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Introduction

In anticipation of the start of the fall 2020 semester, University of the Arts’ primary commitment is to the health and safety of our community. While we have planned to deliver our students’ education in person, we will operate within a framework that maximizes health and safety of our community by following all local, state and federal regulations related to the COVID-19 pandemic. This document and the affiliated webpages will serve as a living and breathing resource to our community of faculty, staff, and students to ensure that our community efforts are coordinated and effective. We know it is only through the collective efforts of every individual member of our community that we will be successful in minimizing the risks associated with COVID-19, and completing a successful semester. This document and the affiliated webpages will continue to be updated and refined to reflect the best practices available and changing guidance from regulatory bodies.

Summary

The Fall 2020 Opening Plan chronicles a number of university-wide standards, protocols and adjustments to minimize the risk of COVID-19 transmission within our community, and assumes that there are no local, state or federal directives that would preclude our reopening. In summary, the changes UArts will enact this fall include:

- **UArts Healthy Promise**
  All community members will review and sign the UArts Healthy Promise, which details core policy and protocol changes for the semester that will require every community member’s adherence. The promise covers items including isolating before return to campus, face masks, social distancing, travel restrictions, food and beverage consumption policies, daily symptom monitoring, illness reporting protocols, guest policies and more. (see pg. 7)

- **UArts Only Campus**
  For the fall 2020 semester, UArts will operate as a closed campus, open only to current students, faculty and staff, with few exceptions. There will be no public events and no public visitors. (see pg. 34 - Visitors & Guests)
● **Adjusted Semester Schedule**  
The University has coordinated a staggered return to campus for students, faculty and staff with different populations returning from early August through mid-September. In addition, all in-person instruction will conclude by November 21. Residential students will be required to move out by 5pm on November 22. Campus will function in a remote-only fashion from November 23 through December 19. (see pg. 12)

● **Critical Studies and Lecture-based Courses to be Delivered Remote Only**  
In efforts to de-densify the campus, most lecture-based courses will be delivered remotely. At UArts, this accounts for almost all Critical Studies courses, which comprise approximately one third of the required curriculum for our students, as well as lecture-based discipline history courses and seminars within each school. By offering lecture-based courses remotely, the University regains an entire floor of classrooms in our primary building and additional facilities in other buildings that can be committed to socially distant, studio-based instruction. Please note, some creative writing major requirements will still be offered in-person. (see pg. 20)

● **Adjusted Course Schedules**  
To maximize space availability and de-densify corridors, elevators, communal spaces and access points within buildings, the fall schedule has been modified and some courses will meet later into the evening as well as on Saturdays. (see pg. 20-31)

● **Socially Distant Course Experience**  
Courses will be delivered with strict adherence to a 36 square foot minimum per person in all classes and gatherings, and occupancy limits for specific spaces will be determined using this minimum allocation. As is typical at UArts, class sizes will be kept small and respond to the physical limits of the spaces they are delivered in. The average in-person class size for the semester will be 15-18. (see pg. 20-31)

● **Individual Space Assignments in Residence Halls**  
In efforts to minimize the density within Residence Halls, the University will not assign double or triple occupancy bedrooms. Every individual resident will be assigned a personal space in each unit/apartment. Each unit/apartment on campus was assessed, and appropriately sized individual spaces have been allocated. In some cases, students will share the kitchen and bathrooms with roommate(s). Contracts with hotels are being negotiated for the overflow amount of students. (see pg. 37)

● **Isolation & Quarantine Protocols & Designated Apartments**  
UArts has identified a floor of apartments with a separate point of access which will be held and used in the event that any residential student has the need to quarantine. (see pg. 17 & 39)

● **Limited Faculty & Staff Onsite for Supporting Essential Activities**  
In an effort to reduce the total number of persons on campus at any given time, only faculty and staff involved in business activities in which in-person delivery is essential
(e.g.: course delivery, public safety and facilities personnel, residence life, health services, or dining personnel) will be allowed on campus. Many departments across campus will function entirely remotely, while others may deliver services in a hybrid fashion. (see pg. 41)

- **Limited Travel**
  Official university travel has been suspended for the fall semester, and all university community members will be strongly discouraged from non-essential personal travel. (see pg. 33)

- **Enhanced Cleaning & Building Safety Protocols**
  UArts together with our partners, Aramark for Facilities Services and Allied Universal for Public Safety, has devised a Pandemic Plan that is organized and responsive to the level of COVID-19 transmission both within the Philadelphia area and UArts specifically. (see pg. 18)

- **Communication and Response & Recovery Strategy**
  UArts has formally identified and charged the Crisis Management Team (CMT) with the ongoing responsibility to manage the communications, response and recovery strategy for the University. (see pg. 4, Planning Process & pg. 43 Communication)

In closing, it is important to note that the Opening Plan is a responsive approach to reducing the risk of COVID-19 transmission at UArts. Should directives or guidance by local, state or federal authorities change, so too will our plan. The CMT together with senior staff will continually monitor trends and information to adjust course as necessary. The Opening Plan does not constitute a promise to open in person, and does not preclude the possibilities of the fall semester being delivered in an entirely remote fashion, or a scenario in which in-person instruction begins and must transition to remote instruction for a period of time or the remainder of the semester.

### Planning Process

In March of 2020, President Yager charged the University’s Crisis Management Team (CMT) to develop a plan for opening the campus for in-person instruction with the start of the Fall 2020 semester. The CMT has been hard at work with senior staff, the deans, faculty and staff members from across the University to develop this document as well as the affiliated webpages and is guided by our top priority: the health and safety of our students, faculty and staff.

**Crisis Management Team (CMT) & COVID-19 Response Planning**
The chair of the Crisis Management Team is Sara Pyle, Assistant Vice President for Student Services. Sara Pyle will serve as the University’s primary point of contact on COVID-19 Response and Planning. She can be reached at spyle@uarts.edu or 215-717-6627.
CMT members include:

- Sara Pyle, CMT Chair and Assistant VP for Student Services
- Jeanette Brown, Director for Security & Public Safety
- Kristen Burkett, Director of Campus Life
- Desiree DeLuca, Assistant VP for Facilities & Operations
- Rhonda Fioresi, Director of Residential Life & Community Standards
- Carol Graney, VP for Academic Affairs
- Rick Longo, VP for Enrollment Management, Student Affairs & Academic Operations
- Maria Raha, Assistant VP for Enrollment Marketing
- Suzanne Scott, Director for Health Services
- Shelton Walker, Chief of Staff and Associate VP for Strategic Initiatives

CMT Sub-Groups
The CMT has divided its work into sub-groups, each assigned with exploring guidance and providing the UArts response to a specific area of the plan. Each sub-group expands and contracts as needed to include faculty and staff with the expertise that will be helpful to each specific area. These sub-groups include focus on the following areas:

- Academic & Administrative Spaces
- Academic Instruction
- Communications
- Facilities and Safety
- Health and Wellness
- Onboarding Faculty & Staff
- Onboarding New Students
- Onboarding Returning Students
- Programming & Events
- Residence Life and Dining

Community Review
In addition to the Crisis Management Team and those faculty and staff involved in the sub-committee work, the Opening Plan has been reviewed by Senior Staff and President’s Council (which includes all academic deans), as well as with the executive committees of Faculty Council and Staff Council, and Parent’s Council for feedback and review. Additional topics not covered in this document may be addressed through FAQ’s and department-specific webpages at uarts.edu/fall2020. As the plan is a living and breathing document, additional feedback and further refinement will continue as needed.

Partners & Resources
UArts has engaged one of the most elite and preeminent healthcare providers in our city, Thomas Jefferson University and Jefferson Health, to partner with us in addressing the health and safety needs of our re-opened campus. By expanding our existing partnership with Jefferson, we will ensure that the health and safety protocols we enact for reopening UArts for...
in-person instruction meet or exceed the social distancing standards recommended by the Centers for Disease Control and Prevention (CDC) and governing authorities, as well as surpass best practices for higher education institutions. We have met and continue to meet with advisors from Jefferson since March.

In addition, the University has leveraged several networks of leaders at peer higher education institutions, including Philadelphia-area universities coordinated through the Mayor’s Office, Pennsylvania state universities via the Association of Independent Colleges and Universities of Pennsylvania (AICUP), and nation-wide arts universities through the Association of Independent Colleges of Art & Design (AICAD), as well as the networks and connections developed through years of experience by those on the CMT and leadership team to build on ideas and develop policies and procedures that have worked in other institutions or have been improved by the wisdom of our higher education colleagues.
The UArts Healthy Promise

The underpinning and foundation of the UArts Fall 2020 Opening Plan is the UArts Healthy Promise. The commitments outlined within it are considered policy for the fall 2020 semester, and relate to and guide many of the specific opening planning protocols outlined throughout this document.

Now more than ever, we as individuals must commit to protecting not only ourselves, but also our entire community. In order to reduce person-to-person transmission of COVID-19 and reduce the risks for all who return to University of the Arts, each of us—all students, faculty and staff—are required to agree to the following UArts Healthy Promise.

The standards outlined below are addenda to the Student, Faculty and Staff Handbooks for the next academic year, and adherence will be required. Each student and employee returning to campus will be required to sign and acknowledge the UArts Healthy Promise during mandatory orientation training that will be provided prior to return to campus. The promise will also be available at uarts.edu/healthypromise. The full text of the promise is provided below:

**UArts Healthy Promise**

I recognize that as a member of the UArts community during the 2020–2021 academic year, my actions and the actions of all who return to campus will be important in order to reduce the risk of COVID-19 transmission. I promise to do my part, and to the best of my ability to uphold the following.

**Before Returning to Campus**

I agree to the following.

- For the 14 days prior to my return, I will adhere to strict physical social distancing of at least 6 feet and use a face mask in public settings outside my household.
- For the 14 days prior to my return, I will avoid large gatherings wherever possible and limit my in-person interactions to the best of my ability to those within my household or for essential activities only, like work and essential shopping.
- If I or another member of my household tests positive for COVID-19, I will voluntarily share this information with UArts Health Services if I am a student, or HR if I am an employee, and seek advisement regarding my return to campus.
- I understand that opening plans and course delivery methods for UArts may change if federal, state, city or university guidances and directives change, and I agree to abide
by all current and future federal, state, city and University of the Arts mandates, policies, protocols and procedures.

On Campus: Daily Health Check & Self Care

I agree to the following.

- I will voluntarily participate in a daily self-care and health assessment (self-screen) as recommended in the Fall 2020 Opening Plan, and promise to report any symptoms to UArts Health Services if I am a student, or my supervisor if I am an employee.
- I won’t attend any in-person events on campus including classes, functions and/or reporting for work, if I am exhibiting any COVID-19 like symptoms.
- If I exhibit COVID-19 symptoms, and I am a student, I will contact Health Services to determine my next course of action; if I am a faculty or staff member, I will contact my healthcare provider.
- If I test positive for or am diagnosed with COVID-19 and I am a student, I will notify Health Services immediately, follow guidance with respect to campus activities and cooperate with all contact tracing activities.
- If I test positive for or am diagnosed with COVID-19 and I am a faculty or staff member, I will notify HR immediately, follow guidance with respect to my work obligations and campus activities, and will cooperate with all contact tracing activities.
- If I am a residential student and I test positive for or am diagnosed with COVID-19, I understand that I might be asked to return to my permanent residence, if feasible, or relocate to an isolation area on campus. I will only return when I am medically cleared.
- If an immediate member of my household tests positive for COVID-19, I will notify Health Services (students) or Human Resources (employees).
- If I am a residential student and I become ill and/or test positive for COVID-19, and if I am unable to return to my permanent home, I agree to follow the isolation procedures prescribed by the CDC and UArts.
- If I am a residential student and it is determined through contact tracing that I have come into contact with someone who is infected with COVID-19, I will follow UArts’ quarantine protocols.

Face Masks & Personal Hygiene

I agree to the following.

