

RETURN TO CAMPUS PLAN

Remote Semester

Fall 2020

Updated: September 16, 2020

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Introduction

At this time only Essential Employees and Essential Business as defined in the most current Public Health Orders from San Francisco and Alameda Counties, as well as students living in CCA residences, are permitted on campus until further notice.

As California College of the Arts (CCA) prepares for the reopening of and return to its campuses, we will do so with the utmost concern for the health and safety of the entire CCA community. Leadership at CCA has been meeting daily throughout the pandemic to understand and assess the situation. The directives and recommendations of various federal, state, and local governmental entities, including the Centers for Disease Control and Prevention (CDC), directives from the California Governor's office and the Health Departments of San Francisco and Alameda Counties as well as information from a range of other professional organizations have been reviewed regularly and inform this plan as information is published and updated.

Based on the directives and recommendations available, and with the understanding that the pandemic situation could change at any time, following are the strategies that CCA intends to implement to provide for the safest return possible to campus for all. These recommendations will be reviewed, updated, and reissued as circumstances change.

Some sections of this plan provide guidance for future phases of reopening and may not yet be applicable. These sections are included here for informational purposes.

General Guidelines & Compliance

The most current Public Health Orders from [San Francisco](#) (May 22, 2020, updated June 1, June 11, July 13, July 20, August 14, September 1 and September 14,, 2020) and [Alameda County](#) (June 5, 2020, updated June 18, July 19 and August 20, 2020) are the primary basis for many of the strategies in this document. (The links to the most current Health Orders will be added as they become available.) In addition, the SFDPH Published a [Public Health Directive dated September 1, 2020](#) specifically addressing Institutes of Higher Education (IHEs) within SF County. The [CDC website](#) also contains substantive information, as does the [CDC Guidelines for Institutions of Higher Education](#) page. CDC prevention guidelines may be found [here](#).

Strategies in this plan are intended to assure compliance with federal, state, and local directives and may go beyond compliance based on the research and planning of a range of CCA employees with experience and knowledge of specific areas of concern. It is expected that all CCA students, faculty, staff, and visitors comply with the requirements and recommendations in this plan. Compliance is essential to maintain a safe and healthy

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educational institution for all and is considered a social contract with the entire CCA community.

In the SFDPH August 21, 2020 DPH IHE Directive, the SFDPH stated that :

"If the Higher Education Program resumes operations with Personnel or students on a campus or facility within San Francisco, the Higher Education Program must give written notice and containing the following language to all Personnel and students that will participate in on-campus programming:"

"The collective effort and sacrifice of San Francisco residents staying at home limited the spread of COVID-19. But community transmission of COVID-19 within San Francisco continues, including transmission by individuals who are infected and contagious, but have no symptoms. Infected persons are contagious 48 hours before developing symptoms ("pre-symptomatic"), and many are contagious without ever developing symptoms ("asymptomatic"). Pre-symptomatic and asymptomatic people are likely unaware that they have COVID-19.

The decision by the Health Officer to allow institutions of higher education and City and County of Department of Public Health San Francisco Health Officer Directive 5 other adult education programs to resume operations does not mean that participating in or attending classes or other programs in-person is free of risk. Participating in in-person instruction could increase your risk of becoming infected with COVID-19.

Each person must determine for themselves if they are willing to take the risk of participating in in-person programs, including whether they need to take additional precautions to protect their own health or the health of others in their household. You should particularly consider the risks to household members who are adults 60 years or older, or anyone who has an underlying medical condition. If you have an underlying medical condition, you may want to discuss these risks with your health care provider.

More information about COVID-19 and those at higher risk for serious illness is available on the Centers for Disease Control and Prevention website at <https://www.cdc.gov/coronavirus/2019-ncov/>."

It is understood from the SFDPH that this information is to be provided to students and employees even if classes are offered fully on-line; this information is to be provided if there is any activity on campus, including essential staff work, faculty support of online education, students living in student residences and so on.

