

Minneapolis College of Art and Design COVID-19 Preparedness Plan
January 13th, 2021

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SECTION 1

1. MCAD Plan and Principles

MCAD is committed to providing a safe and healthy environment for all members of the community. Students, faculty, and staff are MCAD's most important priority. The collective goal is to enable everyone to learn, work, and live in the safest way possible. The threat from COVID-19 is not over, and continues to affect each individual and the community in different ways.

This Plan was developed following interpretive guidance from the Minnesota Department of Health (MDH), Centers for Disease Control and Infection (CDC), American College Health Association (ACHA), and Minnesota Industry Guidance. In addition, MCAD established cross-functional planning teams in assessing the campus and implementing protocols tailored to each area. MCAD also received input and guidance from faculty/staff surveys and town-hall forums. This Plan is a result of this collaborative effort.

This Plan incorporates MCAD Employee Stay Safe Plan published on June 29th, 2020 and [MCAD's Forward Together Plan 2020](#). This Plan will evolve as necessary in response to the public health conditions in Minnesota and guidance from Governor Walz, MDH, and CDC. Due to the changing conditions of the pandemic, MCAD will take an iterative and adaptive approach to this plan and its implementation. It represents our best thinking based on the most current information. It is intentionally flexible to provide for and to respond to a variety of contingencies. Any revisions to the Plan will be communicated to faculty, staff, and students.

This plan provides universal guidelines for MCAD. Individual departments are responsible for maintaining their own detailed policies and protocols that are consistent with this plan.

Resources:

MDH IHE Guidance:

<https://www.health.state.mn.us/diseases/coronavirus/schools/guideihe.pdf>

CDC IHE Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

ACHA IHE Guidance:

https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf

MN Industry Specific Guidance:

<https://mn.gov/deed/newscenter/covid/safework/safe-reopening/>

1.1 Reopening of Campus Operations

MCAD staff and faculty have gradually returned to campus for the 2020 Fall Semester and 2021 Spring Semester in a phased approach consistent with the operational needs and state regulations. However, the standard guidance continues to be that even though campus buildings may be open, students, faculty, and staff should enter the buildings only when their work cannot be done virtually. On 08/17/2020, the campus buildings fully reopened to students, faculty, and staff who have taken the required safety training and signed MCAD's Shared Pledge for Personal & Community Safety.

- Pledge for Students ([via myMCAD](#))
- Pledge for Staff & Faculty ([via Paylocity](#))

Wherever possible, contact or communication with support offices will be virtual via email, telephone, Google Chat etc. Virtual office hours for MCAD will be Monday to Friday 9:00 a.m. to 5:00 p.m.

1.2. Staff Return to Campus

According to the June 29th **Stay Safe Plan**, as many MCAD employees as possible should continue to work from home until further notice. Managers are encouraged to consider staffing approaches that accomplish department objectives while limiting potential for virus transmission, such as staggering shifts and days on campus and encouraging employees to continue to work remotely, except for occasions when their work needs to be performed on the physical campus. In addition, there is a daily protocol that must be followed which is included in the Shared Pledge for Personal & Community Safety; see section 1.

SECTION #2

2. Health, Wellness, and Safety Practices on Campus

Now more than ever, MCAD needs its entire community to adhere to best practices for protecting their own health and the health of others. All faculty, staff, and students on campus will be expected to follow these health and safety protocols. Managers will be responsible for implementing these protocols in their areas. Students, faculty, staff, and contractors are required to read through this Plan document

2.1 Community Pledge

Our goal is to have every community member understand how interconnected we all are, especially when it comes to managing through COVID-19. We all have a role to play in providing for the health and safety of our community. To align the college's health and safety expectations with the well-being of each member of our community, and to provide all MCAD individuals greater assurances as to what they can expect from each other, all students, faculty, and staff are required to acknowledge a community standards agreement and pledge as a condition of their return to campus this academic year. This pledge is available at Shared Pledge for Personal & Community Safety; see section 1.1.

2.2 Face Covering and Masks Requirement

The City of Minneapolis enacted an [Executive Order](#) on May 26, 2020 that requires face coverings to be worn in buildings where the public is present. In addition, the State of Minnesota enacted an [Executive Order](#) on July 24, 2020 requiring face coverings.

MCAD requires staff, faculty, students, and visitors to wear face coverings which cover and seal around the nose and mouth while inside any MCAD building or on the Main Building Patio. Bandanas and neck gaiters are not acceptable forms of face coverings due to research showing that bandanas don't seal well around the mouth and neck gaiters are generally porous due to their elasticity. Face coverings can be removed temporarily only under these circumstances;

1. If alone in a room where the door is shut.
2. If in an apartment where no guests are present.
3. If eating or drinking and seated in the Cafe, studio, or office. 6' physical distancing or separation by a partition is required.

Face coverings are highly encouraged outside on the campus grounds in areas of congestion or where 6' physical distancing cannot be maintained. Masks do not replace the need for 6' physical distancing.

Staff, faculty, and students may bring their own cloth mask or can you use reusable cloth masks supplied by MCAD. These masks are limited to two per individual at no cost unless there are circumstances requiring additional issuance of masks. Public Safety is empowered to remind visitors and community members about the face covering requirement. If a community member needs an ADA accommodation, they should contact Human Resources at human_resources@mcad.edu. Disposable masks will be available for anyone who forgets a mask at the Public Safety desk. A wellness kit containing two masks, a thermometer, and hand sanitizer will be distributed throughout campus.

MDH has developed this [2-minute video](#) on proper use, cleaning, and removal of masks. The CDC has developed this webpage about how [to wear a mask](#) and [washing your mask](#). Employees who are unable to medically tolerate a mask and seek accommodations should contact the [Human Resources](#) office and students should contact [Disability Services](#).