- I will wear a face mask (cloth masks or surgical ear loop masks that adequately cover the nose and mouth and that do not contain offensive language or symbols are acceptable) at all times while on campus, except in those areas which have been determined safe for mask removal, like residence hall rooms or designated dining areas.
- If I am a smoker/vaper, I will only remove my mask to smoke in designated areas, and I will maintain at least 6 feet of distance at all times.
I will wash my hands frequently throughout the day, and for a minimum of 20 seconds with soap and water. When I am unable to wash my hands, I will use an alcohol-based hand sanitizer.

I will avoid touching my face as much as possible.

I will avoid sharing personal items that are not essential to be shared, such as phones, pens and pencils or certain studio tools that do not need to be shared.

I will follow all cleaning protocols, using the provided supplies as communicated, in studio, classroom, office and/or communal spaces. Those protocols may include wiping my desk/work area, studio tools, computer equipment or other frequently touched objects before and after I use them.

Social Distancing & Building Conditions

I agree to the following.

I will maintain appropriate social distance from others—in most instances, a minimum of 6 feet—in any location on campus.

I will abide by all posted signs and COVID-19 related instructions, which could include elevator or space occupancy limits, classroom or office spacing designations, and stairwell and corridor one-way directional instructions. I will also prioritize individuals with special access needs for elevators and seating in communal areas.

If it is feasible and if I am physically able, I will use the stairs instead of elevators when it is reasonable to do so.

I will avoid large gatherings outside of classes, official meetings or programs. In any such gatherings that are unavoidable, I agree to wear a mask and maintain safe distancing practices.

I will not organize or plan any gatherings of 10 or more people without appropriate approval. In any such gatherings, I agree to wear a mask and maintain safe social distancing practices.

I will observe appropriate social distancing when waiting for elevators or access to spaces and will not use hallways or lobbies as social gathering places.

I understand that measures have been taken to improve air circulation, including opening windows in some spaces and increasing outdoor air handling by HVAC systems. This may result in spaces that have variable temperatures, and I will prepare accordingly.

Visitors & Guests

I agree to the following.

I understand that for the fall 2020 semester, UArts will be a closed campus, meaning our buildings, programs and resources will be open only to currently enrolled students as well as essential faculty and staff.

I will not bring or invite visitors to any part of campus, with the exception of those who may be approved to assist with residential move-in or move-out. I understand that
visitors are defined as anyone other than of UArts current students, faculty and staff, and includes friends, family members and alumni.

- If I am a residential student, I understand that the residential guest policy has been suspended, and I am not allowed to have any guests—including other UArts students who are not also residents of my apartment—visit my room, with the exception of move-in and move-out.
- If I must bring visitors to campus (example: move-out helper), I will ensure I have appropriate approval. I will also advise my visitors of the health-monitoring and masking protocols in place and their required participation in order to obtain access to campus.

Travel
I agree to the following.

- I will limit any unnecessary personal travel. I understand that all University-related international travel is suspended for the time being, as well as most domestic University-related travel.
- I will only travel for personal reasons when I absolutely must, and will abide by all protocols regarding self quarantine as required by the UArts travel policy or by the Pennsylvania Department of Health or the City of Philadelphia before I return.

Dining on Campus
I agree to and understand the following.

- I agree to only consume food and beverages in designated places on campus and/or in my residential room/apartment. I understand that this includes snacks and beverages, and the only exception to this rule may be the use of personal water bottles with straws which may be permitted in certain spaces and consumed without taking my mask off. I also know that, weather permitting, eating outdoors can provide additional options.
- I agree to abide by the social distancing measures in place at each designated dining area, and if the area exceeds occupancy, I will wait or move to another designated space.
- I understand all dining services will be take-out only, and that I will maintain social distancing while in line for dining services as well as when dining at a designated dining space.
- If I am a faculty or staff member, I agree that I will not eat in my classroom, shared office or any space that is not specifically designated for eating.

In Closing
I understand that as a member of the UArts community, I will play an important part in keeping our entire community healthy and safe. I understand that the standards outlined above, and those policies detailed in the Fall 2020 Opening Plan and other sections of the website will be upheld and viewed as addenda to the student, faculty and/or staff handbooks. Failure to comply with these policies can result in disciplinary action, which may include but is not limited to, imposed limits on my ability to be on campus in person and remain at UArts.
I also understand that the expectations outlined above apply to all members of the UArts community, and it will take all of us doing all we can to reduce the risk of transmission. Should I see a community member not upholding the promise, I will feel empowered to kindly remind them of their pledge to the UArts Healthy Promise. If I myself am reminded, I will thank them and take the necessary steps to ensure my actions align with the UArts Healthy Promise. I also know that I may report incidents which are in conflict with the UArts Healthy Promise to healthypromise@uarts.edu.
Important Dates

At this time, it is the intention of the University to have new, first-year students begin classes on Monday, August 17. A remote new student orientation program will begin for this cohort on August 1. New students living on campus will move into the residence halls over August 12 and 13 and all new students will then participate in an in-person orientation program leading up to the start of classes. In preparation of in-person orientation and residential student move in, 60 undergraduate student leaders will return to campus on August 8 for training.

Returning students will begin remote instruction on Tuesday, September 8, and their in-person instruction on Monday, September 14. Upper-level students living on campus will move into the residence halls over September 12 and 13. All in-person instruction will be completed by Saturday, November 21, just prior to Thanksgiving break, but the semester will officially end December 19. Residential students will be required to move off campus within 24 hours of the final in-person class session or by November 22 at 5pm, whichever comes first. Thereafter, remote and alternate forms of instruction will continue for most courses through December 19. Regardless of the end date for in-person instruction, offices remain open through December 19 and faculty and staff are expected to continue working until winter break officially begins. Please note, dates for graduate programs may differ, and graduate students should follow the advisement of their program heads.

Rationale

This fall, first-year students have been invited to begin their orientation program less than 2 weeks early, advancing the start of orientation from Wednesday, August 26 (original date) to Friday, August 14 (revised date). In addition, upper-level student courses will begin remote engagement on Tuesday, September 8, and in-person instruction Monday, September 14, just one week after originally slated, moving the start date of coursework from Monday August 31, to Tuesday, September 8. All residential students will move-in over two days instead of the traditional one day to facilitate a socially distanced move-in process.

There are several reasons for these changes. First, we must ensure our new students are afforded a unique and unifying orientation experience, and the necessary access to space to do this safely. Due to the global pandemic, additional time has been afforded to jump-start their experience, orienting them to the University, their co-curricular and social activity options, their academic experience, as well as the City of Philadelphia.

Second, we must stagger the return of our student, faculty and staff populations. We know the risk of transmission of COVID-19 increases as the number of individuals who circulate and convene within any given space increases. With each group of students that returns to campus, so must larger groups of staff and faculty to support and deliver their in-person experience. Staggering the return of our students allows for a staggered return of faculty and staff as well. This phased return will be done first and foremost to protect the health and safety of all, but will also afford our staff and faculty critical time to enact and then scale up the safety protocols that will be required across campus.
Finally, though the number of weeks that new students are on campus differs from the number of weeks upper-level students are on campus, our faculty are hard at work evaluating and adjusting the meeting times of our courses to ensure that all meet for the necessary period of time to ensure learning objectives are met. Some courses may meet later into the evenings, and a few, especially within the School of Dance, may take advantage of weekend hours.

Table of Important Dates:

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat. Aug 1</td>
<td>New Student Remote Orientation Begins</td>
</tr>
<tr>
<td>Wed. Aug 12 &amp; Thurs. Aug 13</td>
<td><strong>Residential New Student Move-in</strong>&lt;br&gt;(move-in appointment time and procedures will be communicated to residential students directly)</td>
</tr>
<tr>
<td>Fri. Aug 14 – Sun. Aug 16</td>
<td>New Student In-Person Orientation</td>
</tr>
<tr>
<td>Mon. Aug 17</td>
<td><strong>In-Person Classes begin for New Students</strong>&lt;br&gt;Virtual re-orientation begins for Returning Students</td>
</tr>
<tr>
<td>Tues. Sept 8</td>
<td>Remote Instruction Begins for Returning Students</td>
</tr>
<tr>
<td>Sat. Sept 12 &amp; Sun. Sept 13</td>
<td><strong>Residential Returning Student Move-in</strong>&lt;br&gt;(move-in appointment time and procedures will be communicated to residential students directly)</td>
</tr>
<tr>
<td>Mon. Sept 14</td>
<td><strong>In-Person Classes begin for Returning Students</strong></td>
</tr>
<tr>
<td>Sat. Nov 21</td>
<td>In-person instruction for fall 2020 semester ends; remote and alternate instruction may continue</td>
</tr>
<tr>
<td>Sun. Nov 22 or before</td>
<td>Residential Students move-out&lt;br&gt;Residential students must move out within 24 hours of their final in person course meeting or by 5pm on Nov. 22.</td>
</tr>
<tr>
<td>Wed. Nov 25 – Fri. Nov 27</td>
<td>Thanksgiving break; no classes</td>
</tr>
<tr>
<td>Sat. Dec 19</td>
<td>Semester ends</td>
</tr>
</tbody>
</table>

Please note: dates for some graduate programs may differ; graduate students should follow the advisement of their program heads.
Health & Safety

Our Partners: Jefferson
UArts has engaged one of the most elite and preeminent healthcare providers in our city, Thomas Jefferson University and Jefferson Health, to partner with us in addressing the health and safety needs of our re-opened campus. By expanding our existing partnership with Jefferson, we will ensure that the health and safety protocols we enact for reopening UArts for in-person instruction meet or exceed the social distancing standards recommended by the Centers for Disease Control and Prevention (CDC) and governing authorities, as well as surpass best practices for higher education institutions. UArts is continuing the partnership with Jefferson’s Department of Family and Community Medicine to provide primary care services for our students, and we could not be more pleased to further expand its advisory role as we develop the health and safety reopening guidelines for the UArts community. Planning conversations began in March and continue among the senior staff of our respective institutions.

Before Returning to Campus
All UArts Community members will be required to take the following actions, as outlined in the UArts Healthy Promise:

- For the 14 days prior to my return, I will adhere to strict physical distancing and use a face mask in public settings outside my household.
- For the 14 days prior to my return, I will avoid large gatherings wherever possible and limit my interactions to the best of my ability to those within my household or for essential activities only, like work and essential shopping.
- If I or another member of my household tests positive for COVID-19, I will voluntarily share this information with UArts Health Services if I am a student, or HR if I am an employee, and seek advisement on my return to campus.

In addition, all students, faculty and staff will be required to complete remote training and sign the UArts Healthy Promise before returning to campus.

Students:
To best prepare for the fall semester, we ask that all students take the following actions:
- Confirm your health insurance
- Download your health insurance company’s tele-medicine app to your personal phone
- Register as a patient with Jefferson's Department of Family and Community Medicine at JFMAregistration@jefferson.edu or 215-955-7190 so that if an appointment ever becomes necessary, one can be secured in a timely manner, typically within 24 hours.
- Consider completing the Release of Information Form (Appendix pg. 45) and returning to Student Health Services. This will enable your medical and/or health information to be shared with UArts and those you designate.
• Consider getting your flu shot (influenza vaccine) before you arrive, or plan to attend a flu shot clinic on campus which will be administered via Rite Aid this fall (dates TBD).
• Visit and bookmark Student Health Services website and save healthservices@uarts.edu.

Face Masks & Prevention
As described in the UArts Healthy Promise, all students, faculty and staff will be expected to uphold a number of prevention practices to protect the health of our entire campus community. One of the most important practices to reduce the spread of COVID-19 is the requirement for all students, staff and faculty to wear a protective face masks at all times while on campus. This requirement is based on recommendations from the Centers for Disease Control, the Pennsylvania Department of Higher Education and the Philadelphia Department of Public Health. Acceptable face masks include reusable cloth masks or surgical ear loop masks that adequately cover the nose and mouth and that do not contain offensive language or symbols. Face shields are not considered a face mask, though may be worn together with a face mask. Faculty and others who may need to speak for prolonged periods of time may be provided face shields to use together with a face mask and/or plexiglass barriers may be installed. The University will provide two reusable cloth face masks to students, one at the beginning of the semester, and one at the midway point. The University will provide faculty and staff with one reusable cloth face mask. Individuals must provide their own acceptable mask if their University-provided mask is lost. Masks will be available at the UArts Bookstore for purchase.