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Social Distancing Protocol

According to the Sept 14, 2020 (May 22, 2020, updated June 1, June 11, July 13, July 20 and August 14, September 1 and September 14, 2020) San Francisco Health Department Order, "social distancing requirements" means:

- Maintaining at least six-foot social distancing from individuals who are not part of the same household or living unit;
- Frequently washing hands with soap and water for at least 20 seconds, or using hand sanitizer that is recognized by the Centers for Disease Control and Prevention as effective in combating COVID-19;
- Covering coughs and sneezes with a tissue or fabric or, if not possible, into the sleeve or elbow (but not into hands);
- Wearing a face covering when out in public, consistent with the orders or guidance of the Health Officer; and
- Avoiding all social interaction outside the household when sick with a fever, cough, or other COVID-19 symptoms.

(Alameda County Health Order (June 5, updated June 18, July 19 and August 20, 2020) information defining "social distancing requirements" is similar.)

Information from the CDC regarding several of these integral elements of social distancing may be found at the following links: [General Prevention](#), [Face Covering Checklist](#), [Face Covering DIY](#).

Visitors

No visitors will be allowed on either campus, which includes all CCA properties, during the summer or at the start of the academic year until further notice. Any non-employee, non-student who has an essential need to be on campus must be approved by Human Resources and must follow the same protocols as described below for the CCA community. Auxiliary Services and residential staff may also grant exceptions to family members assisting a student with move-in/move-out, and will communicate the appropriate protocols for this through students.

Social Distancing in Offices

Only Essential Employees engaging in essential functions and facilitating distance learning are permitted in offices/meeting rooms until further notice.

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Social distancing in offices throughout CCA will result in a decreased number of staff in each building or office. In order to maintain the required 6-foot distance while staff are working at CCA, layouts of each open office will be created and only those workstations which allow for at least 6 feet distance between employees will be utilized. Workstations that should not be used will be blocked off or the furniture will be removed and signage will be posted.

Work schedules including work-from-home, partial work-from-home, and work-in-office designations per individual and per department will be created by department directors in coordination with employees. Those who can work from home and fulfill their job duties, as determined by their supervisors and approved by Human Resources, will do so until further notice.

Shared offices that do not allow for 6-foot distancing will be utilized by only one person at a time, meaning that the additional person(s) in the room will be relocated or the employees, should they be required to work on campus, will work on alternate days.

Social distancing should be practiced on staircases, in corridors, and in elevators, with a 6-foot minimum distance maintained between persons at all times. Signs will be posted and regularly updated to remind employees of social distancing requirements and to inform of any particular practices such as unidirectional travel, etc. in any particular office or building.

Meetings in conference rooms will be eliminated. Meetings should be conducted by video conferencing. Conference rooms will likely be used for alternative purposes during the period of social distancing.

Throughout offices, hand sanitizer will be strategically placed at entrances and exits to buildings and throughout the building so as to be readily accessible to all employees in the various areas. In addition, sanitizing cleaner and paper towels or cloths will be provided for employees to sanitize their personal work areas periodically during the workday. Recommendations and instructions for use of sanitizing cleaner will be located at the self-serve sanitizing stations.

Adequate supplies of soap and paper towels will be provided at all sinks in restrooms and elsewhere for employees. Supplies will be checked throughout each day. Should any issues be found with supplies, employees should email facilities@cca.edu or visit facilities.cca.edu to submit a work order through SchoolDude.

At this time, general guidance is that common break rooms—including shared fridges, shared utensils and dishes, shared coffee pots, etc.—are not to be used. Signage will be posted in shared or common break rooms as to recommended usage and will be updated as official guidance changes.

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Social Distancing in Classrooms, Labs, Studios & Other Teaching & Learning Spaces

The following protocols will be implemented when CCA campuses reopen in a phased approach as permitted by Public Health guidelines.

Social distancing of 6 feet in teaching spaces and other student spaces should be maintained at all times. Classrooms, studios, and labs will be laid out and marked/signed in order to maintain the required 6-foot distancing. This distancing requirement will result in a decrease in the number of students able to occupy any classroom, studio, or lab at any one time and will result in a range of strategies to best accommodate specific teaching, learning, and making needs:

- Classes may be relocated to larger rooms to be able to accommodate the full complement of students for a particular class.
- Studio activities may be physically or temporarily staged such that specific studio functions might occur in adjacent spaces or be scheduled in time to accommodate student access at less-intense occupancies.
- Individual student access to studios, shops, and labs will be prioritized through on-campus scheduling and other means in support of student learning and making on campus.