2.3 Social & Physical Distancing Requirement

Social and physical distancing of six feet will be implemented across the entire MCAD campus and is a cornerstone principle in the development of this Plan. Limiting face-to-face contact is one of the best ways to reduce the spread of COVID-19—staying at least 6' feet away from others, remaining at home when possible, and avoiding crowded places or mass gatherings. MCAD is implementing physical distancing through multiple methods across campus by:

1. Requiring all instruction, meetings, and work to be conducted electronically as a matter of practice.
2. Developing a multimodal approach to teaching and learning (see Academic Plan in Section 6) while allowing access to facilities.
3. Requiring MCAD employees to work from home when possible by prioritizing telework and flexible work hours.
4. Installing floor markings to indicate physical distancing and signage to encourage individuals to stay right in the corridors while passing others.
5. Auditing classrooms, labs, offices, and departmental spaces to ensure proper physical distancing which includes reducing occupancies and rearranging or removing furniture.
6. Presenting events in a virtual format first, and if necessary face-to-face events which follow MDH limits and guidelines. New room capacity limits will be posted on each classroom, conference room, and most office spaces. [A map showing maximum occupancies can be found here](#).
7. Adding plexiglass or other barriers in high-traffic service areas.
8. Ensuring that 6' physical distancing be followed where face-to-face interactions occurs. In academic support areas, such as the 3D Shop, Printshop, or Media Area where individuals may work intermittently (less than a minute) closer than 6', cloth face coverings in addition to face shields are required for faculty and staff. If any activities require staff/faculty to work closer than 6' for longer than one minute, those activities should be altered to allow for proper 6' distancing.
9. Continually assessing the student, faculty, and staff on-campus activities and adjusting the operations or occupancies based.

2.4 Cleaning and Disinfection

Regular housekeeping practices have been enhanced, including additional routine cleaning and disinfecting of public use areas such as restrooms, hallways, and the College Center.

1. All custodial staff have been provided refresher training on proper cleaning techniques, as well as background information on COVID-19. All cleaning products meet U.S. Environmental Protection Agency (EPA) requirements.
2. If there is a confirmed positive case reported to MCAD, the custodial staff will coordinate cleaning and disinfecting of that individual's work space or areas that the individual visited.
3. Custodians will clean public spaces such as lobbies, restrooms, door handles, handrails, and elevator buttons at least once daily, and more frequently if deemed necessary.
4. Custodians will no longer enter private offices or departments. Office users should disinfect their spaces and empty their own trash/recycling into bins centrally located outside of the offices.
5. Custodians can disinfect, clean, and vacuum individual offices upon special request. These requests should be directed to [Facilities](#).
6. Over 100 cleaning/disinfection kits have been distributed throughout campus to each department, studio, classroom, and academic support facility. [Information on how to properly use and disinfect each space can be found here](#)
7. For shared departmental equipment, such as phones, keyboards, and copiers, individual users will be responsible to clean these surfaces prior to use.
8. Faculty, staff, and students will not use anyone else's personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment. When work tools must be shared, individuals should take precautions to sanitize them between use, as well as wash their hands before and after use.
9. Packages, mail and certain Media Center equipment should be considered high risk items since they can not be fully disinfected. Precautions should be taken such as washing hands or using hand sanitizer after handling and not touching personal items or your face before washing your hands.
10. In areas where there is shared workspace, individuals are expected to disinfect the workspace before and after use.
11. Classrooms will be thoroughly sanitized at least once per day. Sanitization supplies will be provided in each classroom for individual use. The frequency of classroom cleaning will be increased if the level of community transmission increases.

2.5 Handwashing

Faculty, staff, and students are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, especially at the beginning and end of their time on-site, prior to any mealtimes, when using shared equipment, when opening/closing doors, and after using the restroom. Hand-sanitizer dispensers are available throughout campus at all building entrances, outside of each restroom, and in each elevator lobby. Hand sanitizer can be used for hand hygiene in place of soap and water. The MDH "[Clean Your Hands!](#)" poster provides proper hand-washing methods.

In occupied areas, custodial staff are checking and replenishing soap dispensers, paper towels, and hand-sanitizer stations at least once per day, and more often in heavily trafficked spaces. MCAD has installed over 70 hand-sanitizer stations throughout campus and has over 30 sinks that can be used for handwashing.

2.6 Respiratory Etiquette: Cover Your Cough or Sneeze

Everyone is asked to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face—in particular their mouth, nose, and eyes—with their hands. Tissues

should be disposed of in the trash and individuals should wash or sanitize their hands immediately afterward.

2.7 Ventilation

The Facilities Department has applied a multi-layered approach utilizing multiple control strategies to minimize risk of transmission through the air. Depending on building systems and population density, control strategies may include:

- Maximizing the amount of outdoor air ventilation.
- Minimizing recirculated air.
- Increasing filtration efficiency where possible.
- Bypassing energy recovery systems with potential for cross contamination.
- Operating building systems 24/7.
- Ongoing maintenance to ensure proper function.
- Installing portable HEPA filtration units where outdoor ventilation is limited.

These strategies will be coordinated with space allocation, scheduling, planning, and disinfection and cleaning measures. Guidance from the [American Society of Heating and Refrigerating Engineers \(ASHRAE\)](#) has been used to develop this plan.

Initial efforts are focused on ensuring building systems are all working as expected utilizing both Facilities staff and licensed HVAC contractors, prioritizing additional measures based on use and occupancy. The above mitigation measures will be implemented with more frequency as population density on campus increases and will be assessed continuously.

SECTION 3

3. Screening for Signs and Symptoms of COVID-19 and Reporting Concerns

The collective goal is to enable everyone to work, learn, and live in the safest place possible. With that in mind, MCAD staff, faculty, and students must create a culture of well-being for our collective community. Going forward we must build a new culture in which anyone feeling even slightly sick stays home to protect fellow community members. All faculty, staff, and students who come to campus are expected to self-screen for signs and symptoms of COVID-19. The below instructions are based on guidance from MDH and the CDC.

3.1 Screening Expectations

All MCAD students, faculty, staff, and contractors should take their temperature twice each day, in the morning and the evening. In addition, **before** coming to campus each day, individuals should ask the following questions:

1. Is my temperature 100.4 °F or higher today?
2. Have I felt like I have had a fever in the last 24 hours?
3. Do I have a new or worsening cough?
4. Am I having trouble breathing that cannot be explained by an existing condition, like asthma?
5. Do I have new or worsening body aches that can't be explained by other activities?
6. Do I have a sore throat, different from my seasonal allergies?
7. Am I experiencing loss of taste or smell?
8. Am I experiencing diarrhea, vomiting, or nausea?

9. Is my roommate or member of my household experiencing any of the above symptoms within the last 48 hours or been identified as a close contact (see definition below)?
10. Have I had close contact with anyone suspected of having or confirmed to have COVID-19? Close contact is defined as being within six (6) feet of the infected person for a cumulative total of 15 minutes or more over a 24 hour period within 48 hours prior to the development of symptoms, or had direct contact with infectious secretions of a person diagnosed with COVID-19 (e.g., being coughed on, shared utensils, kissed, etc.)