Wearing a mask can sometimes be inconvenient, especially when wearing one for prolonged periods of time, however it is necessary to minimize the chance of viral transmission in social settings. Academic program directors and Student Affairs will have the responsibility for managing students who do not comply with this policy, and supervisors will have the responsibility for managing employees who do not comply with this policy. There will be zero tolerance for intentional and/or repeated disregard or refusal of mask wearing.

Finally, and as described in the Healthy Promise and throughout the Opening Plan, all students, faculty and staff must abide by all prevention protocols which includes social distancing practices which will most often be maintaining a minimum of 6 feet apart, washing hands frequently and for a minimum of 20 seconds with soap and water, and caring for and cleaning all personal belongings including your face mask, clothing, and high-touch equipment.

Daily Health Check & Screening
Screening is a strategy used to help identify those who have symptoms pf COVID-19 and may need further evaluation or testing. As a part of the UArts Healthy Promise, all community members including students, faculty and staff are expected to participate in daily self-care and health assessment by self-screening for COVID-19 symptoms using one of the tools below:

• CDC self-check symptom guide
• CDC self-check symptom app for Android
• CDC self-check symptom app for Apple
A reminder to complete the daily self-care and health assessment will be sent as a push notification to all students via the UArts App each morning throughout the fall semester. To protect privacy, UArts will not monitor screening answers.

**Have Symptoms?**
The Centers for Disease Control has identified common symptoms of COVID-19 as including but not limited to: fever (100.4° Fahrenheit or higher) 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. Students, faculty and staff exhibiting any symptoms of COVID-19 should stay home and report symptoms to UArts Health Services (students) and/or their primary care physician (faculty/staff) and Human Resources.

**Testing**
Testing for COVID-19 allows for quickly identifying and treating cases so that measures can be taken to isolate and prevent spread. UArts will facilitate and refer those in need of testing in accordance with guidelines and recommendations as issued by the Centers for Disease Control and Prevention (CDC) as well as local and state public health agencies.

**Students**
COVID-19 testing needs for students will fall into three categories:

- Students with respiratory symptoms needing evaluation and testing
- Students “screening positive” on daily screening and in need of testing
- Students who are asymptomatic and require testing because of potential close contact with a confirmed case

Through Student Health Services, students who are determined to be in need of COVID-19 testing will be referred to Jefferson’s Department of Family and Community Medicine who will evaluate and determine if testing is necessary. Any student who is tested for COVID-19 should follow isolation protocols as directed by their physician and Health Services, and should not return to in-person activities while awaiting results, even if symptoms subside.

**Faculty & Staff**
Faculty and staff who self-screen and exhibit symptoms, or have been confirmed through contact tracing to have been exposed should contact their primary care physician and Human Resources, if not already done so. Those faculty and staff who are tested for COVID-19 should not report to work while awaiting results, even if symptoms subside.

**Testing Sites**
In most instances, students will be referred to Jefferson’s Department of Family and Community Medicine where they will receive evaluation and if determined necessary,
testing. Faculty and staff should contact their primary care physicians for testing referrals, and notify HR. Additionally, testing for COVID-19 is available throughout Philadelphia, and testing sites are listed online here. However, students are strongly encouraged to contact Student Health Services for assistance, except in the event of a true medical emergency when they should contact 9-1-1. Whenever feasible, testing locations should be contacted in advance to ensure availability and health insurance coverage.

**Health Insurance**
Both the student health insurance policy as well as the employee health insurance policy cover COVID-19 testing. Some policies may have referral requirements. For coverage questions, students should contact Health Services, and employees should contact Human Resources, or refer to the latest PAISBOA HBT COVID-19 communication.

**Contact Tracing**
Contact tracing is the process in which those individuals who are known to have been in close contact with a confirmed case of COVID-19 are identified, listed and contacted. Usually, those individuals are asked to observe measures to break the chain of community transmission by quarantining for a period of time. Contact tracing is conducted by health care professionals.

- In the event of a known positive case, UArts will work with the Philadelphia Department of Public Health, and notify those individuals who have been in close contact. The infected individual will not be identified in this process.
- UArts will work with the state and local health departments to identify any contacts within our community and beyond.

UArts is also currently evaluating contact tracing apps that may be used to assist the process. In addition, UArts has developed a contact tracing form to assist PDPH in this important work (see Appendix pg 48).

**Quarantine, Isolation and Self-Care**

**Residential Students**
In the event that a positive case is confirmed for a residential student, the Philadelphia Department of Public Health (PDPH) will be contacted, and UArts will work with PDPH and the student's healthcare provider to determine the best course of action. It is likely that if the student is able and can travel safely via automobile with the assistance of a family or household member, they will be encouraged to recover at home. If the student is unable to travel, they will be moved to an isolation room on campus. Currently, the university is holding a number of vacant apartments on campus for this use. Those residential students known to have been in close contact with a confirmed positive case may similarly be asked to quarantine in their private apartment or temporarily relocate to an alternate and designated apartment and/or room for quarantine. The 2nd floor hall of Juniper is vacant for the Fall 2020 semester and is being held for this purpose. In the event of on-campus isolation or quarantine, the student will be supported by Student
Health Services and Residential Life in a number of ways to assure their health and well being, including daily check-ins, meal delivery, and essential supply delivery. Counseling Services and all other academic and student support services will remain available to students as well.

**Commuter Students**

In the event that a positive case is confirmed for a commuter student, the Philadelphia Department of Health (PDPH) will be contacted, and UArts will work with PDPH and the student’s healthcare provider to determine the best course of action. The student will likely be advised to isolate and recover at home. A similar process may be enacted for those who are confirmed to have been in close contact with a known positive case. Only when a student has received medical clearance from a physician, and completed the university's Quarantine Release Form (Appendix pg. 46), may they return to campus.

**Faculty & Staff**

In the event that a positive case is confirmed for a faculty or staff member, the Philadelphia Department of Health (PDPH) will be contacted. UArts will work with PDPH and the employee’s healthcare provider to determine the best course of action. The employee will likely be advised to isolate and recover at home. A similar process may be enacted for those who are confirmed to have been in close contact with a known positive case. Only when one has received medical clearance, and shared this clearance with HR, may they return to campus.

**Enhanced Cleaning & Building Safety Protocols**

University of the Arts partners with Aramark for Facilities Services and Allied Universal for Public Safety. Together with our partners, UArts has devised a Pandemic Plan that is organized and responsive to the level of COVID-19 transmission both within the Philadelphia area and UArts specifically (see Appendix pg. 50). All protocols meet or exceed the provided guidance as outlined by the CDC, as well as state and local authorities to minimize community members’ exposure to contaminants. Preventative protocols will be implemented across campus including:

- Dining areas will be provided in well-ventilated, socially distanced spaces where community members can unmask. Venues include well-ventilated indoor spaces as well as both covered and fully open outdoor spaces.
- Surfaces with frequent touch points such as classrooms, corridors, restrooms and other high traffic areas will receive multiple cleanings each day.
- Installation of communal cleaning supplies stations as needed, like wipes and/or cleaning disinfectant, to support customized cleaning protocols for specific studios and classrooms.
- Invited guests (e.g. contractors) will be allowed on campus only with explicit permission and will be expected to abide by all campus and building-specific protocols.
- Mechanical ventilation systems in Terra, Anderson, Arts Bank and Gershman will be operated to maximize the amount of fresh air entering the ventilation systems from outside these buildings. To further aid in introducing fresh air into building spaces, the
university is working to allow windows to be opened in locations where the windows are
designed to do so.

- Rest rooms that cannot accommodate social distancing will be lockable by occupants
  while in use.
- In buildings with multiple stair towers, individual stair towers will be delineated as one
  way up or down to facilitate social distancing. Community members that are physically
  capable of climbing stairs will be encouraged to use stairs rather than elevators.
- Occupancy limits will be established in waiting areas, lounges, and all class/meeting
  areas. Furniture may be removed/modified in certain common areas and lounges to
  support occupancy limits and social distancing.
- Elevator occupancy will be limited to 4 passengers, spaced one in each corner of the
  elevator cab. Smaller elevators in residential buildings will be limited to 2 passengers per
  cab.
- Sanitizing stations will be located throughout campus for easy access and usage. All
  sanitizer used at the university contains at least 60% alcohol.
- Water fountains will be inoperable unless they are also designed as – and functioning as
  – bottle-filling stations.
- Building and studio hour adjustments will be made to further reduce and coordinate
  facility access and to accommodate regular cleaning regimens.

In addition, all students, faculty and staff may be expected to extend personal hygiene cleaning
practices to tools or surfaces they personally touch within reason. For example, you may be
expected to "gel-in" and "gel-out" of certain classrooms with provided hand sanitizer, or wipe
down your desk and/or studio tools both before and after use with provided wipes.
Academics & Class

In order to prioritize the health and safety of the UArts community while still delivering an in-person and on-campus academic experience of excellence, the Academic Plan for the Fall 2020 semester has been modified in several significant ways. First, please be sure to refer to page 12 to review the important dates relative to the modified calendar for the Fall 2020 semester.

What to Expect
All students will receive details on the specifics of their schedule over the course of the summer. However, there are some overarching adjustments that will apply to most academic experiences.

- **Adjusted Course Meeting Times**
  To meet social distancing protocols and cleaning schedule enhancements, some changes in class start times and room assignments are necessary and may require evening and weekend scheduling, as well as additional instruction spaces. More details will be shared as each school confirms their plans.

- **Critical Studies & Lecture-Based Major Requirements Delivered Remotely**
  To minimize the number of students, faculty and staff on-campus at any time and to maximize our ability to practice the highest level of social distancing, the academic plan for the Fall 2020 semester will require that all Critical Studies courses and most lecture-based major requirements be delivered remotely. This will also facilitate students who are unable to return to campus due to heightened health or family concerns to have the choice to continue earning credit towards degree completion. For those students who return to campus, your schedule may comprise a hybrid experience. Please also note, some major requirements within Creative Writing will have in-person courses.

- **Grading**
  Students will be assigned letter grades in all courses completed except for courses that are already specified as “pass/fail.”

- **Strict Social Distancing, Face Masks & Personal Hygiene Protocols**
  All students, faculty and staff will be held to the standards as outlined within the UArts Healthy Promise. There will be zero tolerance in classrooms for violations of personal adherence to University policy on the issues of mask wearing, social distancing instructions, prohibition of food/beverage consumption, and specific cleaning protocols relative to individual classroom and studio spaces. A minimum of 36 square feet per person will be maintained at all times. The average in-person class size for the semester
Fall 2020 Opening Plan

will be 15-18. Occupancy limits will be established for each course and space.

- **Enhanced Cleaning Protocols**
  Cleaning protocols across campus will be amplified in a variety of ways. In addition to more frequent routine cleaning of all high-touch and communal surfaces that will be carried out by UArts' facilities team (see page 18), many classrooms, studios and offices will implement cleaning protocols specific to the tools and equipment students, faculty and staff personally use. All students, faculty and staff may be expected to extend personal hygiene cleaning practices to tools or surfaces they personally touch within reason. For example, you may be expected to "gel-in" and "gel-out" of certain classrooms with provided hand sanitizer, or wipe down your desk and/or studio tools both before and after use with provided wipes.

- **Student Support & Academic Services Adjusted**
  Student Support & Academic Services will be delivered adhering to socially distant delivery methods. In some instances, services may be provided remotely, or via a hybrid experience. How services are delivered within areas like Academic Advising, the Counseling Center, the Registrar’s Office, Media Resources, the Library and Financial Aid, among others, will change. Detailed plans for each area will be made available, through virtual Orientation, prior to the start of the fall semester and by each respective department.