Teaching, learning, and making spaces will be reviewed by Campus Planning with academic administration and with program chairs to best accommodate both the health needs and working needs of each class and program. Information will be provided to each class as to the spaces to be used and the manner in which the class will function. Anyone requiring an accommodation due to a health need should email hr@cca.edu.

When entering and leaving teaching spaces, when using corridors and stairs, and when using elevators, 6-foot distancing should be maintained. Any specific directions as to unidirectionality of corridors or stairs will be noted by signage throughout each building on both campuses.

Social distancing should also be maintained in social gathering spaces such as the libraries, printing areas, cafes, the outdoor space outside Irwin on the Oakland campus, and the Nave in 1111 8th Street (Main Building) on the SF Campus. Signage and other wayfinding will be provided to assist all with understanding the 6-foot distances within these spaces.

Hand sanitizer will be strategically placed in teaching spaces so as to be readily available to all. Spray sanitizing cleaner and paper towels or cloths will be readily available in all teaching spaces so as to allow for all users to sanitize their spaces and equipment regularly

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during use. Instructions for use of products will be posted at each self-serve sanitizing station.

Restrooms throughout teaching buildings will be adequately stocked with soap and paper towels. Six-foot distancing should be maintained within restrooms. Additional sanitizing of door handles, stall handles, toilet seats, and faucet handles will be implemented. Proper hand washing is critical. Instructional signage for CDC-recommended hand washing will be posted.

Should any supplies be needed, students should contact a faculty member, staff person, or CCA Facilities at facilities@cca.edu.

COVID-19 Staff Liaison

The COVID-19 Staff Liaison for students is Jeannine Szamreta, Associate Vice President, Student Affairs/Dean of Students. deanofstudents@cca.edu.

The COVID-19 Staff Liaison for employees is Maira Lazdins, Interim AVP of Human Resources, mlazdins@cca.edu.

Personal Protective Equipment (PPE)

The following information will be implemented in a phased approach as the campus is permitted to open for various activities. At this time, Essential Employees engaged in essential functions currently permitted, faculty and staff facilitating distance learning and students living in residences halls, are expected to comply with the following:

All students, faculty, staff, and visitors to CCA campuses are expected to wear a face covering, fully covering mouth and nose, according to health order requirements, at all times when on campus. Individuals will be expected to arrive at campus with their own personal face covering (wearing face coverings in public at all times is currently required by both Alameda County and SF County Health Orders). In addition, a reusable face covering is intended to be provided by CCA to each CCA student, faculty, and staff member who will be on campus at the start of the semester for use/reuse throughout the semester. ([CDC Face Covering Guidelines](#).)

No one will be permitted within any CCA buildings without a face covering. Disposable face coverings will be made available by CCA in emergency situations when personal face coverings have been damaged or compromised while on campus. Individuals who are unable to wear face coverings due to documented disability, respiratory, or medical condition, should inform the respective Covid-19 Staff Liaison person noted above for

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students and employees. . At this time no other PPE is recommended by the health orders related to the pandemic and no other pandemic-related PPE will be provided by CCA.

Standard personal safety equipment associated with academic coursework will be provided for students, faculty, and staff who will be in shops and studios (such as safety goggles and face shields) and for staff who are involved with cleaning or use of chemicals (such as gloves and aprons). Individual studio/shop personal safety equipment kits are planned to be provided to eliminate the need for any student, faculty, or staff member to share studio/shop personal safety equipment.

Student/Employee Health Assessment, Testing, Monitoring and Incident Response Protocols

Any student, faculty, or staff member who comes onto campus at any point will be required to adhere to all the following protocols. **This is currently limited to Essential Employees performing essential functions, faculty and staff facilitating distance learning and students living in CCA residences.**

SARS-CoV-2 Testing

Protocols for SARS-CoV-2 testing are being finalized at this time. Information will be made available prior to a widespread return to campus. [Students living in CCA residence halls, please see Housing section.](#)

Daily Health Self-Assessment Prior to Coming to Campus

All staff, faculty, and students who need to physically be on campus will be required to complete [a brief, online assessment of symptoms and exposure risk](#) prior to entering either CCA campus. Students living off campus, employees, and approved others who are coming on to campus must complete the assessment each day PRIOR to arriving on campus. Students who are living in CCA residences are required to complete the assessment each day. Upon completion of the assessment, the employee or student will receive a notification indicating if they can proceed to campus, or if they should remain at home or in their room.