(The Minnesota Department of Health's [free, interactive screening tool](#) can be useful.)

If any of the answers are **yes** to the above questions, the individual should stay home and report their condition following the "Reporting to the College" section listed below.

3.2. Reporting to the College - Notification Protocol

All members of the MCAD Community who are working, living, learning, or spending time on campus are required to notify MCAD if;

1. They are diagnosed with COVID-19, or
2. They have COVID like symptoms, or
3. They have been identified as a close contact, or
4. Their roommate or household member is identified as a close contact.

If any of the answers are yes to the above questions, the person must:

1. Stay at home or in the campus apartment unit to isolate from others. Do not come to campus. Work or attend classes virtually if able to do so.
2. Call a primary health-care provider for further advice if needed.
3. If you are a student, notify staysafestudent@mcad.edu which will email both Student Affairs and the COVID Coordinator. Students, with the assistance of Student Affairs if necessary, must notify their instructors to let them know that they are unable to attend an onsite class and/or feel unwell enough to complete online coursework.
4. If you are a faculty or staff member, report your absence as soon as is practicable to your supervisor and notify staysafestaff@mcad.edu
5. After sending the e-mail to staysafestudent@mcad.edu or staysafestaff@mcad.edu, you will receive an automated email response asking you to fill out an [Exposure Report Form](#). <https://forms.gle/CBh4oKTJNKvr4wT18>
6. Your health care provider and the Minnesota Department of Health will inform you of when you can safely return to campus. Once able to return to campus, you must seek final clearance from the Human Resources Case Manager for staff/faculty and Student Affairs Case Manager for students.
7. In all cases, confidentiality will be preserved in accordance with the law.
8. Protocols have been developed to make general notifications to areas responsible for sanitation, communication with impacted areas and modification of building access.

3.3. Going Home When Sick

Individuals who become ill while they are on campus must go home. If a manager observes that an employee is working on campus while sick, the manager must send the employee home.

Students who are ill should be directed to return to their home or residence hall room. Individuals who become ill at work with any symptoms of COVID (listed in the “**Screening Expectations**” section) must follow the reporting protocol addressed in the “**Reporting to the College**” section.

3.4. Reporting to the College - Information Collected

When students or employees report a confirmed case, displaying symptoms, or is a close contact, they will be asked to share information relevant to contact tracing and cleaning needs, such as:

1. The date they first experienced symptoms or were identified as a close contact.
2. The testing date and location
3. The date test results were received
4. The last day they were on campus
5. The area(s) of campus where they have spent extensive time, both in the last two (2) days (for contact tracing) and over the last seven (7) days (for cleaning purposes)
6. The identities of MCAD students, faculty and staff with whom they have had close contact. Close contact is defined as being within six (6) feet of the infected person for a cumulative total of 15 minutes or more over a 24 hour period within 48 hours prior to the development of symptoms, or had direct contact with infectious secretions of a person diagnosed with COVID-19 (e.g., being coughed on, shared utensils, kissed, etc.)

Medical providers will report positive results to the MDH, who will in turn conduct contact tracing and notify MCAD. However, the reporting process to the college by the MDH will take several days. Given the frequency and rate of communicability and infection rates for COVID-19, time is of the essence to protect fellow community members. Reporting results directly to MCAD is vital.

3.5. MCAD Response to Confirmed Cases

Once a case has been confirmed, MCAD will act promptly to mitigate virus spread. While MDH will be responsible for the primary contact tracing both on campus and off campus, MCAD will supplement MDH through MCAD’s trained contact tracers. MCAD will use this information to monitor for potential outbreaks, assess cleaning needs, and modify building access. This information will allow MCAD to more quickly triage potential cases and identify interim quarantines until MDH can fully investigate. When a community member notifies the college of a confirmed case, MCAD, with direction of MDH, will:

1. Notify students, faculty, and staff at MCAD with whom they have had close contact (see definition above). The name of the individual with COVID-19 and identifying details will not be used in this notice unless permission has been granted. These individuals will be required to quarantine (see below).
2. Determine if any additional notices are required. For example, if a campus area needs to be closed for cleaning, individuals who work/live in that area will be notified. Again, the name of the individual with COVID-19 will not be used in the notice.
3. Provide the individual and other impacted individuals with information related to required isolation or quarantine and determine what, if any, additional cleaning is required.

MCAD has several contact tracing case managers who triages potential cases, makes interim quarantine or isolation determinations and identifies MCAD close contacts. MCAD also has Student Affairs and Human Resources case managers who provide follow up to individuals after the initial triaging to assist with support services, information, and clearance.

3.6. Responsibility of Other Community Members

Individuals who have not had direct contact with a person with a confirmed case of COVID-19, but who have been in the same general area, are not required to quarantine. They should, however, follow the same precautionary measures as all members of the community—practicing good hygiene, following social distancing, wearing a mask or other cloth face covering when sharing indoor spaces with others, monitoring their health, and staying home when displaying symptoms or feeling sick. Students with particular concerns may contact the Students Affairs Office and faculty and staff may contact Human Resources.

3.7. Privacy and Confidentiality

Consistent with MCAD longstanding compliance with [HIPAA](#) and patient privacy, the College protects the privacy of faculty, student, and staff health status and health information. Managers and supervisors are reminded that they have an obligation to protect the privacy of employee health information.

MCAD will treat medical information received by the contact tracer as confidential. MCAD may share this information with the Minnesota Department of Health as needed to ensure compliance with public health guidelines and directives and this plan. Names of impacted individuals will never be shared in public communications.

All community members are expected to help maintain the privacy and anonymity of individuals who have been diagnosed with COVID-19 or are quarantining due to COVID-19 exposure. Individuals who are able to identify the individual based on the circumstances are expected to be discreet. For example, it is acceptable to share personal quarantining due to a direct contact with an individual with COVID-19, but not acceptable to share the individual's name.

3.8. Coordination with State and Local Health Officials

The confirmed COVID-19 diagnosis will be reported to local and/or state health authorities by the health care provider that conducted the test. MCAD may also share the information provided by students and employees directly with MDH. MCAD will work closely with state and local health officials on any recommended measures to reduce the spread of COVID-19. MCAD community members who have been in direct contact with a person with a confirmed diagnosis may be contacted by both MCAD and state or local health officials as part of contact tracing efforts.