What to Expect in Your School

School of Art

BFA Fine Arts | BFA Photography | BFA Craft + Material Studies | MFA Studio Art | MFA Book Arts + Printmaking

School of Art planning for Fall 2020 has been guided by an overarching awareness of the necessity for intensive hands-on studio experiences and critical discourse. Our three BFA programs – in Fine Arts, Photography and Craft + Material Studies – have scheduled courses to be delivered in the following manner:

- Approximately 75% of School of Art classes will be taught using substantially in-person and on-campus delivery methods.
- Of those, the majority of studio classes will be hybrid involving 75% on campus in-person teaching and learning and 25% remote modes of teaching and learning combined in each class.
- The majority of School of Art seminar classes will be fully remote; these are not studio courses and do not involve the creation of art works.
- Certain studio courses that depend almost entirely on in-person instruction are being carefully planned for on-site delivery, with faculty teaching in-person throughout the semester.
- We are investigating new and inventive hybrid (in person and remote) methods for running student critiques and hands-on demonstrations of haptic processes.
that prepare our students for learning the making skills that are integral to the disciplines represented in the School of Art.

The School of Art is working to ensure that every member of our community can and will participate in a compelling teaching and learning environment, but one that is also safe and healthy. In that effort:

- Class start and end times have been moved to make certain that we minimize the numbers of students, faculty and staff moving through our buildings, shops and studios at any given time.
- Studio, shop and lab spaces will be opened to enable a socially distanced but steady flow through them throughout the day.
- All students will be assigned access to our shops and studios and usage will be monitored with careful consideration devoted to determining the amount of time required for each course and each project or assignment.
- School of Art shops and studios will open to first-year students in mid-August when classes resume for that cohort.
- Upper level undergraduate and graduate students will be given access to shops and studios, again under strictly observed safety protocols, by mid-September when these cohorts return in-person to our campus.
- Students in the School of Art will return to much larger studio and classroom spaces, and/or to classes with significantly fewer students, in order to meet the most stringent social distancing protocols.

We look forward to welcoming all of our students, faculty and staff to campus in the fall and we are excited to join together in a close cooperation that will safeguard the health and well-being of our entire community while providing the catalyst and the impetus to make new art.

School of Dance

BFA Dance | MFA Dance

The School of Dance developed HomeSchool (https://uartshomeschool.org/) as its platform for coursework during spring 2020 quarantine. From HomeSchool emerged The Big Share. It was our way of virtually sharing the work of the semester. As a community, we have learned that the simple acts of imagining and dreaming together create ways for us to remain engaged as a learning, growing community of dancers and artists.

Our plans for fall 2020 focus the curriculum on in person studio coursework, hybrid coursework that includes both studio and virtual learning/sharing, and remote learning. All studio practice courses will happen in person and in the studios. We have also adopted the following guidelines for each studio course.
Fall 2020 Opening Plan

- Masks will be worn inside the dance spaces at all times, and all tenets of the UA Arts Healthy Promise followed
- Enrollment in all studio courses will be limited to 10 students
- Sanitizing stations will be placed outside each studio & students will be asked to use them before entering the space
- 64 square feet personal dance spaces will be marked off in each large studio
- Ballet barres will be marked and designated at 8 feet distances & each marked space will contain a cleaning station
- Student belongings will be placed in designated area and remain there during class
- Cleaning and disinfecting will happen in between all classes
- Studio courses will happen in clusters with students remaining in assigned studios with faculty moving between spaces
- Students will be asked, when possible, to take the stairway to the 2nd floor in Terra and use the interior stairway to reach the dance studios
- Bathrooms will be assigned to dance students only
- Dressing rooms will remain closed and students will be asked to come prepared
- Some coursework will happen outdoors and students will be encouraged to bring athletic shoes
- A rigorous cleaning schedule will be instituted for all courses

As health and safety information changes, we will continue to update and reconsider our guidelines.

School of Design

Graphic Design | Illustration | Interaction Design | Product Design | MDes Product Design | MFA/MA Museum Studies

The School of Design redefines what it means to educate a 21st-century designer by celebrating the reality that the boundaries between all sorts of contemporary design practices are more permeable than ever before, and that a modern designer needs a greatly expanded skill set. In this way, the School of Design initiates innovation and empowers students to pursue their passions, build core values, broaden their design exposure and become the design leaders of the future.

- Design requires both introspection and extroversion. This Fall 2020, we plan to deliver course content both in-person and remotely, closely reflecting current industry practice and the future reality of Design's complete virtual workflow.
- The health and safety of our students and faculty are top priorities. School of Design programs have planned a hybrid semester that balances a minimum 50% time on campus with remote learning. Every course will provide the full curriculum. Students will get the same education they expected and deserve.
- All courses are entirely remote after Thanksgiving break.
• On-campus class start and end times have been carefully staggered to minimize the numbers of students, faculty and staff moving through our buildings, lobbies, labs and studios at any given time.
• Students in the School of Design will return to studios and classrooms that meet social distancing protocols.
• Seniors and most grad students will be assigned access to dedicated studios. Usage will be monitored and under strictly observed safety protocols.
• The majority of School of Design lecture and elective classes will be fully remote; these are often not studio courses and do not involve the creation of artwork. Examples would be grad level seminar or discipline history courses.
• The social aspect to education is an important rationale for on-campus learning for building community and relationships and sharing learning experiences. Although social distancing has its challenges, we believe Design students and faculty will rediscover and reinvent community as we know it.
• A rigorous cleaning schedule will be instituted for all courses

In the School of Design, relevance means an education that excites and challenges a diverse student body and provides the tools they need to thrive in a rapidly changing field: top-notch critical thinking and technical skills; a solid understanding of design history as well as familiarity with current design developments and practitioners; a flexible approach to problem-solving via solutions encompassing all media formats; and exposure to professional design practices.

Looking ahead, the role Designers play in the larger culture is completely changing. Designers will create new experiences beyond what we can now imagine. One thing is certain—in the future, there will be more design problems to solve, not less.

School of Film

ANIMATION
• All Animation classes are scheduled to be in person for the Fall 2020 semester.
• Newly reconfigured classrooms and labs are large enough to allow students to work while properly social distancing.
• Classes are easily adaptable to virtual learning should the need arise due to the digital nature of our art form.
• Media Resources will be implementing new social distancing and cleaning procedures, including mandatory online reservations and pick-ups by appointment.
• Students will be expected to "gel-in" and "gel-out" of computer labs and classrooms with provided hand sanitizer, and wipe down their desks, computers and Cintiqs both before and after use with provided wipes.

FILM
We are committed to offering an enriching and exciting fall semester and to do so in a safe and healthy manner.

We will implement a hybrid approach that blends in-person and virtual learning. Production-based studio courses will utilize a hybrid model whereas lecture courses, like History of Narrative Cinema, will be taught in a virtual environment.

Courses that require larger groups to gather in small spaces, such as Cinematography, will be postponed until spring. In its place we are offering Intro to Documentary, a class that emphasizes individual practice.

Our classes are small, averaging 14 students per section, and our labs, classrooms and studios are large enough to allow for students to edit and shoot while properly social distancing. Recent renovations include some new technologies that enable faculty and students to collaborate on the same project, in real time, without ever leaving their desks.

Media Resources will be implementing new social distancing and cleaning procedures, including mandatory online reservations and pick-ups by appointment.

Students will be expected to "gel-in" and "gel-out" of computer labs and classrooms with provided hand sanitizer, and wipe down their desks and computers both before and after use with provided wipes.

The pandemic provides us with an opportunity: the hybrid in-person and virtual approach reflects the dominant professional practice across the industry. Filmmaking is a collaborative process - directors, cinematographers, sound recordists and editors (to just name a few) converge around a single project to make it better than the sum of its parts. And now more and more of these collaborations are virtual. While our preference is to be in person, this hybrid experience will be vital in developing the technical skills and communication practices used across the industry.

**FILM + ANIMATION**

- Students in this major take half their classes in Film and half in Animation.
- All Animation classes are scheduled to be in-person and film studio courses will take a hybrid approach.
- Due to the digital nature of our art form, our classes are easily adaptable to virtual learning should the need arise
- Courses that require larger groups to gather in small spaces, such as Cinematography, will be postponed until spring. Students can take other requirements to replace these courses.
- Our classes are small, averaging 14 students per section, and our labs, classrooms and studios are large enough to allow for students to work while properly social distancing. Recent renovations include some new technologies that enable faculty and students to collaborate on the same project, in real time, without ever leaving their desks.
Media Resources will be implementing new social distancing and cleaning procedures, including mandatory online reservations and pick-ups by appointment.

Students will be expected to "gel-in" and "gel-out" of computer labs and classrooms with provided hand sanitizer, and wipe down their desks, computers and Cintiqs both before and after use with provided wipes.

FILM DESIGN

Film Design is a cross-college major that encourages students to explore the creative and artistic areas of production design involved in filmmaking. The program develops film artists such as Production Designers, Art Directors, and designers of costumes, sets, lighting, and sound.

Nearly half the courses in Film Design are in the Film program and half in Theater Design + Technology.

A hybrid approach will be implemented that blends in-person and virtual learning. Film and Theater studio courses are in-person or hybrid; practicums and history discipline courses are remote.

Intro to Film Design is scheduled to be taught in person.

Media Resources will be implementing new social distancing and cleaning procedures, including mandatory online reservations and pick-ups by appointment.

Students will be expected to "gel-in" and "gel-out" of computer labs and classrooms with provided hand sanitizer, and wipe down their desks, computers and Cintiqs both before and after use with provided wipes.

GAME ART

Almost all Game Art classes are scheduled to be in person or hybrid for fall 2020.

Classes are readily adaptable to virtual learning should the need arise as we are a computer art program, and our medium is digital.

Media Resources will be implementing new social distancing and cleaning procedures, including mandatory online reservations and pick-ups by appointment.

Students will be expected to "gel-in" and "gel-out" of computer labs and classrooms with provided hand sanitizer, and wipe down their desks, computers and Cintiqs both before and after use with provided wipes.

Now more than ever, it's time to study Game and VR development. With so many jobs going remote, the market for immersive media and game talent is slated to get even bigger.

SCREENWRITING

An immersive, conservatory-style curriculum with a robust array of workshop and lecture courses are offered in the fall of 2020.
● Writing workshop courses are mostly in person. If hybrid, lectures will be conducted synchronously online, with selected dates for in-person meetings where students present creative material for feedback from instructors and other students.
● Lecture courses may be hybrid or virtual.
● The newly renovated Writer’s Room is fully equipped to foster lively discussions and workshops, while ensuring everyone is able to practice social distancing.
● Students will be expected to "gel-in" and "gel-out" of computer labs and classrooms with provided hand sanitizer, and wipe down their desks and computers both before and after use with provided wipes.

School of Music

The School of Music is committed to providing its students the best possible combination of in-person and remote instruction within the MBET, Performance and Composition curricula. We have been working to evaluate the safety of our students and faculty within the difficult limitations the pandemic places on our curriculum.

While many courses are offered as electives, they also fulfill major requirements for MBET students and critical elective credits for all of our music majors, which is why a majority of our courses will remain open this fall for music majors, and seniors in need of courses to complete their degrees.

Students, faculty and staff will be required to abide by the UArts Health Promise at all times which includes wearing face masks in all spaces, and will reduce course cap sizes to best accommodate social distancing protocols to allow 36 sq. ft. of space between students and faculty in each and every classroom.

Class times and added sections of courses have been moved where needed to accommodate cleaning protocols between class meetings and allow rooms to vent or air out. Meeting times have been staggered to allow for minimal traffic into and out of the building or floor at any given time.

Most classes are easily adaptable for an adjustment to remote learning, and instructors are already preparing classes for the possibility of being impacted in that way.

We fully understand that the making and production of music is a social experience, and this pandemic and its limitations have greatly impacted some of the courses we hold most dear. The safety of our students, faculty, and staff is of the utmost importance.

● Private lessons will be predominantly remote this fall, and we are still looking into the possibility of offering a limited number of ensembles under social distancing protocols.
● Recording classes for this fall will not be taking place, but we are actively creating alternative courses that will offer constructive learning opportunities to supplement your knowledge as we move forward.
Many of our courses involve the shared use of microphones, contact with the same mixing consoles, and singing or playing instruments without masks. We are still looking at ways to provide ensemble studio experiences outside of the courses as a way to provide students with the very experiences they come to the university for; however, we only want to be able to deliver those opportunities if they can be done in the safest way possible.