Periodic monitoring of compliance with the daily health assessment (in relation to scheduled on-campus work and class schedules) will be conducted to ensure compliance with this protocol. Issues of non-compliance will be referred to Human Resources or the Office of the Dean of Students.

Notification to CCA of Symptoms or a Positive Test Result

If an employee or student experiences any of the [symptoms of COVID-19](#), tests positive for the coronavirus, or becomes aware that they were exposed to someone who has tested

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positive, the employee or student must notify [Human Resources](#) or the [Office of the Dean of Students](#) immediately.

The employee or student will be advised to immediately quarantine themselves for a minimum of 14 days since the onset of symptoms, and to seek testing or medical care if they have not done so already. Human Resources and the Office of the Dean of Students will work with the employee or student to ensure coverage of work and classes during quarantine, and to ensure that the employee or student is aware of benefits and time-off policies that are applicable.

The California Division of Occupational Safety and Health (Cal/OSHA) requires that when an employee is confirmed to have COVID-19, the employer must inform coworkers working in their immediate vicinity of their possible exposure in the workplace, temporarily close the general area where the infected employee worked until cleaning is completed, and conduct deep cleaning of that area and related common areas, restrooms, and travel areas. All CCA persons must cooperate with this important duty.

Human Resources and the Office of the Dean of Students will notify the Department of Public Health according to state and local requirements. Depending on the nature of each case, the employee or student may be required to provide medical documentation before they will be permitted to return to campus.

Students living in CCA residential buildings who experience symptoms or test positive will be provided with resources that support any required isolation or quarantine protocols and shall use these protocols. (See [Housing Section](#).)

For staff and faculty: when a student discloses a confirmed COVID-19 diagnosis or suspected infection, please report to the Office of the Dean of Students (deanofstudents@cca.edu and healthinsurance@cca.edu) with subject line: **FYI COVID Student Case Referral (Student Initials)**. The Dean of Students Office will follow up with the student for support and additional resources.

Students or Employees Traveling Outside of the Bay Area

Per the [SF Public Health Order](#), dated June 1, 2020 (updated June 11, July 13, July 19 and August 14, 2020), when moving into or out of the Bay Area region, individuals are strongly urged to quarantine for 14 days. To quarantine, individuals should follow the [guidance of the United States Centers for Disease Control and Prevention](#).

For guidance involving students living in CCA residence halls, please see the [Housing section](#) below.

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Contact Tracing

Contact tracing is a process that is initiated by Public Health officials when someone tests positive for COVID-19 (or any infectious disease) to help that person access medical care and to try to determine who that person might have exposed without knowing it. If a CCA employee or student tests positive, they may be contacted by someone from the county Department of Public Health.

To assist with contact tracing should it become necessary, CCA employees and students are encouraged to keep a daily log of people with whom they have close contact ([close contact has been defined as within 6 feet for more than 15 minutes](#)). This log does not have to be shared with anyone and can remain private. If tested positive, however, it will be very useful for sharing information with Public Health officials that will enable them to more effectively help to slow the spread of the virus.

Upon request from Public Health officials, CCA will cooperate with any contact tracing investigations to help identify and contact individuals who may have been exposed to the novel coronavirus.

Food Service

Makers Cafe, CCA's new food service facility in San Francisco, is managed by Bon Appetit Management Company, a food service provider. They are required to follow the California Department of Public Health's [COVID-19 Industry Guidance for Restaurants](#), as well as all requirements set forth by the CDC at the time of opening.

Makers Cafe (SF)

Operations Site Requirements

- A Workplace Specific Plan
- Training employees on COVID-19 prevention practices
- Following CDC and local DPH PPE standards, whichever is more stringent
- Individual control measures and screening, including temperature checks if required
- Proper cleaning, sanitizing, and disinfecting
- Physical distancing

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Reduced Operational Hours

Due to the low volume of students living on campus, the cafe will have reduced operational hours during the Fall term. For the latest information please visit the [Portal](#).

Dining

At this time, sit-down dining is not permitted indoors or outdoors. The college will continue to monitor the latest health orders and adjust these restrictions as new information becomes available.

Dining furniture has been reconfigured for both indoor and outdoor spaces to account for 6 feet social distancing when this becomes permitted. Eating protocols and consideration of the face covering requirement are being researched.

