoms or believe that you have been exposed to the virus, you **are required** not come onto campus. Instead, you should begin self-quarantine or self-isolation (as defined later in the document) until you are cleared by your healthcare provider or meet the public health requirements to return to campus

All students are required to monitor their personal health for possible symptoms each day, using the symptom tracker embedded within TimelyMD and will then move to One Medical once implemented campus-wide. Students who are unsure about their symptoms are asked to open a medical session in NellieCare and speak with a medical provider.

A student who is considered high/risk/vulnerable should contact their Student Success Coach to discuss options. Other students seeking available alternative arrangements should contact their Academic Advisor to discuss the available options for remote learning.

Any individual experiencing known symptoms or if they determine they were possibly exposed to another person with a confirmed case of COVID-19, must stay home or in their residence hall room and seek medical advice for their next steps.

[Per current 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 severed illness from COVID-19. For the most up-to-date information provided by the CDC, [please use this link](#).

Students/personnel will be asked to self-quarantine [per local public health guidelines](#) if confirmed to have COVID-19 or exposed to a confirmed case.

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 for resources or to report 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 will ask the student to self-quarantine.

Floors 8 and 9 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

Faculty, staff and students should self-quarantine for 14 days if they:

- Have returned from travel from a location that is subject to a federal, state, local or CDC travel warning or restriction; 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

Self-quarantine means to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of disease that can occur before someone knows they are sick or are infected without showing symptoms. Those in quarantine should stay home and away from others until enough time has passed to know they are not at risk of spreading the virus to others.

- Stay home until 14 days after your last exposure.
- If possible, stay away from people who are at higher risk for severe illness with COVID-19.
- Do not come to campus or participate in any campus activities.
- Do not go to work. 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.
- Monitor yourself for symptoms including temperature check twice a day. If you develop any COVID-19 symptoms call your health care provider for advice and share your exposure or travel history.
- If you do not develop symptoms, then self-quarantine can end 14 days after last exposure.

## SELF-ISOLATION GUIDELINES

Self-isolation is used to separate people 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 [One Medical](#), our daily health screening tool, and [NellieCare](#), our 24/7 medical and mental health platform for students.

## REPORTING

### **Responsible individuals (or designee) for Cornish reporting.**

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

*Vice President of Operations*

*Dean of Student Affairs*

*Director of Human Resources*

*Director of Housing and Residence Life*

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

**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, along with the Vice President of Enrollment Management, 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.*** *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 VPEM or VPO 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 Office of Operations, Human Resources, and Student Affairs, 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 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 includes staying home (quarantine) and monitoring their health for 14 days 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.

## WORKING REMOTELY

The majority of Cornish College of the Arts staff will be working primarily remotely and/or on a rotational basis to support daily needs related to student learning and services. Faculty will come to campus on a needs-only basis for instructional reasons. The President's and/or Provost's Office will be staffed physically every day Monday through Friday. Operations of all campus facilities will be focused on supporting the engagement of small groups of students (most classes with 5 students maximum) with faculty members and greatly decreased building occupancy levels.

Reopening resources for faculty and staff have been posted on the CCA website at <http://www.cornish.edu/reopening-resources-for-faculty-and-staff/>

Cornish will 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.

## PHASED STAFFING:

We will phase in a return of employees over time in a coordinated process to ensure appropriate physical distancing, availability of PPE (personal protective equipment), and public health testing capabilities for COVID-19.

We will also assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your respective VP.

The need to reduce the number of people on campus (density) to meet physical distancing requirements will continue for some time. Support sectors that can continue to accomplish work effectively remotely will likely be asked to do so until restrictions are eased for larger gatherings.

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.

As staffing on-site increases and operations expand, the administration will closely monitor and assess the potential spread of the virus across King County and the State of Washington, as well as existing policies and procedures to mitigate it. If directed by public authorities, or if localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

### Staffing Options:

There are several options 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 Days:** In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. 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 will reduce traffic in common areas to meet physical distancing requirements.

## HEALTH AND SAFETY GUIDELINES

### FACE MASKS/CLOTH FACE COVERINGS

Face masks or face coverings must be worn by all faculty and staff when on campus except if working alone in an enclosed office 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, which will help the College reduce the need to purchase additional masks, which are in short supply. 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

use again. 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.