Freshmen Courses will include a mix of in-person and remote delivery.

- Freshmen can expect to take the following courses in person:
  - Freshman Theory I - All levels
  - Music Explorations - (MBET only)
  - MBET Project Forum - (MBET only)
  - Music Tech Survey - (Performance and Composition)

- And the following Remote Courses
  - Freshman Musicianship I
  - Business of Music
  - Freshman Major Lessons (Performance and Composition)

School of Theater

In the Ira Brind School of Theater Arts, we have planned all courses, sections, hours, room allocation, building usage and student numbers to be appropriate to the current COVID-19 emergency, following CDC and local authority guidelines, and those of relevant professional organizations. The following adjustments will be made:

- Several non-essential courses have been postponed, but many essential courses have increased sections in order to accommodate social distancing requirements.

- Care has been taken to monitor how many theater students will be on a floor of the Terra building at any given time. Where the numbers were found to be excessive, we have moved some of our classes to other buildings and are holding some evening and weekend classes.

- Approximately 50% of courses are on site and in person, 30% will be taught remotely and 20% are a hybrid of the two.

- In person on campus:
  - All Dance, Movement and Acting Studios
  - Most Theater Design and Technology studio classes
  - Stage Combat
  - Directing Studios
• Taught remotely:

All Critical Studies
All History classes
Stage Management I and Advanced Management
Theater Management
Business of Theater
Survey of Theater Arts
Playwriting I
Vectorworks
All Voice lessons and The Singing Instrument Class
Language and Diction
Music Skills
Design-Tech Practicums

• Hybrid:

Musical Theater Performance
Movement lab
Voice and Speech
Director/Designer Collaboration
Exploration of Style
Collaboration in Theater
Intro to Practicum
Production Practicum
Stage Management II
Playwright’s Workshop
Musical Theater Making
Acting on Camera
Showcase Preparation

• Voice lessons are virtual this fall because it is the recommended guideline from both NATS (National Association of Teachers of Singing) and MTEA (the Musical Theater Educators Alliance). Because of the way that virus droplets emerge from the deepest part of the lung when singing, and hang higher in the air from the powerful but sustained disbursement of air when holding notes, singing near others without “proper ventilation” is incredibly dangerous. Before the pandemic voice coaching existed as an online practice for years. We have tested and proven its effectiveness and excellence.

• Musical Theater Performance studios are being offered as hybrid courses in that the bulk of the classwork will happen in person in Terra studios, but some of the work will happen remotely where appropriate. There are very important lessons that can be taught remotely for this work. There are lessons that went online for the first time this spring and enjoyed significant levels of success in that
format. No MTP studio will have more than 8 students in the room at any given time. There is enough space for 8 students, 1 instructor, and 1 accompanist to share the room and maintain a social distance of 10 feet per person that way (10 feet is the NATS & MTEA guideline for "necessary" singing).

- **A rigorous cleaning schedule** will be instituted for all studios. In the case of Movement and Dance studios, we are following the guidelines of Dance USA’s Task Force on Dance Health. No room will be used consecutively by different groups. In other words, a complete class period will be left for floor cleaning. In the case of studios and classes which are less physical in nature, 20 minutes will be left between class periods for departing students to wipe down their chairs and equipment. All classrooms and studios will be cleaned before the next day.

- This schedule will involve some compression of the usual 15-week semester, but all students will receive the same hours of instruction as usual for each course they are registered for. This will involve a small number of extra classes in the evening or on Saturdays.

**Production Schedule**

- The Brind School WILL make theater this semester.
- We are working with the directors of the fall season to create dynamic and groundbreaking theater experiences that follow all health and social distancing guidelines.
- We prioritize safety and innovation. It is probable that you will not be performing live in an enclosed space in front of the public.
- Theater artists are always involved in creative problem solving and, in this and all moments, we are imagining new ways to make theater. The question remains the same: how can we reach and make an impact on the audience?
- No matter what, we will share meaningful processes together that deepen and develop your artistry. We might even discover new forms, techniques and tools for the future.

**School of Critical & Professional Studies**

All Critical Studies classes will be fully-remote. The Critical Studies program is invested in your success and studied student survey responses to the spring 2020 remote term very carefully. Below are a few highlights of what you can expect in your remote Critical Studies courses this fall in:

- All classes will meet synchronously – all together – at least once per week online and only during regularly scheduled class time as it appears in your Student Self Service planner. Some work will be asynchronous – on your own time – when not meeting all together as a group. Your Critical Studies faculty will communicate what digital tools you will use to meet as a group.
- All Critical Studies faculty will be available for online office hours. These hours will be communicated in all course syllabi.
- All Fall 2020 semester classes will use letter grades (e.g., A, A-, B+) for final grades.
- Please work closely with your advisors in the Advising Center on registering for fall 2020 Critical Studies courses.
- As of fall 2020, all BUSN (business) classes at UArts now count for Critical Studies elective credit.
- All first-year students are required to complete the online writing placement exam (the submission deadline was extended to July 20). Questions about the exam should be directed to Dr. Emily Mattingly (emattingly@uarts.edu).

In the fall 2020 remote learning environment, Critical Studies courses will continue connecting you with other students from all fields of study to explore how to use critical thinking and creative insight in your artistic practices. No matter if you are interested in studying a new language, examining diverse historical time periods and themes, building your business skillsets or doing a deep dive into the field of psychology, our extensive list of course offerings will bring to life the unique UArts learning experience you’ve come to expect while using a wide variety of online tools like digital discussion groups, videos, and more.

**Creative Writing**
What we do as writers is find ways to speak into and through complexity. We respond to what the moment offers. Our responses expand what we can say and think. That responsiveness is a way of being responsible. We are eager to help our new students feel connected to our community of writers and for that community—and our program—to continue to respond to your interests and values.

- Some Creative Writing and Literary Studies courses will be held remotely, and some will be held in person.
- We've scheduled courses for first-year students to meet in person, which will help first-year students meet one another and build community, they are:
  - CRWT 101 Intro to Contemporary Poetry
  - CRWT 102 Intro to Contemporary Fiction, and
  - CRWT 140 The Writing Life.
- Most upper-level workshops for majors and some for non-majors will also be taught face-to-face:
  - CRWT 181 Poetry Workshop for Non-Majors
  - CRWT 182 Fiction Workshop for Non-Majors
  - CRWT 202 Intermediate Fiction Workshop
  - CRWT 214 Modernism (Blended face-to-face and online)
  - CRWT 404 Senior Seminar in Poetry
  - CRWT 405 Senior Seminar in Fiction I
- All other courses are scheduled for remote-only instruction with weekly synchronous times scheduled to ensure connectivity, community and collaborative learning spaces.
Our course offerings remain top-notch. We'll also offer our usual selection of workshops at all levels, Discipline History courses, and Literary Editing and Publishing. The syllabus for writers, in the end, is reading, writing, talking about writing, connecting writing to the world. That can require new methods, new sources. We are heartened, continually, by knowing that you are also engaged in this work, in its assertion of value, its ongoing discovery. We are eager to connect with you in fall!
Campus Life

Dining Services
On-campus dining will be offered “to go” only. Students, faculty and staff will only be permitted to eat in designated areas on campus and/or within their private bedroom in a residence hall, or private (not shared) office on campus. Eating in classrooms and hallways will not be permitted. Specific information on dining options will be communicated before the beginning of the fall semester.

Work Study
Our goal remains to lower the number of interactions on campus, slow the rate of transmission and protect our community. With this in mind, all work study positions will be evaluated to determine if the service/activity is essential. If essential, and as approved by a senior staff member overseeing that respective area, the position may be allowed to continue either in-person or remotely. If non-essential, the position will be suspended for the duration of the fall 2020 semester.

Fitness Center
The Fitness Center will be closed for the Fall 2020 semester.

The Library
In Fall 2020, the University Libraries will be open Monday - Friday, 10am - 6pm, for “curbside” pickup of materials, including interlibrary loans; requests for scans of library materials; and by appointment only to browse the library’s collections. After making an appointment, one person at a time will be permitted in the library to browse collections. All other library services will be provided remotely, including research help, instruction and course reserves. Information about services and options for searching collections can be found on the Libraries' website.

The Libraries will follow strict protocols for cleaning shared surfaces, social distancing and quarantining library materials after they have been used.

Travel
Effective immediately and until further notice:

- All University-related international travel is prohibited, and all travel programs through fall 2020 have been canceled.
- All personal international travel is strongly discouraged.
• All University-related non-essential domestic air travel is prohibited. Check the state and territorial health department websites for the latest information.
• We strongly urge extreme caution and judgment for your personal domestic and/or international travel.
• Anyone who returns or arrives to campus from a location with a CDC level 3 travel warning for COVID-19 or with an advisory from the City of Philadelphia must contact either Human Resources (employees) or Health Services (students) at least 48 hours before your return/arrival to campus and self-isolate until you receive formal guidance from Human Resources or Health Services. Most self-isolations will last 14 days.

In general, travel can increase the risks of exposure to you and the community. Government restrictions and public health measures are changing fast. If you travel, those changes may make it hard for you to resume your academic and professional activities.

Visitors & Guests at UArts
UArts will operate as a closed campus for the Fall 2020 semester, meaning only current students, faculty and staff may be on campus and in person, with exceptions only granted for those individuals involved in the delivery of essential activities (example: course instruction, essential co-curricular activity, or a facilities maintenance contractor) who have the approval of a member of senior staff. This policy includes all family members and friends of UArts current students, faculty and staff, as well as alumni. Please note, residential students will have exceptions granted for move-in and move-out; please see page 37 for more details.

Essential Non-University Guests
Non-University guest speakers, artists and/or contractors involved in the delivery of essential, in-person activity at the University will only be permitted when:

• Approval by a President’s Council level leader is granted
• Confirmation of review and signing to the UArts Healthy Promise is received
• Answers no to all questions on our voluntary symptom checklist prior to entering our facilities.

Non-University Attendees and/or Event Participants
At this time and until further notice, non-University guests will not be permitted to attend any UArts in-person, on-campus events.

Meetings & Events
Non-Curricular Programming Guidelines
For the Fall 2020 semester, and in accordance with guidance as issued by the Centers for Disease Control and Prevention as well as local and state authorities, only essential co-curricular activities for the UArts community will run in person. All other non-essential events may run remotely when feasible. Routine small group meetings should always be held remotely. For those events that are considered essential and must run in person, the location of the event will determine how many attendees can attend. Thirty-six (36) square feet of space per person must be allocated and maintained at all times within the event space.
Determining Essential Co-Curricular Activities & Events
In order to determine if an event is an essential co-curricular activity, it must meet the following criteria:

- Afford a first and formative social engagement experience that is critical to our students’ ability to form a community
- Provide a critical opportunity to assure students’ emotional, physical, or social wellbeing
- Strengthen and/or establish connections for students to their UArts community
- Cannot achieve the goals of the event if hosted virtually
- Receive approval from the Office of Campus Life and/or Residence Life if student-led, OR
- Receive approval from a member of senior staff if faculty and/or staff-led

Attendance Tracking
All essential events that run in person must track attendance by gathering attendees’ legal names, UArts ID number, phone numbers and email addresses. Those staff/faculty organizing events which have received approval as essential will receive guidance on how to track this information and will be required to share this information with their supervisors at the end of every event.

Safety Guidelines
All event attendees must wear masks and abide by the UArts Healthy Promise. Reminders of these guidelines should be communicated to guests prior to the event and again upon arrival at the event. Hand sanitizer or hand washing stations should be readily available at all event locations as well as disposable masks. Spaces should be configured in such a way as to maintain proper social distancing of 6 feet between attendees (ie: seating spaced six feet apart).

Tabling in Lobbies
Tabling in the lobbies of Terra, Anderson, Spruce, Pine and Furness halls will be suspended during this time due to the inability to comply with appropriate physical distancing requirements. Contactless tabling only will be allowed in Gershman Hall (ie., no objects, including papers, may be distributed).