3.9 Community Alerts

In accordance with the [Clery Act](#), MCAD will inform the community if there is a confirmed outbreak of COVID-19 on campus that poses an immediate threat to the health or safety of the campus community. The determination of whether cases are linked and constitute an outbreak will be made in accordance with Clery Act and public health guidance.

[MCAD's Forward Together 2020/21 website](#) is continually updated and contains a [statistics of active and recovered confirmed positive COVID cases](#) on campus.

3.10. Isolation and Quarantine

Any member of the MCAD community who is diagnosed with COVID-19 or is feeling sick with COVID symptoms is expected to follow the CDC [isolation guidelines](#) to help protect the health of the greater

community and prevent disease transmission. They should work under the care and direction of their medical provider to determine when they are able to return to campus or to the classroom. In general, individuals are [expected to stay home](#) until they have been fever-free for 24 hours (without use of medicine that reduces fever) and at least 10 days have passed since symptoms first appeared and other symptoms have improved.

All members of the MCAD community should stay home and [quarantine](#) if they have been in close contact with a confirmed COVID-19 case. [Fourteen days of quarantine](#) is required for any students or employees who have had close contact with someone who has tested positive for COVID-19 or if their roommate or household member are identified as a Close Contact. While the CDC has identified means of reducing quarantine durations, MCAD's policy remains a full fourteen day quarantine regardless of testing results or lack of symptoms.

Housing has a coordinated care protocol for residential students who exhibit symptoms or have been close contacts. This includes working with the Cafe and Student Affairs for food and other needs. Students will receive support to continue with their academics while in isolation or quarantine.

Faculty and staff will be supported to work remotely to the degree they are able while in isolation or quarantine.

MCAD will work with the Minnesota Department of Health (MDH) to inform workers if they have been exposed to a person with COVID-19 in the workplace, and MDH will require them to [self-quarantine](#) for the recommended amount of time.

3.11. Individual Circumstances

If an individual who has been instructed to return to work on site has concerns due to a medical condition or other high-risk factors, or if an individual wishes to seek ADA reasonable accommodations related to returning to the workplace, the individual should contact [Human Resources](#) to initiate a review to determine any appropriate accommodation(s).

The College has leave policies that encourage faculty and staff to stay at home when they are sick, when household members are sick, or when they are required by a healthcare provider to isolate or quarantine themselves or a member of their household. This leave policy is covered by MCAD's existing [Earned Sick and Safe Time policies](#) as well as [MCAD's Emergency Sick Time policies](#).

There are some MCAD community members who may be unable to wear a mask. For faculty, staff, or students with underlying medical conditions, or who have household members with underlying health conditions, HR has designed an iterative process for ADA purposes. The following policies, resources, and supports are available on the [Disability Accommodation](#) page.

3.12 Testing

At this time, we are planning to follow MDH guidance, which is to test people who experience COVID-19 symptoms, as well as those who are considered close contacts of a person diagnosed with COVID. We will not routinely test asymptomatic people.

Many community wide testing options are now available including;

- MCAD has established resources for testing through the [People's Center](#) near Augsburg and Mayo Clinic Labs for students, or
- Faculty, staff and students who are sick should contact their primary health care provider for testing, or
- Order a [COVID-19 free test at home kits](#) provided by the Minnesota Department of Health, or
- Visit one of the many [COVID-19 free testing sites](#) located throughout the state.

3.13 Contact Tracing Phone App

The State of Minnesota has created a mobile app to help slow the spread of COVID19 called [COVIDaware MN](#). It uses your phone's Bluetooth signal and exposure notification technology developed by Apple and Google. COVIDaware MN will notify you if you've been near someone who tested positive for COVID-19 and has the app. If you test positive, you can use the app to anonymously notify anyone you've been near. It doesn't collect any personal information or track your location. MCAD encourages it's community to strongly consider downloading this app today and to encourage others that you care about to do the same. The more people using the system, the better it works.

Since MCAD does not receive any information from this application, it's critical that if you have any COVID symptoms, are identified as a close contact or if you tested positive, you still need to notify MCAD directly at staysafestaff@mcad.edu or staysafestudent@mad.edu.

SECTION 4

4. Planning for Potential Surge in Cases, Closing of Buildings, or Closing of Support Areas

MCAD has developed plans to respond to a possible surge in cases on campus or in the community. Such plans will be consistent with public health guidance and directives. A surge in cases or other external factors may impact campus operations including, but not limited to, intermittent closures of Academic Support areas depending on staffing or cleaning needs, changes to the Cafe, continuation of online classes with total or partial closure of shops, library, labs, and other facilities, and the apartments. Factors that will be considered include government directives, the level of transmission, options for reducing transmission risks, community compliance with protocols, and the ability of MCAD to effectively manage on-campus cases.

SECTION 5

5. General Access to Academic buildings

Students, faculty and staff generally have 24/7 access to the buildings; however each academic service department (3D Shop, Media, Service Bureau, Library) and support departments (Business Office, Mail Room, Art Cellar, etc.) will vary. See the MCAD Intranet for departmental hours.

1. MCAD Academic Building exterior doors will remain locked 24/7 for the safety and health of the community during the fall. Access to the buildings can be gained through the card-access system.
 - a. During the day (6:00 a.m.- 8:00 p.m.) all card-access doors on Main Building, Morrison, and LA Wing allow access to those with valid MCAD ID.
 - b. During the night (8:00 pm - 6:00 am) card access is allowed only through Main Building card-access doors. Anyone who enters should "e-sign in" at the Public Safety desk or the mobile reader inside the south door, using the same MCAD ID.

2. Students, faculty, and staff should only visit MCAD academic buildings if the work cannot be done remotely. Examples include using the academic support department resources, working in studios, and visiting the Cafe for meals.
3. Access to instructional spaces, residences, and office spaces will be limited to students, staff, and faculty. All academic visits to campus must be postponed or shifted to an online format, including guest critiques and lectures.
4. Various campus spaces will have signage indicating the maximum occupancy allowed.
5. For the fall, external groups and organizations will not be allowed to reserve or use campus facilities.
6. Campus vendors are expected to follow MCAD's universal guidelines including screening, physical distancing, wearing of masks, and handwashing/use of hand sanitizer.
7. Individuals making deliveries (FedEx, U.S. Mail, etc.) may enter campus without screening, as long as they have followed their own companies' protocols for screening, wearing a mask, and practicing 6' physical distancing.

5.1 Visitors/Guests

Generally, MCAD will be limiting guests and visitors inside of MCAD Academic Buildings for the safety and welfare of everyone. MCAD may restrict visitor/guest access at its discretion.