Signage/Wayfinding

There will be signage outside and throughout noting the distancing and face covering requirements as well as any directionality, separate order and pick-up areas.

- All residents and cafe patrons must wear face coverings and maintain 6-foot social distancing when picking up their food orders at designated entrances.

A2 (Oakland)

A2 cafe in Oakland will not be open for the fall semester. Cafe operations for spring 2021 will be shared closer to the start of the term.

Housing

Density Reduction

To enable students to maintain social distancing within the residence halls, CCA has implemented a reduced occupancy model, for fall only, by adjusting assignments to single occupancy per bedroom within multiple bedroom units and single occupancy per unit for studio/efficiency units. Assignments will be prioritized as follows:

- Founders Hall will be the only open residence hall. Assignments will be prioritized to the fifth floor where all units have kitchenettes to enable residents to cook for themselves during required quarantine periods.
- Blattner Hall, Panoramic Residences (in SF) and Irwin Hall (Oakland) will not house any residents in fall 2020.

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If there is a major change in events in fall that make a case for students to share bedrooms safely, the college may consider it. However, the probability of this is unknown.

Advance COVID-19 Testing

COVID-19 testing is required for all residents of CCA housing in advance of move-in. Residents are required to upload COVID-19 test results no later than 72 hours prior to move-in date. If positive, the students will not be allowed to move into the residence hall. Please read more information [here](#), regarding Fall Housing protocols.

CCA is also considering onsite testing at move-in, or shortly thereafter. More information will be shared with residents as soon as it becomes available.

Required 14-Day Quarantine

All student residents will be required to follow a strict 14-day quarantine period upon move in.

Move-In Operations

To maintain a safe and efficient move-in process, every resident will be required to have a scheduled day and time for arrival. The estimated number of residents booked by the hour is 8 to 10, but is subject to change on final plans.

For further information on move in protocols, please visit the [Portal move-in page](#) for the latest updates.

Closure of All Non-Essential Common Areas

- Indoor common areas that are considered "amenity spaces" will be closed at the start of the fall term.
- Reopening of these spaces will be dependent upon:
 - Health and safety of the residential community
 - Sufficient resources available to properly sanitize these spaces based on recommendations set forth by the CDC
 - Staffing resources available to ensure that proper social distancing guidelines and maximum capacities are followed

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Cleaning and Disinfecting

In addition to standard daily cleaning procedures the following COVID-19-specific measures have been put into place:

- Service-to-all sanitation stations throughout the buildings. Hand sanitizer stations will be located on each floor, at the front desk, and in staff offices.
- Plexiglass barriers installed at all customer services locations
- Microfiber cloths, spray bottles, and sanitizing concentrate provided to each unit for residents to sanitize their own doorknobs and interior surfaces. Bottles can be refilled upon request. This promotes a shared commitment among residents to do their part to help keep the community virus-free.

Additional measures may be recommended and implemented by property management as needed.

Signage

- Face covering and social distancing requirements (throughout)
- COVID-19 prevention measures (at all hand washing stations and common areas)
- Support Services

Guest Policy

No guests are allowed in residence halls.

Quarantine Protocols

In the event of symptoms or positive test, notify the [Office of the Dean of Students](#) immediately.

On-campus students

- Exposure with no symptoms
 - Required to stay in residence hall room until 14 days after last exposure with the following exceptions:
 - Exception 1: Seeking medical attention—call before seeking attention and then maintain social distance (at least 6 feet) from others at all times
 - Exception 2: Collecting pre-ordered meals—maintain social distance (at least 6 feet) from others at all times and only leave room for the duration needed to obtain the meal.