Food
Food and beverage consumption will not be permitted for almost all meetings and events, with few exceptions limited to essential, orientation events. Those essential events which require catering and/or food service availability must be discussed and approved with the Office of Campus Life or by a member of senior staff.

Event Supplies
Participants at essential events should be provided with or encouraged to bring their own supplies (e.g., scissors, pen, paint brush). Sharing of equipment and/or supplies at any essential event is strongly discouraged and alternatives actively pursued. In the event sharing must occur, personal cleaning protocols should be established (example: each individual wipes item before and after use with provided disinfecting wipes).

Event Communications
Prior to the essential in-person event, all communications should reiterate the UArts
Healthy Promise and any social distancing and/or health and safety protocols that will be in effect during the event. During the event, the following measures should be implemented where possible.

- Display signs/posters/table tents/digital images reminding participants of prevention measures.
- Announce actions participants should take to protect themselves and limit infection spread at the start and throughout the event.
- Encourage people to replace handshakes with greetings that don’t require skin contact.
Residential Life

The residential experience for students living in UArts campus housing for 2020–21 will look different than in past years as we navigate a “new normal” during the COVID-19 pandemic and adjust our plans based upon the latest guidance from public health officials. Your safety and well-being are of paramount importance. The staff in Residence Life remain committed to offering programs, services and opportunities to build community with your peers and with student residential hall staff; whether this engagement occurs online or in person will depend upon guidance from public health authorities and campus leadership.

Plans for housing have also been modified to accommodate a safe and healthy living environment. For fall, we plan to house up to 622 students. We will have 422 residents living in on-campus spaces and 200 upperclass students in local hotels (the DoubleTree and Cambria hotels on Broad Street). In efforts to minimize the density within our Residence Halls, the University will not assign double or triple occupancy bedrooms. Every individual resident will be assigned a personal space in each unit/apartment. Each unit/apartment on campus was assessed, and appropriately sized individual spaces have been allocated. In some cases, students will share the kitchen and bathrooms with roommate(s). Contracts with hotels are being negotiated for the overflow amount of students. At this time, spring semester plans will continue with our normal housing capacity in our four residential facilities. As such, we are requiring all residents to move out for the Winter Break from November 22 to the start of the Spring 2021 semester.

Housing Occupancy Plan for Fall 2020
To ensure as safe a housing environment as possible, the University has changed room and apartment occupancy for the Fall 2020 semester. In order to reduce occupancy and density in residential spaces, the following changes have been made:

- First-year student move-in will take place Aug. 12-13, 2020 with staggered check-in times.
- Continuing student move-in will take place Sept. 12-13, 2020 with staggered check-in times.
- Move out will be November 22 by 5pm and will be a full move out process. This means, all student items will need to be removed from all on-campus housing and hotels. This will be required for the University to prepare and make adjustments for the spring semester. With this change, please bring only essential items into your housing
assignment. Residents are required to move out within 24 hours of their final in-class meeting or by November 22 at 5pm.

- Every individual resident will be assigned a personal space in each unit/apartment. Each unit/apartment on campus was assessed, and appropriately sized individual spaces have been allocated (the University will not assign double or triple occupancy bedrooms).
- In some cases, students will share the kitchen and bathrooms with roommate(s).
- Contracts with hotels are being negotiated for the overflow amount of students, and will provide housing for returning students with reserved housing placements.

Student Housing has revised occupancy plans and will offer housing based on a variety of criteria (i.e., incoming first-year and transfer students, students with approved accommodations through the Office of Educational Accessibility, international and out-of-state students.)

Considerations made by the University:

- One floor will remain unassigned for fall housing and reserved for COVID-19 isolation and quarantine purposes.
- All previous housing and roommate requests will be considered when the residence life staff creates new placements for students.
- All students will be charged the shared rate for the fall semester regardless of their housing placement.
- The University community commits to maintaining a healthy residential experience.

Additional specific information about housing assignments will be forthcoming and communicated to residents via their University email account.

**First Year Move in**
Student arrival to residence halls and undergraduate apartments will be staggered to avoid the typical high-density move-in experience.

**Dining Options**
On-campus dining will be offered “to go” only. Students, faculty and staff will only be permitted to eat in designated areas on campus and/or within their private bedroom in a residence hall, or private (not shared) office on campus. Eating in classrooms and hallways will not be permitted. Specific information on dining options will be communicated before the beginning of the fall semester.

**Spring Housing Options**
Housing contracts are for the full academic year 2020–21, if you wish to live on campus for the fall, your contract will be for both fall and spring. Spring occupancy and placements will be communicated to residents towards the end of the fall semester and assigned in accordance with the public health guidance.

**Maintaining a Healthy Residential Experience**
The University is committed to frequent cleaning of common and high traffic areas. Students
living in campus housing can also expect the following safety measures (noting that plans are subject to re-evaluation and change):

- Required adherence to public health practices including frequent disinfecting of physical space, hand hygiene, physical distancing, proper cough/sneeze etiquette, symptom assessment, possible temperature checks.
- Requirement to wear a face mask outside of your apartment/hotel rooms which includes the hallways and common areas as recommended by the Philadelphia Department of Public Health.
- No access to buildings by non-residents, including outside guests, non-residential staff and others unless approved by University staff.
- Restrictions on events and social activities as per current physical distancing guidance.
- Possible limitations on face-to-face interactions with members of the Residence Life staff, as per public health guidelines.
- Lounge/study spaces will be reconfigured in the residence halls to promote social distancing (allowing students to remain a minimum of 6 ft. apart). In some cases furniture may be removed to promote this goal. Residents should also adhere to any noted occupancy limits for these spaces.

**Residential Staff Response Protocols**

In the event that a positive case is confirmed for a residential student, the Philadelphia Department of Health (PDPH) will be contacted, and UArts will work with PDPH and the student's healthcare provider to determine the best course of action. It is likely that if the student is able and can travel safely via automobile with the assistance of a family or household member, they will be encouraged to recover at home. If the student is unable to travel, they will be moved to an isolation room on campus. Currently, the university is holding a number of vacant apartments on campus for this use. Those residential students known to have been in close contact with a confirmed positive case may similarly be asked to quarantine in their private apartment and/or temporarily relocate to an alternate and designated apartment and/or room for quarantine. The 2nd floor hall of Juniper is vacant for the Fall 2020 semester and is being held for this purpose. In the event of on-campus isolation or quarantine, the student will be supported by Student Health Services and Residential Life in a number of ways to assure their health and well being, including daily check-ins, meal delivery and essential supply delivery. Counseling Services and all other academic and student support services departments will remain available to students as well.

**Staff Training**

In addition, all training manuals and policies for Residential Life staff, including the Professional on Duty (POD) who is likely to be the first responder and coordinator of student incidents, and policies for possible relocation of COVID positive students on campus have been revised with social distancing and health and safety protocols. Residential Assistants (RA) manuals and training have similarly been revised, and will facilitate contactless check-ins as appropriate and socially distant protocols for routine responsibilities. Detailed information on such protocols will be provided to those staff impacted directly.

**What to Expect if Asked to Isolate**

Students who are directed to isolate by Student Health Services and/or a primary care physician will be supported in a variety of ways. Additional health related supplies will be provided and
delivered, which may include items like thermometers, disposable masks, soaps and linens as appropriate. The student will be monitored through telehealth means, and possibly in-person appointments should the circumstances warrant. Meals will be delivered in a contactless fashion. Masks will need to be worn anytime contact is possible with another, like receiving meals or supplies. Movement outside of the isolation space will in most instances not be possible and only permitted when it is absolutely necessary to do so. Students will be isolated individually so long as it is feasible. Cohort isolation will only occur when directed and advised by health care professionals.
Working at UArts

University of the Arts is committed to the health and safety of the entire UArts community, including our faculty and staff. In an effort to reduce the spread of COVID-19, the University will follow the guidance as issued by the CDC, local and state authorities with respect to operations for the Fall 2020 semester. Only essential activities, which include all course instruction designated for in-person delivery and those activities and services that can only be successfully delivered in-person, will be permitted on-campus. All essential in-person activities will be modified in their delivery to adhere to social distancing and health and safety protocols. For both essential activities that need not be delivered in-person, as well as all non-essential activities and services, the University will continue to recommend remote and/or alternative modes of delivery when it is reasonable to do so. All faculty and staff will be required to attend training and orientation prior to the start of the semester.

Essential In-Person Instruction
All studio courses have been designated as essential for in-person delivery in most instances. Lecture-based courses, with some exceptions, will be delivered remotely.

Other Essential In-Person Activities
For all activities outside of instruction, the following criteria and considerations will be used to assist department leaders in determining essential activity that must be delivered in person.

The activity/service satisfies at least one of the following:

- Provides a critical function or support to the delivery of in-person instruction
- Provides a critical service to the operations of the University without which the University cannot function
- Protects and assures the safety and health of our community and/or the safety of our campus
- Provides access to materials or resources that are necessary for our students to meet the requirements of their coursework
- Affords a first or formative social engagement experience that is critical to our students’ ability to form a community
- Provides a critical service to assure students’ emotional, physical or social wellbeing

AND can only be successfully delivered in person.

Please Note: Many activities and services will be designated essential, but can be successfully delivered remotely or modified and delivered through a hybrid fashion.

Health & Safety
All essential in-person activities will be required to adhere to University health and safety protocols to reduce the risk of COVID-19 transmission. All faculty and staff who return to campus to support essential in-person delivery of classes, activities or services will be provided training and be required to agree to the UArts Healthy Promise. Face masks will be required at all times and one sustainable face mask will be provided for all faculty and staff. Faculty leading in-person instruction should consult with their program head and respective dean for health and
safety protocols that will be implemented and customized for each classroom experience. Staff delivering in-person services or activities should consult with their supervisor for health and safety protocols that will be implemented and customized for each department on campus.

Faculty Accommodations
Faculty, who are required to deliver in-person course instruction and/or essential activities but have a documented medical or family need that may place them at greater risk of contracting and/or becoming ill due to COVID-19, may request an accommodation here through Human Resources.

Full Time Faculty: for information on paid sick time, click here.

Staff Accommodations
Staff, who are required to deliver essential and in-person services or activities but have a documented medical or family need that may place them at greater risk of contracting and/or becoming ill due to COVID-19, may request a reasonable accommodation here through Human Resources.

Types of Leaves of Absence
If risk concerns persist, there are two types of leaves available: FMLA and Personal Leave. For information click here.
Communication

Goals & Objectives

- Raise awareness and clarity of Fall 2020 Opening Plan
- Continue to keep our community informed as the opening plan evolves
- Build a sense of community and collective responsibility towards our success
- Effectively and efficiently communicate with our partners and local authorities regarding our response strategy

The University will continue to use a variety of tools to share updates and new information as it becomes available. The Fall 2020 Opening Plan will be shared digitally at uarts.edu/fall2020, where additional information and updates will be chronicled.

Students, Faculty and Staff
All students, faculty and staff are required to check their UArts email accounts frequently. All official and formal updates will always be sent via email. In addition, we advise all members of the UArts community, and especially our students, to download and install the University App (for android | for apple) and enable push notifications. In addition, all students, faculty and staff should register to receive UArts Alerts to receive text message notifications during any instance of urgent or emergency matters.