1. Students are generally prohibited from bringing guests or visitors inside of any MCAD Buildings.
2. Certain visitors are allowed to campus to assist students in the production of their coursework. Students must gain prior approval by emailing the [Student Affairs Office](#) or the [Academic Affairs Office](#). Once approval has been received the email should be shared with Public Safety in advance of the visitor arrival.
3. Departments on campus (Development Office, Facilities Office, President's Office, Vice President's) who meet regularly with off-campus guests, vendors, or contractors can authorize guests..
4. The Admissions Office will coordinate all prospective student campus visits following the MCAD's universal safety guidelines. Campus visits and tours will typically consist of the tour guide, prospective student, and 1-2 guests of the prospective student.
5. Visitors to the MCAD Gallery will be allowed by appointment only. One-hour reservations must be made in advance, and a maximum of five visitors will be allowed at a time.
6. The MFA Building is closed to the public. Students are allowed to bring in studio visitors as long as they are masked, sanitize their hands and follow 6' physical distancing. Any gallery exhibitions will have a limited appointment system with gallery sitters (no more than four visitors at a time), limiting gallery visitors to the gallery space only, where they must be masked and follow 6' physical distancing. For additional information or questions, email the [MFA Program Director](#)

In all cases, anyone allowing guests/visitors into the academic buildings should ensure that visitors are escorted at all times and follow all college-established protocols while on campus. These guests have an important role in safeguarding the health of our community members by following MCAD's established Plan.

SECTION 6

6. Academics and Access to Facilities

In order to maintain a healthy, supportive community within these new limitations, MCAD has developed a multimodal approach to teaching and learning. Students will have access to MCAD shops, studios, and

facilities in order to complete their work. MCAD will deliver the curriculum through remote instruction, complemented by limited on-campus experiences that follow all safety regulations for MCAD facilities. Faculty will have the option to host on-campus demonstrations, small group discussions or presentations. Facilities and classrooms will be available by reservation as noted below.

No faculty member or student will be required to be on campus.

1. Students will have access to MCAD facilities to make their work. See classroom and facilities scheduling section below for details.
2. Undergraduate class instruction will be delivered remotely online.
3. MFA classes are scheduled to be in-person in the MFA Building during the Spring Semester which is separate from the main MCAD buildings.
4. To compliment remote instruction, faculty will have access to facilities for optional demos and small-group activities. See classroom and facilities scheduling section below for details.
5. Students are expected to complete all assignments through the means they have available to them—on campus, in their studios, or remotely.
6. All in-person demonstrations or activities will need to be live-streamed, prerecorded, or recorded to accommodate the students who are unable to come to campus to participate.
7. Students, faculty, and staff must adhere to MCAD health and safety guidelines while on campus. These guidelines also determine capacity for all activities.
8. The directors of the academic support units (Printshop, 3D Shop, Service Bureau, Media Center, etc.) are the primary decision-makers, in consultation with MCAD leadership, about access and capacity within their spaces. A facility may be inaccessible for a period of time if there is staffing shortage due to illness or quarantine.

6.1 Critiques

Hallways are shared spaces that make it impossible for holding small-group activities or critiques.

Students may wish to install or hang their work ahead of class time for asynchronous viewing by peers and faculty who are on campus. All student work, installed on campus or not, should be documented by students and shared with the class for remote critiques. Critiques are organized by faculty according to the specifics of each class and students should adhere to the particulars outlined in their course syllabus.

6.2 Digital Resources

Faculty and students have access to Canvas or Blackboard Learning Management Systems for hosting their blended class. MCAD faculty and students may use Google Meet for hosting live, online class sessions and office hours. Additionally students and faculty have access to:

- Personal file storage with studio.mcad.edu and class collaboration file storage on class.mcad.edu. Additional collaboration using the Google Education Suite with the ability to co-edit documents, spreadsheets, and presentations in real time.
- Licensed software, use of high-end 3D animation, and film computers on campus and remote.
- Additional video resources provided by LinkedIn Learning.
- A wide range of digital learning resources from the Library.

As part of the MCAD Covid-19 Summer Teaching Institute, faculty will be sharing their experience and ideas in a Speaker Series: Reflections on Teaching Remotely in the Age of Covid. These sessions will be

recorded (as permitted by the presenter) and archived on Canvas for faculty. Faculty can also participate in workshops on using Canvas and creating demo videos. Faculty can contact online@mcad.edu for more information.

6.3. Classroom and Facilities Scheduling

Due to MDH Guidelines for physical distancing, MCAD will limit the number of people in all rooms. This guidance necessitates that students spread their work spaces across the campus by opening up classrooms. Moving to remote instruction for all courses provides the necessary room flexibility to accommodate student work space needs.

Students wishing to use facilities outside of class time will need to make a reservation using the [online reservation system](#) (WC Online). Students may also reserve a classroom for work space using the online reservation system.

With few exceptions, the majority of classes will **not** have a room assignment as they are being taught remotely. MyMCAD will indicate this as *REM* for remote. Faculty who are teaching remotely who do not have a room assignment may reserve a classroom for a specific date for small group activities or demonstrations. There will be a block of rooms dedicated for booking by faculty for small group activities.

Studio classes that require facilities access for student use during class time will retain their room assignments. The room assignment will be indicated on the room schedule and on appropriate class syllabi.

In order to maintain safe distancing for student use of facilities during scheduled class time, faculty should divide their classes into appropriately sized groups, particular to the specific space, and assign each group a time slot during the class period. Guidance for the occupancy of all campus spaces is being worked on and will be made public in a subsequent communication.

6.4. In-Person Demonstrations

All in-person demonstrations or activities must follow safety regulations for MCAD facilities and must be live-streamed, prerecorded, or recorded and disseminated for students who are unable to be on campus. Faculty who intend to hold in-person demonstrations or activities and would like to check-out equipment for use during the session must email AV Support, with the Department Chair copied, one week in advance so they can prepare the necessary equipment.