#### Feasibility & Adaptation:

CDC recognizes that wearing masks may not be possible in every situation or for some people. If an individual feels it is not possible to comply with mandatory mask/cloth face covering mandates, contact your Student Success Coach or the Office of 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. Employees working on-site must follow these physical distancing practices:

- Stay at least 6 feet/2 meters (approximately two arms' length) in all directions from other people at all times
- Do not gather in groups of more than 5 people outside ones household (Phase 2 guidance)
- Follow guidance signs in campus spaces

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

<http://www.cornish.edu/reopening-for-fall-2020-health-and-safety/>

CCA 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: <http://www.cornish.edu/reopening-for-fall-2020-health-and-safety/>*

*Lockers have been cleaned, sanitized, and disinfected.*

## 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 WORKPLACE 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.

### **Working in Open Environments:**

If you work in an open environment, be sure to maintain at least 6 feet/2 meters distance from co-workers. Please keep at least one workspace separating you from another co-worker / classmate. 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 6 feet/2 meters of 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 size of the space to ensure at least 6 feet/2 meters distance between individuals. Restrooms throughout the building will be labeled for allowed occupancy. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

**Elevators:**

Occupancy limitations have been posted for all elevators. Please use the stairs (and maintain 6-feet/2 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 six-foot distance from others at all times. Only one person should use the area at a time. 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. The use of shared microwaves, refrigerators or coffee pots is discouraged and may be restricted. Water fountains have been disabled. Water stations are restricted to a non-reusable cup filling; cups to be issued by Cafe personnel only.

**Classrooms:**

Academic Faculty & Staff can review the [Academic Affairs-Brief Return to Work Guide](#) or the [Academic Affairs FAQ](#). contact the Office of the Provost with specific requests for guidance.

**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 through Google Calendar Appointments. Each shop will have it's own calendar with appointments to select from. The college will be setting up a Canvas page with the calendars and a "how to use" instructional guide. Employees and Students will need to go here and opt into the calendar in order to make an appointment. This will ensure compliance with COVID guidelines, and help provide as much equal access as possible.

Use of the MCC spray room will also be done via a Google calendar appointment, please plan accordingly for time to clean between uses.

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, sharing filing & storage cabinets):**

Some support spaces are small and cramped, not accommodating the need for physical distancing if more than one individual is attempting to access the space. For small spaces, only one person is

allowed in the copy room at a time. 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 are limited to the restrictions of local, state, and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet/2 meters of separation for physical distancing requirements and keep participation to fewer than 5 individuals. Operations staff in consultation with individual departments/divisions will remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees. 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.

**Meals:**

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

If dining on campus, 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 should not sit facing one another and should allow at least 6 feet/2 meters of distance between each individual. Employees are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation. Residence Hall students are encouraged to take their meals back to their rooms.

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 six feet apart. Maximum occupancy rates have been posted for all spaces. Similar physical distancing plans are being 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 marking 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.

**Travel:**

Registered Student Organizations (RSO's) and Cornish Student Senate are approved only for virtual meetings/events. No field trips or travel will be approved until further notice. Any in-person events for groups 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.

All students must abide by local public health guidelines, which includes following the guidelines for social gatherings as outlined in the state reopening plans:

<https://coronavirus.wa.gov/what-you-need-know/safe-start/whats-open-each-phase>.

The following guidelines apply to **all** students for non-curricular activities:

Phase 1: No on-campus or College-sponsored social gatherings.

Phase 2: Gather with no more than 5 people outside your household per week.

Phase 3: Allow gatherings with no more than 10 people.

Phase 4: Allow gatherings with more than 10 people.

Contact the Dean of Student Affairs if these guidelines are not being followed.

## 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.

***Visitors and guests are not allowed on campus during this time.***

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

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.

**Signage and Posters:**

Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas. Contact Operations for assistance.

## VISITOR EXPECTATIONS

Guest privileges are currently suspended in the Cornish Commons and only resident students will be allowed access to residential floors, with the exception of one move-in helper that must leave the building by 5pm on the assigned move-in day.

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.

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).

## 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.

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

## *FUTURE PLANNING EFFORTS*

While this guidance allows for the healthy and safe return to campus this summer for employees and students, we will need to 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.

Planning should be designed with flexibility in mind. As our understanding of the virus develops, plans will need to be refined and altered.