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- Self-monitor for symptoms
 - Check temperature for fever twice a day
 - [Watch for symptoms of 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
 - Required to complete #CampusClear symptom checker every day
 - If symptoms develop, require student to contact medical professionals then follow symptoms protocol.
 - After 14 days and no symptoms, quarantine ends
- Experiencing Symptoms
 - Required to stay in residence hall room and isolate immediately
 - If in a suite or apartment with other students, those students will also be required to isolate until test results are back
 - Required to seek medical attention and ask to be tested
 - Required to complete #CampusClear symptom checker every day
 - Meal delivery will be arranged by CCA staff for students with meal plans; students using delivery services will have items brought to their doors by CCA staff.
 - Required to share test result with CCA (Dean of Students Office) and wait for further instructions
 - If positive test, follow positive test protocol
 - If negative test result, isolation ends
- Positive Test Protocol
 - Required to stay in residence hall room and the student's suitemates/apartment mates required to isolate immediately
 - The Department of Public Health will be contacted immediately and CCA will follow instructions set by DPH.
 - Required to complete #CampusClear symptom checker every day

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- Meal delivery will be arranged by CCA staff for students with meal plans; students using delivery services will have items brought to their doors by CCA staff.

Off-campus students

- Exposure with no symptoms
 - Required to remain off campus until approval from Dean of Students Office
 - Self-monitor for symptoms
 - Check temperature twice a day
 - [Watch for symptoms of 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
 - If symptoms develop, require student to contact medical professionals then follow symptoms protocol
 - After 14 days and no symptoms with note of support from medical professional, campus access reinstated
- Symptoms
 - Required to remain off-campus until approval from Dean of Students Office
 - Required to seek medical attention and ask to be tested
 - Required to share test result with CCA (Dean of Students Office) and wait for further instructions
 - If positive test, follow positive test protocol
 - If negative test result, with note of support from medical professional, campus access reinstated
- Positive Test
 - Required to remain off-campus until approval from Dean of Students Office and/or Department of Public Health.

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- The Department of Public Health will be contacted immediately and CCA will follow instructions set by DPH.

Transportation

CCA Intercampus Shuttle

The shuttle between the San Francisco and Oakland campuses will not be in service during the fall term. The shuttle will be back in service in spring if instruction resumes in person.

Mission Bay Shuttle

Protocols from [MBTMA](#), June 2020 (subject to change as conditions and requirements change):

- All passengers must wear a mask while on board
- Every other row of seating blocked to assure social distancing
- Riders asked to sit only by the windows
- Drivers wear PPE
- Riders are asked not to approach the driver
- Buses are wiped down with disinfectant at the beginning and end of each shift; thoroughly cleaned (and sprayed) overnight.

Public Transportation

- CCA community members are encouraged to stay up to date on [transit interruptions due to COVID-19](#), and to follow all protocols required by each respective transit agency.

Libraries and Media Equipment Check-Out Centers

The Libraries, Media Center and other media equipment check-out centers (e.g. film cage, photo cage) are currently closed for in-person use. The following protocols will be implemented when CCA campuses reopen:

In addition to the specifics outlined below, the Libraries and the media equipment check-out centers will follow all aforementioned social distancing protocols, including PPE and maintaining 6-foot distancing.

Library spaces will be open in a very limited way, and we may need staff to work staggered shifts in order to accommodate social distancing in work areas. Open hours of the libraries may be reduced.

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- Library stacks will be closed. Patrons will request books via our “holds” system and pick items up either at the door or the circulation desk.
- Library computer labs will be reconfigured as required to maintain 6-foot social distancing requirements and cleaning procedures will be as noted in this plan.
- Library reading room will be closed except for use of reserve books and films.
- Returned materials will be quarantined for 72 hours on designated book carts.
- Most reference and instructional design help will be offered via Zoom.
- The libraries will have equipment available for digitizing course materials. Whenever possible, faculty will digitize items themselves by appointment. Library staff may be able to do some scanning, as time allows.

The Media Centers and media equipment check-out centers for film and photo will require reserving gear ahead of pickup, while also increasing check-out periods and turnaround times between check outs. The turnaround time will be determined by industry standards established by public health officials. This will decrease potential viruses on surfaces and allow students more time to complete work without renewing and rechecking out. Staff will also use UV technology and sanitizing alcohol to disinfect equipment and surfaces. The goal is to limit in-person interactions and clean frequently to keep our staff and community safe.

Front-line Service Locations

Whenever possible, services will be provided remotely. A Portal page will be provided with information about the method of service provision for various departments noted below. Individual department portal pages will also provide details as to how their services are being offered remotely or the protocols for on-campus and in-person services.