For faculty who would like to conduct in-person demos in facilities and shop spaces, they must email the unit directly to make appropriate arrangements:

- 3D Shop: 3dshop@mcad.edu
- Digital Print Lab and Service Bureau: service_bureau@mcad.edu
- Media Center: media_center@mcad.edu
- Printshop and Papermaking Studio: printmakingstudio@mcad.edu
- Academic Services: academic_services@mcad.edu
- Help Desk: helpdesk@mcad.edu

6.5 Policy about Academic Dishonesty

Academic Dishonesty is the submission of false records of academic achievement; cheating on assignments or examinations; altering, forging or misusing a College academic record, document or funds; taking, acquiring or using test materials without faculty permission; acting alone or in cooperation with another to falsify records to obtain grades, honors, awards or professional endorsement in a dishonest manner; plagiarizing. Within a course, a student who is responsible for scholastic dishonesty can be assigned a penalty up to an including an “F” for the course. If students have any questions regarding the expectations for a specific assignment or exam, they should consult with their professor. See the Student Handbook: <https://intranet.mcad.edu/resources/2020-2021-mcad-student-handbook>

6.6 Spring Break Weekend March 20th - 23rd

To limit the potential spread of COVID-19, spring break has been shortened as an extended weekend rather than a full week in the middle of the semester. Students are encouraged to not travel during this extended weekend and instead use this break after the midterms as an important moment to pause before commencing the second half of the semester.

SECTION 7

7. Academic Support Facilities & Operations Support Offices

The Academic Support Facilities have developed safety guidelines tailored to each area in order to provide 6’ physical distancing as a cornerstone principle while providing individualized access where possible.

7.1 Library

The Library will be open to students, faculty, and staff to use and borrow physical materials, but with reduced seating capacity to maintain physical distancing. However, classes will not be held in the Library and Library-based instruction will be held remotely. Course reservations will be maintained and open to students with safety measures in place. Some Library users will not be physically on campus and library staff will provide increased online support and alternative delivery of physical items. For additional details, visit <http://intranet.mcad.edu/library> or contact us at library@mcad.edu.

7.2 3D Shop

From January 25-31, the 3D shop will have no in-person access but will be available for limited remote services to the MCAD community. Digital Fabrication services will be available remotely, starting January 25, by filling out the [3D Shop Digital Lab Project Request Form](#). 3D Shop will open to students, faculty and staff beginning February 1, 2021, with safety restrictions in place. The 3D shop will be staffed Monday-Thursday 8 am - 9 pm, Friday 8 am - 6 pm, and Saturday-Sunday 12 pm - 5 pm. This means power will be on to power tools and staff will be available for support. All shop users will be required to wear a mask upon entry to all of the shop spaces. For additional details, visit <http://intranet.mcad.edu/covid-19/3D-shop>

7.3 Printshop and Papermaking

Students, faculty, and staff will be able to reserve equipment, tools, and tech appointments using [WC Online](#). Workstations will be designated to provide 6’ of physical distancing and limit the number of studio users. Staff hours will be staggered throughout the day to provide more assistance to students. Studio cleaning will happen in the morning before opening. Staff will clean/disinfect throughout the day and at the end of the night. Staff will support students through in-person and online appointments. For additional details, visit <http://intranet.mcad.edu/covid-19/printshop-and-papermaking>

7.4 Media Center

The Media Center will be using [WC Online](#) as in previous semesters, but also as a reservation system for the Darkrooms. Up to five users at a time will be allowed. The Black and Gray studios will be closed for one hour in the morning and one hour in the evening to accommodate cleaning by Media Center staff and will only be reservable during allotted time periods. For additional details, visit <http://intranet.mcad.edu/covid-19/media-center>

7.5 Animation Studio

The Animation Studio will be rearranged so workstations provide 6' of physical distancing. Regular cleaning will be done by MC Staff. All equipment will still be available for reservations, however, the use of Personal Proposals for equipment and studio reservations will increase. Media Center staff will do what they can to clean surfaces and equipment, but some electronics cannot be cleaned with 70% alcohol and will be considered high-risk to users. For additional details, visit <http://intranet.mcad.edu/covid-19/animation-studio>

7.6 Service Bureau

Service Bureau public space will be limited to four patrons at a time. SB public laser printers, scanners, and paper trimmers have been moved to an open space in the 225 Design Studio area. Reservations for SB and DPL Epson printing will be required, using our online reservation system. Class visits and demos will be done via video or Google Hangouts. Brief in-person consultations will be allowed though we're encouraging as many patrons as possible to submit their orders via email. For those patrons who cannot come to campus, SB staff will hold virtual meetings and, when needed, ship completed orders. For additional details, visit <http://intranet.mcad.edu/covid-19/service-bureau>

7.7 Academic Services

Academic Services will be open regular hours for students, faculty, and staff. To reduce walk-ins, students and faculty will be able to schedule installation and class support appointments through [WC Online](#). Exhibition spaces may be reserved through email or by phone, referencing maps located at the Academic Services Intranet page. Limited tools and supplies will still be available for students and faculty and will be disinfected, when possible, between users. Academic Services encourages students to email or call with questions to limit the number of walk-ins. When an in-person meeting is required, students should make an appointment. For additional details, visit <http://intranet.mcad.edu/covid-19/academic-services>

7.8 Help Desk

The Help Desk will be staffed for walk-in assistance during the semester, but will rearrange the front counter area to ensure appropriate physical distancing and limit the number of patrons in the space. Help Desk staff will continue to provide robust remote support, and encourage anyone who needs assistance to contact helpdesk@mcad.edu to make an appointment in advance. For additional details, visit <http://intranet.mcad.edu/covid-19/help-desk>

7.9 Art Cellar

The Art Cellar will be open to students, faculty, and staff. Hours will be posted closer to the start of the semester. Only five customers will be allowed in the store at a time. Patrons are encouraged to shop

alone when possible, respect other customer's personal space, and wear a mask at all times. For additional details, visit <http://intranet.mcad.edu/covid-19/art-cellar>

7.10. MCAD Cafe

The Cafe will open on Monday January 25th for online orders only and curbside pick up. On Monday February 1st, the Cafe will open for in person ordering. The MCAD Cafe operations have been modified to meet and exceed all MDH and CDC guidelines while instituting industry best practices.