Families
Families and parents should bookmark uarts.edu/fall2020 where public updates will be chronicled. It is also recommended that families sign up for the Generations email newsletter to receive public announcements. In addition, families may ask their student to register them for UArts Alerts text messages. UArts Alerts are sent during any instance of urgent or emergency matters on campus. Finally, we encourage families to be in touch frequently and directly with their student.
APPENDIX
RELEASE TO COMMUNICATE

I, ________________________, give consent for communication (Student Name) regarding my health status and care to occur among the UArts Student Health Services and the following (on an as-needed basis):

_____ Relevant UArts divisions which may include the Office of Student Affairs, Office of Campus Life, the Office of Educational Accessibility.
_____ Instructors (for the purpose of sending out a notice of illness)
_____ Parent/Guardian
_____ Philadelphia Department of Public Health
_____ Student’s Primary Care Provider

_________________________ ________________________ ________________________
Student Name/Signature Student ID Number Date

_________________________ ________________________
Health Services Staff Date

Healthcare Information Release Form

Updated 6/10/20
QUARANTINE RELEASE FORM

Name: ____________________________________________

Student ID: _______________________________________

Cell Phone: _______________________________________

Program of Study: ___________________________________

Current Address: ____________________________________

__________________________________________________

CDC Guidelines

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19 as outlined by the CDC: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html
- If possible, stay away others, especially people who are at higher risk for getting very sick from COVID-19

I, ________________________, confirm that I have followed the above CDC quarantine guidelines recommended of someone who has been in close contact with a confirmed COVID-19 positive person. It has been 14 days since I was a close contact with that person. I confirm that I do not have a fever and that I am symptom-free.

Student Signature: ___________________________ Date: __________________

Student Affairs Staff Signature: ___________________ Date: __________________

Quarantine Release Form
COVID-19 DAILY SELF-CHECKLIST (STUDENTS)

Review the following self checklist each day before leaving for class. If you reply YES to any of the questions below, you are advised to stay home and follow the steps below:

STEP ONE: Send an email to faculty to notify them of your absence and to obtain any missed work
STEP TWO: Email Student Health Services at healthservices@uarts.edu

- Do you have a Fever (over 100.30F) without having taken any fever reducing medications?
  - Yes □
  - No □

- Do you have a Cough?
  - Yes □
  - No □

- Do you have Muscle Aches?
  - Yes □
  - No □

- Do you have a sudden change in taste or smell?
  - Yes □
  - No □

- Do you have a Sore Throat?
  - Yes □
  - No □

- Do you have Shortness of Breath?
  - Yes □
  - No □

- Do you have Chills?
  - Yes □
  - No □

- Have you been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?
  - Yes □
  - No □

- Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?
  - Yes □
  - No □

Updated 7.16.20
COVID-19 DAILY SELF-CHECKLIST (STAFF/FACULTY)

Review the following self checklist each day before leaving for class. If you reply YES to any of the questions below, you are advised to stay home and follow the steps below:

**STEP ONE:** Notify your supervisor.

**STEP TWO:** Notify human resources by emailing hr@uarts.edu.

- Do you have a Fever (over 100.30F) without having taken any fever reducing medications?
  - Yes [ ]
  - No [ ]

- Do you have a Cough?
  - Yes [ ]
  - No [ ]

- Do you have Muscle Aches?
  - Yes [ ]
  - No [ ]

- Do you have a sudden change in taste or smell?
  - Yes [ ]
  - No [ ]

- Do you have a Sore Throat?
  - Yes [ ]
  - No [ ]

- Do you have Shortness of Breath?
  - Yes [ ]
  - No [ ]

- Do you have Chills?
  - Yes [ ]
  - No [ ]

- Have you been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?
  - Yes [ ]
  - No [ ]

- Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?
  - Yes [ ]
  - No [ ]

*Updated 7/16/20*
# Contact Tracing Form

**Name of student:** ___________________________ **DOB:** __________

**Student ID Number:** ___________________________ **Student Cell:** ___________________________

**Dorm Room and Number, if applicable:** ___________________________

**Home address:** ___________________________________________________

**Phone number(s):** ___________________________ **Email:** ___________________________

**Date and approximate time of symptom onset:** ___________________________

**Infectious period start date:** _______________ **(Onset- 2days)**

**Initial Symptoms:** ___________________________________________________

**Contact with a known case of COVID 19:**
- Yes, Name: ___________________________
- No

**Recent travel history?**
- Yes, Location and date(s): ___________________________
- No

**Recent contact with any visitors from another location?**
- Yes, Location and date(s): ___________________________
- No

**Does the student have a thermometer?**
- Yes
- No

**Does the student have a mask?**
- Yes
- No

**Last date of patient’s isolation (aka infectious period end date):** _______________

Persons **with COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue home isolation under the following conditions:
- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath); **AND**
- At least 10 days have passed *since symptoms first appeared.*

**Notes:**

____________________________________________________

____________________________________________________

____________________________________________________

Contact Tracing Form
History of Activity 2 Days Before and 7 Days After Symptom Onset
Instructions: include all locations that the student may have visited outside their home for the period of interest. This includes daily activities like shopping, sports practice, work attendance and single events such as attendance at a party, fair, festival, etc. Please also ask about visitors to their home in this time frame. Use additional pages as needed to capture this information.

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This pandemic plan provides general guidance for an Aramark response to the threat of pandemic coronavirus COVID-19. The guidance is based on the information available at the time of publication of this pandemic plan, and may be subject as change as additional information becomes available.

3/6/2020
INTRODUCTION
This document is an outline for Aramark’s primary pandemic management strategies. It provides resources and guidance on recommended actions. It also provides guidance on developing a full “Business Continuity Plan”.

The guidance in this document will be updated as new information is received. These updates will include the latest guidance from regulatory agencies and our strategic partners.

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This pandemic plan provides general guidance for an Aramark response to the threat of pandemic coronavirus COVID-19. The guidance is based on the information available at the time of publication of this pandemic plan, and may be subject to change as additional information becomes available.

3/6/2020
COORDINATION & RESPONSIBILITIES

ARAMARK RESPONSE COMMITTEE (ARC)
The Aramark Response Committee (ARC) leads the strategy and coordination of all Coronavirus activities for the global organization. Their responsibilities are:

- Coordinate Aramark response to the outbreak, protecting the health and safety of our employees, clients, customers, and the public
- Monitor the impact of the outbreak
- Monitor the global situation, adopting best practice from experts (CDC, WHO, etc.)
- Proactively develop plans so we are prepared should the situation escalate


BUSINESS UNIT TASK FORCE
Each Line of Business President has activated a Business Unit Task Force to lead the Coronavirus communication, prevention, planning, and response activities within their business. Their responsibilities are:

- Ensure Pandemic Plans address the specific needs of the business unit, its employees, clients, and customers
- Represent the business in identifying critical needs for the ARC to address
- Cascade information to the business, collect feedback, and coordinate all site level needs

The Facilities Business Unit Task Force Leader is Ron Mesaros, VP Facilities Center of Excellence.

POINTS OF CONTACT (POC)
Primary points of contact have been created at the LOB, Region, District and Account Levels to ensure alignment of strategies and resources.

The Account level POC, generally the Front Line Manager, is primarily responsible for running their business based on client needs and executing the Pandemic Plan. Their responsibilities are:

- Become familiar with the Pandemic Plan and other resources published to https://www.aramark.net/coronavirus
- Customize the Pandemic Plan as needed to address specific client needs, including any client business continuity plan
- Stay up to date on new guidance disseminated by the ARC and LOB Taskforce
- Ensure existing SOPs are followed, in addition to the site-specific Pandemic Plan actions.

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3/6/2020
PANDEMIC PLAN OVERVIEW

This Pandemic Plan is organized by categories of escalation from Level 1 (lowest threat level) to Level 3 (highest threat level). There is a section within the plan for each threat level that includes appropriate activities targeted for each level of Coronavirus threat. Please read the indicators associated with each level to determine which action path to follow, and note that the threat level may escalate or de-escalate during the course of the pandemic.

- **Level One – Lowest Threat Level**
  - No confirmed or suspected case of Coronavirus infection at client site or surrounding community.

- **Level Two – Imminent Threat Level**
  - Confirmed Coronavirus infection in nearby areas, or suspected case / quarantine at client site.

- **Level Three – Highest Threat Level**
  - Confirmed case of Coronavirus infection at client site.
  - At sites with more than one building, Level 3 applies to contaminated building(s) and areas only.

Information is also included to address business continuity planning in the areas of Supply Chain and Staffing.

This plan is not designed to be all encompassing or to address every possible scenario. Individual site customization is encouraged to ensure that all client and customer needs are addressed.
LEVEL 1 (L1) ACTIVITIES – LOWEST THREAT LEVEL

Level 1 is the lowest threat level and is defined by: No confirmed or suspected case of Coronavirus infection at client site or surrounding community.

The activities in the section below are intended to enhance Aramark’s rigorous hygiene and sanitation standards as an extra level of security against virus transmission. These processes align with the CDC’s guidance for virus control to date.

L1: EMPHASIZE / RETRAIN HYGIENE STANDARDS

Associate Health
Assesses who are experiencing any symptoms of respiratory illness are not permitted to work.
Symptoms to watch for include:
- Persistent cough and/or sneezing
- Fever
- Shortness of breath or breathing difficulties

Employees must notify management if they believe they may have been in contact with an infected individual or if they have traveled to a country with significant Covid-19 cases (China, Italy, South Korea and Iran)

Hand Hygiene
Hand hygiene is the most important tactic to prevent infection. Focus on reinforcing:
- Proper handwashing
- Avoiding touching mouth, nose and eyes
- Use of hand sanitizer

Hand Hygiene Resources: CDC - Handwashing: Clean Hands Save Lives, Aramark - Washing Hands & Arms SAFE Brief, Aramark - Hand Washing Poster

Respiratory Hygiene
Respiratory hygiene standards must also be strictly adhered to and enforced.
- Cover mouth with clean tissue when coughing or sneezing. Dispose of tissue immediately and wash hands.
- When tissues are not available, cough into bend of elbow. Not hands.

Respiratory Hygiene resources: Respiratory Infections: Associate Hygiene, Respiratory Infections: Workplace Hygiene

Hygiene standards should be reinforced with your associates on a weekly, if not daily, basis. Post these work aids in visible locations (e.g., near bulletin board, time clocks)
**L1: INCREASED TRAINING AND AUDITS OF ALL HYGIENE STANDARDS**

Daily training on Pandemic Plan hygiene standards should be included in all pre-shift huddles. Contingent (temporary) labor and visiting support staff must be trained and have on all standards before working in the facility.

Managers and supervisors must conduct hygiene spot-check audits a minimum of 3 times per day.

**L1: ADDITIONAL MONITORING OF HYGIENE STANDARDS**

In addition to training on hygiene standards, your managers and supervisors should commit to active monitoring and coaching to reinforce the hygiene standards.

Commit to a formal walkthrough no less than three times during all shifts, delivering feedback (positive and constructive) during each walkthrough. Use the following spot check techniques:

- Ensure there is no food or beverage or unauthorized products on custodial cart
- Gloves are worn during all cleaning times
  - Gloves must be changed between each room
  - If gloves rip or tear, dispose of gloves, wash hands, and put on a new pair
- All employees must wash hands
  - Before and after breaks
  - Before and after lunch
  - End of day
- Uniform changes
  - In the morning before shift
  - End of day before leaving the facility

**L1: PREVENTATIVE / PROACTIVE CLEANING PROCEDURES**

We recognize that certain circumstances may require additional and/or altered cleaning activities during a Level 1 Threat where there are no confirmed or suspected cases of Coronavirus infection at the client site or within the surrounding community. You are encouraged to work closely with your client to discuss the need/desire to be more proactive and for increased tasks, frequencies, and alternative cleaning products as they may be warranted.

Additional considerations may include:

- Use of Oxivir TB Wipes on High Touch Areas
- Increased frequency of cleaning High Touch Areas
- Increased frequency of cleaning restrooms, locker rooms, and shower rooms
- Additional Personal Protective Equipment

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3/6/2020
LEVEL 2 (L2) ACTIVITIES – IMMINENT THREAT LEVEL

This section identifies actions to be implemented when we have Level 2 - imminent threat and is defined by: Confirmed Coronavirus infection in nearby areas, or suspected case / quarantine at client site. Because every location and situation is unique, the definition of “nearby areas” is one that should be made at the local level and in collaboration with your client.

L2: REDUCE PERSON TO PERSON CONTACT

Social Distancing

- Modify the frequency and type of face-to-face employee encounters (e.g., no hand-shaking, substituting teleconferences for face-to-face meetings, staggering breaks, posting infection control guidelines)
- Promote social distancing between employees and customers to maintain six-foot spatial separation between individuals

L2: CONFIRM ARAMARK ASSOCIATE HEALTH PRIOR TO THEIR SHIFT

Perform individual confirmation of associate health prior to starting their shift.