- BSO/Payroll
- Student Accounts
- HR - Employment Verification
- ETS Helpdesk
- Academic Advising
- Career Development
- Learning Resources

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- International Student Affairs and Programs
- Counseling Services
- Financial Aid
- Student Records
- Dean of Students - Student conduct hearings, Title IX & Unlawful Harassment/Discrimination complaints, Disability Services (when possible), student support meetings
- Residential Education - Student conduct and conflict resolution meetings
- Student Affairs - front desk reception
- Admissions
- Academic Affairs - program managers
- Libraries
- Media Center
- Studio Managers
- User Support Services

Facilities: Cleaning and HVAC

The Facilities Operations team has investigated recommended guidelines for cleaning of all facilities as well as for addressing any HVAC/air circulation/quality issues and will be enacting the following. ([CDC Cleaning and Disinfecting](#) guidelines.)

Facilities: Cleaning

All CCA facilities will be thoroughly cleaned prior to buildings opening for the return to campus. Once the CCA community starts to return to campus, the following will be implemented:

- All occupied facilities will be cleaned and disinfected daily.
- All high-touch areas, including door handles, high-use chair backs, frequently used public counters, etc. will be wiped down with disinfectant throughout the day.

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- Restrooms and other sink areas will be kept stocked with soap and paper towels at all times.
- Spray disinfectant/cleaner and paper towels or cloths ("self-sanitizing" stations) will be provided in offices and teaching spaces for occupants to clean and disinfect areas and equipment before and after each use. Instructions for use will be posted.
- All disinfecting products used will be as recommended by CDC guidelines; all products used will be environmentally friendly.

Facilities: HVAC

[It is noted by ASHRAE](#) (American Society of Heating, Refrigerating and Air-Conditioning Engineers) that "HVAC systems in most non-medical buildings play only a small role in infectious disease transmission, including COVID-19." However, there are some actions that CCA Facilities Operations intends to take to assure that air circulation and air quality within our buildings is optimal.

- All ducts in buildings with ducted air systems will be cleaned during the summer and fall of 2020, prior to the start of any on-campus classes.
- Planned preventive maintenance within the various buildings will be completed over the summer and through the fall.
- Air filters within building systems will be upgraded to the MERV-13 air filters to allow for enhanced filtration.
- Indoor air flow/circulation will be increased where possible either through operable windows or through opening of air dampers within HVAC units.
- In some circumstances, where there are not ducted air systems and there are not operable windows, Facilities Operations will look into installation of portable room air cleaners with HEPA filters.

Signage & Wayfinding

A campus-wide system of pandemic-related signage (with protocols and information related to health and safety and compliance) and wayfinding (showing directionality, distancing, and other information), related to the information in this plan, will be created and will be phased in as people return to campus, with the intent being for all necessary pandemic-related signage to be installed prior to the start of the academic year.

Communication Strategy

The Return to Campus Plan and strategy will be shared with the CCA community via a number of sources and outlets. Senior leadership, including the President's Office and Operations, will announce the plan at a high level to the CCA community prior to full implementation. The following sources will be used to further share details, steps and guidelines:

- Return to Campus Journey: a step-by-step, interactive guide to prepare students, faculty, and staff for what to expect when returning to campus, and embracing a culture of caring. This journey will be featured in Workday and the Portal.
- Weekly HR Newsletter
- HR Workplace Guidelines Portal Page and a new portal page on reentry
- Individualized return-to-work letters for furloughed employees
- Individualized letters for employees in each stage of the return to campus

Compliance & Enforcement

It is expected that all CCA students, faculty, staff, and visitors comply with the requirements and recommendations in this plan. Compliance is essential to maintain a safe and healthy educational institution for all and would be considered a social contract with the entire CCA community.

The Office of the Dean of Students/Student Affairs will oversee and address non-compliance concerns with students through the Student Code of Conduct.

Human Resources will oversee and address non-compliance concerns with employees. If any concerns arise or if you require an accommodation due to a health need, please reach out to your HR lead or contact hr@cca.edu.

Summary

CCA wants to ensure the safest and healthiest educational environment possible for the CCA community when we all return to campus. In order to ensure that the entire CCA community has a safe and healthy experience, it is imperative that all follow the guidelines and protocols noted in this Return to Campus Plan.

As conditions, health orders, and federal, state, and local requirements and guidelines related to the pandemic and social distancing change, CCA will reassess the necessary

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requirements for the CCA community and update requirements and recommendations accordingly. Any updates will be provided per the Communications Strategy above.