1. MCAD Cafe staff are taking temperature checks, using proper hygiene and staying home when sick.
2. Cafe staff will be following safe food preparation and handling guidelines as recommended by their regulatory bodies and the CDC and MDH.
3. The Cafe staff have instituted increased physical distancing of 6' where possible in the operations and preparation of food.
4. Cafe employees will wear masks at all times while working and preparing food. Patrons should wear masks at all times except while seated and eating.
5. Disposable service-ware will be offered if eating outside of the Cafe.
6. Cafe regular business hours are Monday-Thursday 11 a.m.-6:30 p.m. and Friday 11 a.m.-4 p.m. These hours are subject to change based on demand.
7. On-campus delivery is also available during all regular hours except 11 a.m.-1 p.m.
8. Fewer tables and seats are available with more distance between them. Seating should not be moved or added to any table. 6' physical distancing is required.
9. Employees are encouraged to use offices for eating where available. Students who have been assigned a private studio space can use studios for eating.
10. The Cafe waiting line has been spaced out with floor markings noting the physical distancing requirements.
11. A [NEW online ordering system](#) is available for pick up in the Cafe. MCAD encourages everyone to use this new feature. More information will be shared at a later date.
12. A [NEW cafe-card system](#) has been created to be scanned from cell phones. Students, faculty, and staff are encouraged to use this option for a touch-free transaction. More information will be shared at a later date
13. Specials such as "Free Refill Fridays" and "Bring Your Own Cup, It's a Buck" promotions have been discontinued to minimize cross handling of products.
14. The number of microwaves has been reduced in order to reduce congestion.
15. Additional hand-sanitizer stations have been added in the Cafe. Disinfection/cleaning stations are also available if students, faculty, and staff would like to clean their own seating area before use.
16. Increased disinfection of tables, chairs, vending and microwave area will occur.

7.11 Fitness Center

The Fitness Center is available by appointment only, one student at a time. Staff or faculty use is not available at this time.

1. Reservations will use the same new online reservation system as classrooms.
2. Students can check the space out for 45-minute sessions, leaving a 15-minute window for the air to purge between users. The exhaust and HVAC system are currently designed to turn over the air 6.5 times per hour.

3. Custodial staff will disinfect the space and equipment overnight on weekdays only. High-touch surfaces such as the entry door knob and light switches will be sanitized more often.
4. Users will be responsible for cleaning the equipment before and after use. Disinfectant supplies and gloves will be available.
5. Face coverings are not required while working out in the Fitness Center since users will be alone. Masks are required when entering and exiting the space.
6. Users will be responsible for using hand sanitizer upon entering and exiting the space.
7. Users will follow all other MCAD policies and universal precautions (stay home if sick, check temperature before entering the building, etc)

7.12 Free Shelf

MCAD's Free Shelf located in the Main Building will be closed during the 2020/21 school year.

7.13 Events and Activities

Events and Activities must be held virtually. Social gatherings of any size with anyone outside of your household are prohibited.

7.14 Vehicle Reservations

The MCAD passenger vans will be operational this fall semester but with a reduced capacity of passengers. A total of one passenger will be allowed in order to allow for proper physical distancing in the passenger vans and no passengers are allowed in the truck or panel van. Vehicle reservations can be made at public_safety@mcad.edu

Drivers are required to:

1. Wash hands or use hand sanitizer before and after driving.
2. Use provided disinfectants to help keep vehicles clean.
3. Wear a mask.
4. Cover sneezes and coughs with elbow or a tissue.
5. Open the windows to improve ventilation.

Riders/Passengers are required to:

1. Wash hands or use hand sanitizer before and after the ride.
2. Wear a mask.
3. Cover sneezes and coughs with elbow or a tissue.
4. Open the windows to improve ventilation.
5. Sit in the back rows.

7.15 Business Office and Student Accounts

The Business Office and Student Accounts will continue to offer assistance and services to the MCAD community remotely as much as possible. Virtual office hours are Monday-Friday, 9am-5pm. Staff can be reached via email, Google chat, or Google meet. General accounting questions can be emailed to business_office@mcad.edu; student accounts related questions can be emailed to students_accounts@mcad.edu; check requests/invoices and other payables-related inquiries can be emailed to accounts_payables@mcad.edu.

In person meetings or services are also available by appointment. To request in person meetings or services, please reach out directly to staff or email one of the general emails above to schedule an appointment. Intercampus mail, as well as the Business Office drop box located to the right of the window, are other options for routing forms and paperwork for processing and will be checked consistently by staff.

Forms, policies, and individual staff contact information can be found on the [Business Office Intranet page](#). For a detailed listing of services available and the related COVID protocols, please visit the [Business Office COVID Preparedness Plan](#).

7.16 Mailroom

The Mailroom will continue to operate Monday-Friday, 9am-5pm. Staff will be available to assist Monday-Friday, 10am-2pm. The following mailroom services will be available under the following constraints:

1. The Mailroom will have a maximum capacity of 2 people at any given time to maintain 6' physical distancing requirements.
2. All departmental outgoing packages will require the proper request form (found on the Mailroom Intranet page) and should be dropped off with the clerk during staffed hours.
3. All personal outgoing mailings will require an appointment via mailroom@mcad.edu.
4. The mail room will no longer deliver packages to offices. Departments will be notified via email when there is a parcel ready for pick up.
5. Email any questions to mailroom@mcad.edu.

7.17 Human Resources

MCAD's Office of Human Resources cares deeply about the MCAD community and in that spirit is offering the following plan and resources in response to COVID-19 and the modified return to campus. Virtual Office hours are 9 a.m. - 5 p.m. Monday through Thursday, and Friday by appointment; On-Campus Office hours are 10 a.m.- 2 p.m. Monday through Thursday. Human Resources has put together the following resources for employees to utilize during this time:

- [Earned Sick and Safe Time \(ESST\)](#)
- [Emergency Sick Time](#)
- [Leave of Absence Requests](#)
- [Employee Disability Accommodations](#)
- [WELL+ Virtual Health Care and Mental Health Resources](#)
- [WELL+ Ways to Stay Connected](#)
- [Employee Resources During COVID-19](#)
- [Resources for Parents and Caregivers \(and their Supervisors\)](#)
- [Grief and Loss Resources](#)

7.18 Information Technology

Information Technology Services (ITS) provides operational management and security for MCAD's client, server, and network systems. They will be available 9 a.m. - 5 p.m. Monday through Friday, and on call 24/7 for system outages and emergencies. Send all technology issues and questions to computer_support@mcad.edu.

7.19 Learning Center

Peer tutoring, Academic Advising, and Student Success appointments will be available virtually. Virtual tutoring is available from 10 AM - 8 PM M-F and Sunday 4-8 PM. Appointments can be made via the Learning Center Appointments Page under the Utilities Tab on the Intranet. Accommodations and disability services appointments will also be virtual, and appointments can be made by emailing disability_services@mcad.edu. The Center will have 3 in-person-socially-distanced reservable workspaces available from 10 AM - 2 PM M-F. The in-person workspaces require wearing a mask and following signs in the Center regarding COVID-19 guidelines, which include a one-way circular route for entering and exiting the Center. The Peer Mentor Program will run in-person-socially-distanced Study Halls from 7-10 PM Sunday-Thursday in room TBD. Study hall space is limited and available on a first-come-first-serve basis. The Center and study halls may close periodically for cleaning and/or if staff are not available due to state and campus COVID stay-home guidelines.