These measures may include:

- Standard observation of illness, as you would during normal operation
  - Coughing, sneezing, wheezing, sweating, shivering
  - Use these aids to help make the determination: Associate Health Quick Standard and Associate Illness Log
- Asking associates standard questions to confirm the absence or risk factors/symptoms:
  - Are you experiencing fever, cough, or shortness of breath?
  - Do you believe you have come into contact with an infected individual?
  - Have you traveled to a country with significant COVID-19 cases (e.g., China, South Korea, Italy) or have you had contact with someone who has?
- If an associate answers one of these questions affirmatively, or is visibly ill, you should:
  - Tell the associate not to report to work or send him or her home;
  - Seek guidance from Human Resources for next steps; and
  - Report the situation to coronavirusquestions@aramark.com or the Aramark Employee Hotline.

These measures may NOT include:

- Taking an employee’s temperature or performing any other medical examination;
  - If a client requests that we perform temperature screening on employees, report the situation to coronavirusquestions@aramark.com or the Aramark Employee Hotline for further guidance
- Requiring employees who do not display COVID-19 symptoms and are not subject to any risk factors to seek testing/provide medical documentation that they are free from illness
- Excluding employees from work on an ongoing basis without first engaging Human Resources (and Labor Relations, where the employee belongs to a union)
If you begin this practice, it must be applied consistently and evenly across all staff, without regard to ethnicity, race, national origin, or any other protected characteristic.

**L2: EMPLOYEE EXCLUSION PROCEDURES**

In a “Level 2” situation, it is likely you will need to Excluding an Associate from work on an ongoing basis; this is a decision that must be made with the support of Human Resources. If you identify an associate who has risk factors for COVID-19, is displaying symptoms of COVID-19, or who believes that he or she may be infected or has been exposed, you must:

- send the associate home immediately;
- seek guidance from Human Resources for next steps on dealing with the affected associate; and
- report the situation to coronavirusquestions@aramark.com or the Aramark Employee Hotline.

Human Resources will assist you with navigating through multiple issues, including:

- whether the employee should be excluded from the workplace and for how long;
- whether the employee can work from home during the exclusion period;
- whether/how the employee should be paid during the exclusion period;
- whether the employee can (or must) use vacation or PTO time while he or she is out;
- whether Labor Relations needs to be involved in the decision-making process; and
- what documentation is required before the associate is permitted to return to work.

The Associate should maintain contact with the Account or Location Manager and inform of any change in condition. Coordination for any Remote Work Assignments and any pay options will be with the supervisor and HR Partner.
L2: CLEANING AT LEVEL 2 – IMMINENT THREAT LEVEL

The following modified SpaceCare QL procedures shall be followed:

Ensure you have the following products on hand:
- Oxivir TB Wipes
- Virix II 256
- Gloves
- Goggles

Daily Cleaning Procedure for Offices and Public Spaces:
- 5x per Week: Utilize Oxivir TB Wipes
  - Wipe down High Touch areas 2x a day
  - Wipe down Trash Container one time at the end of the day

Daily Cleaning Procedure for Classrooms:
- 5x per Week: Oxivir TB Wipes – High Touch cleaned 2x a day plus desks

Daily Cleaning Procedure for Restrooms:
- Follow the SpaceCare QL Restroom Procedures utilizing Oxivir TB Wipes.
- Floor will be cleaned with Virex II 256.
- In addition to standard SpaceCare QL Restroom procedures:
  - High Touch Areas will be wiped down 4x per day with Oxivir TB Wipes:
    - Start of Day
    - + 2 hours: High Touch Areas
    - + 4 hours: High Touch Areas
    - + 6 hours: High Touch Areas
    - End of Day – Final Clean Procedure

Restroom Cleaning Utilizing Kaivac
Follow standard daily Kaivac cleaning procedures utilizing Virex II 256
- 3x per day – Oxivir TB Wipes High Touch Areas
- 1x per day – Kaivac with Virex II 256

End of Shift Procedures
It is important to disinfect your cart and cleaning tools at the beginning and end of every shift.
- Cart Maintenance - Wipe down cart and tools with Oxiver TB Wipes
- It is recommend employees bring a change of clothes to wear to and from work. Leave your uniform at the facility.
Coronavirus Planning
Intended for Aramark Operations in Facilities Services

Procedure for Using Disinfectant/Cleaner Wipes

1. To dispense wipes, pull wipe up and out of dispenser. Separate wipe at perforation. Always close lid when finished.
2. Use fingers to grab wipe at top corners and unfold wipe.
3. Gently pull wipe taught so that it is completely unfolded.
4. Lay wipe flat on surface to be cleaned and disinfected.
5. Keeping the wipe as flat as possible of the surface, begin wiping.
6. When wipe just begins to feel dry, stop wiping. Use fingers to grab wipe at corners and fold wipe in half.
7. Continue wiping with folded wipe, keeping the wipe as flat as possible.
8. Repeat steps 5 and 7, successively folding the wipe in half and wiping the surface two more times or until the surface is cleaned.
9. If the wipe is still wet after four folds and wiping, squeeze the cleaning liquid onto the surface.
10. Flip over the folded wipe and use the liquid to finish wiping.
11. Dispense a new wipe for each new surface repeat above steps.
12. When a wipe is visibly soiled, discard and use a new wipe.

www.diversey.com
If you have any questions, please contact your supervisor.

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3/6/2020
Fall 2020 Opening Plan

The key to minimizing the spread of disease is to clean and sanitize these surfaces frequently.

<table>
<thead>
<tr>
<th>Facility: Sanitize high-touch areas:</th>
<th>Surface</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door knobs/handles</td>
<td></td>
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<tr>
<td>Door Push Plates and Crash Bars</td>
<td></td>
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<tr>
<td>Arms on Chairs</td>
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<tr>
<td>Back of Chairs</td>
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<tr>
<td>Phones</td>
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<tr>
<td>Desk and Table Tops and edges</td>
<td></td>
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<tr>
<td>Countertop</td>
<td></td>
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<tr>
<td>Light switches and room controls</td>
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<tr>
<td>Furniture</td>
<td></td>
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<tr>
<td>Cabinet and Drawer Handles</td>
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<tr>
<td>Elevator Buttons</td>
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<tr>
<td>Vending Machines</td>
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<tr>
<td>Drinking Fountains</td>
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<tr>
<td>Microwave</td>
<td></td>
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<tr>
<td>Refrigerator Handles</td>
<td></td>
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<tr>
<td>Computer Equipment and Keyboards</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facility: Sanitize Restroom, Locker Room, Shower Room high touch surfaces including:</th>
<th>Surface</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restroom door knobs and handles</td>
<td></td>
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<tr>
<td>Toilet horizontal surface/seat</td>
<td></td>
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<tr>
<td>Toilet lever/flush</td>
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<tr>
<td>Faucet (at sink)</td>
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<tr>
<td>Sink Surfaces</td>
<td></td>
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<tr>
<td>Dispenser buttons/levers</td>
<td></td>
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<tr>
<td>Partition Handles, locks and doors</td>
<td></td>
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<tr>
<td>Light Switches</td>
<td></td>
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<tr>
<td>Handrails</td>
<td></td>
</tr>
</tbody>
</table>

| Facility: Specialty Area high touch (Labs, Equipment Rooms, Athletic Areas, Event Areas) | |
|-------------------------------------------------------------------------------------------------|

Computer Screens, keyboards and equipment – verify cleaning product compatibility.
LEVEL 3 (L3) ACTIVITIES – HIGHEST THREAT LEVEL
This section identifies actions to be implemented when there is confirmed case of Coronavirus infection at the client site. At sites with more than one building, Level 3 generally applies to contaminated building(s) and areas only.

L3: DECONTAMINATION / REMEDIATION
If your client site has a confirmed COVID-19 case:
- Remediation/disinfecting under these circumstances is outside the scope of our contracts
- It requires a higher level of training, equipment, protection and products that need to be considered; there are also regulatory implications
- While Aramark does not perform these services, we have a list of preferred partners who are experts in this area that we can recommend
- Any contractual/financial arrangement should be between the client and the preferred partner
- Prepare for potential business interruption and how/if to address with the client

For environments that have become compromised and require specialized treatment, we have a relationship with Relyn. For assistance from Relyn, please call the 24/7 Emergency Number: (800)808-1553. In Canada? Call (301)468-1883. For more information, please visit: www.rolyn.us

Relyn
Infection Prevention and Control Remediation
Available in the continental US, Hawaii and Canada

If your facility has been affected, Relyn, an Avendra partner, is able to provide decontamination services to destroy the virus using state-of-the-art technology. Relyn's national rapid response environmental team is specially trained and equipped to respond to any biohazard event, including COVID-19 causing coronavirus. Relyn maintains stocked response trailers and can mobilize immediately.

If you have a suspected case, immediately report it to the CDC Hotline: 800-CDC-INFO or (800)-232-4636.

For assistance from Relyn, please call the 24/7 Emergency Number: (800) 808-1553. In Canada? Call (301)468-1883. For more information, please visit: www.rolyn.us

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3/6/2020
BUSINESS CONTINUITY PLANNING

SUPPLY CHAIN

Supply Chain Emergency Response Protocols
- Supplier and distributor partners are required to have contingency/emergency preparedness plans in place.
- Supply Chain helps coordinate emergency supplies and escalates critical needs.
- Shelters, first responder locations, Healthcare, Educational, and Correctional facilities are prioritized.
- Supply Chain gathers contingency updates from all supplier and distributor partners:
  - Provides email updates with emergency resources to LOB leadership for cascading to the field.
  - Depending on severity and impact, hosts conference calls with Vertiv, North American, and Aramark LOB leadership.
  - LOB presidents are provided regular updates related to operational impact.
  - Supplier and distributor partners are required to communicate directly with affected locations.

Emergency Inventories
- Aramark is working closely with our suppliers and distributors to establish inventory of the most critical cleaning products to help support the most critical needs of our client locations. At this time, we have (or will soon have) additional inventory strategically placed at 5 locations in:
  - Philadelphia
  - Atlanta
  - Chicago
  - Dallas
  - Los Angeles

Protective Masks
- The CDC does not recommend the use of protective masks for healthy individuals.
- Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for health workers and people who are taking care of someone in close settings (at home or in a health care facility).
STAFFING NEEDS & SCENARIOS
Contingency plans for variability in staff availability are necessary to ensure service continuity.

Staffing Accessibility
- Contingent staffing may be utilized. Ensure the staffing provider understands and follows the requirements in the Pandemic Plan.
- Cross-utilize office and support staff for service roles as needed, and are properly trained in Aramark procedures and training is documented.
- Coordinate with Aramark accounts from other LOBs in the area to share resources.
- For Facilities, consider reducing the following procedures:
  - Full cleaning of floors in nonpublic areas
  - Windows
  - High Dusting
  - Project Work
- Partner with client organization to determine availability of housing for employees willing/needed to stay overnight or for extended periods.

CRITICAL SERVICES
Identify critical activities (i.e. key elements of your business that must be maintained)
Review the likely impact of a pandemic on your clients’ requirements, for example, increased demand for hygiene & cleaning products and services, reduced service demand due to absenteeism among client workforce.

Determine the extent to which your business could operate in a pandemic event and what service modifications would be required, for example, reduced or non-availability of supplies/services, high absenteeism.
Utilize the COVID-19 Pandemic Planning Checklist.

FINANCIAL IMPACT & OTHER RECORD KEEPING
The comptroller or other Aramark employees responsible for the financial reporting shall complete the financial forecasting smartsheet provided to you by your Finance leadership. Such report shall be updated and shared with regional leadership on a weekly basis (or as otherwise agreed to by your RFD). The fields in the smartsheet may require assessment on potential service interruption/cancellation or postponement. To the extent you have questions about forecasting these events or understanding the terms of the contract as it relates to these events, please reach out to your RFD.

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3/6/2020

Facilities - Aramark Pandemic Plan
ADVANCING HUMAN CREATIVITY

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