Please visit the [Learning Center Services](#) for the Center's full plan, building hours, and access requirements.

SECTION 8

8. Life on Campus - On-Campus Housing

Living on campus will look different than it has in years past. Efforts to ensure the health and safety of everyone in the community will include closely following medical experts' recommendations. MCAD's underlying goal is to keep students, staff, and faculty healthy and safe at all times. MCAD on campus students must follow this plan and commit to self-screening, mask wearing, and physical distancing.

8.1 Move-In

On-campus move-in will be staggered to encourage physical distancing. Move-ins will be scheduled for January 19th and 20th. For questions or concerns, please email Housing@mcad.edu.

8.2 MCAD Apartments and Physical Distancing

MCAD apartments will be set up so that every campus resident has their own personal work/sleep/living space in a bedroom or a living room. Bedrooms will not be shared. Residents will be encouraged to avoid roommates' personal spaces and maintain appropriate distance within the apartments. It is expected that residents will not loiter in common areas, such as corridors, mailbox/foyer area, and laundry room.

Apartment cleanliness can help stop infections from spreading. Residents are expected to clean their personal sleeping/work/living spaces as well as shared kitchens and bathrooms. Personal items, such as cell phones, laptops, and other electronics, should also be kept clean.

8.3 Guest Policy

Only building residents or College staff will be permitted to enter the dorm building; exceptions may be made only for move-in assistance. Residents are allowed a maximum of two student resident visitors in their apartment but only with the permission of the roommate(s). They may not host non-student guests in their apartment.

8.4 Face Coverings

Residents are required to wear a face covering in all common building areas. Residents are not required to wear a face covering in their own apartment except when interacting with individuals other than their roommate, RA, or Facilities staff.

8.5 Illness, Isolation, and Quarantine Protocols for Students

Students should follow protocols listed in 2.11..

Additional information regarding health and safety in campus housing will be [posted](#) prior to fall semester move-in.

8.6 Off-Campus Housing Options

The Whittier neighborhood offers a number of off-campus housing options for students. For those students who need assistance, video chat assistance is available by request. To set up an appointment, email housing_off_campus@mcad.edu using the subject line "Set Up Video Chat Appointment."

For independent housing searches, students may use the resources posted on "MCAD Student Housing" at [Student-Life Housing](#).

8.7 Groceries and Supplies

Students can find more information about local grocery and supply stores here: [Local Groceries and Supplies](#).

8.8 Medical Care

Medical assistance and wellness support are available on campus and in the Twin Cities. Free counseling and wellness groups are available with MCAD counselors for undergraduates and MFA students. There are also community mental and physical health services in the neighborhood, including COVID testing. More information can be found here: [Student Counseling and Wellness](#)

SECTION 9

9. Off-Campus Students

Off-campus students should follow the Plan including self-screening before coming to campus and wearing a mask. MCAD holds off-campus students accountable to directives from the Governor, current MDH guidance, and the MCAD's Student Code of Conduct [Student Code of Conduct](#), which states it is a violation of the code of conduct to violate any federal, state or local laws.

Specifically, off-campus students are expected to adhere to the governor's executive orders and local ordinances that limit group gathering sizes and dictate social distancing and other health and safety protocols. As of 11/20/2020, all social gatherings of anyone outside your household are prohibited by the Governor's Executive Order. Off-campus students who violate state and local laws or other provisions of the student conduct code may be referred to the student conduct process. If off-campus students need to isolate or quarantine, they are expected to follow the MDH guidelines for a shared household.

SECTION 10

10. Continuing Undergraduate Students

10.1 On-Campus Housing Move-In

On-campus move-in will be staggered to encourage physical distancing. Move-ins will be scheduled for January 19th and 20th. More information will be sent later in July specifically to students who will live on campus. Students should email Housing@mcad.edu with questions or concerns.

10.2 “Re-Orientation”

New, returning, and currently enrolled students are all invited to attend new student orientation starting on January 21. Sessions will be held virtually. Students do not need to be on campus to participate. Sessions will cover topics such as academic updates, acclimating to college in a time of COVID, and Title IX updates. More information will be provided [here](#).

10.3 Class Start Date

Classes begin on Monday, January 25th, 2021.

10.4 Spring Break Weekend March 20th - 23rd

To limit the potential spread of COVID-19, spring break has been shortened as an extended weekend rather than a full week in the middle of the semester. Students are encouraged to not travel during this extended weekend and instead use this break after the midterms as an important moment to pause before commencing the second half of the semester.

10.5 Student Work - Work Study

1. Student Work Study positions will be rehired or hired on an as-needed basis with approval of the Vice President of that division/area.
2. Available Work Study postings will be listed on Paylocity by the first week of fall semester.
3. MCAD is developing a new, online on-boarding process for students.
4. All Work Study will need to complete the same safety-related training as all staff and faculty on the first day of work.
5. Per the Minneapolis Mayor’s Executive Order and following CDC guidance, cloth masks are required for Work Study in all public settings. If needed, Public Safety can provide them.

10.6 Student Work - Casual Labor

1. Casual Labor positions will be rehired or hired on an as-needed basis with approval of the Vice President of that division/area.
2. All Casual Labor will need to complete the same safety-related training as all staff and faculty on the first day of work.
3. Per the Minneapolis Mayor’s Executive Order and following CDC guidance, cloth masks are required for Casual Labor in all public settings. If needed, Public Safety can provide them.

NEW UNDERGRADUATE STUDENTS

11.1 On-Campus Housing Move-In

On-campus move-in will be staggered to encourage physical distancing. Move-ins will be scheduled for the week of August 17 and completed by August 23. Students should email Housing@mcad.edu with questions or concerns.

11.2 Orientation

New, returning, and currently enrolled students are all invited to attend new student orientation starting on January 21. Sessions will be held virtually. Students do not need to be on campus to participate. Sessions will cover topics such as academic updates, acclimating to college in a time of COVID, and Title IX updates. More information will be provided [here](#).

11.3 Class Start Date

Classes begin on Monday, August 31, 2020.

11.4 Spring Break Weekend March 20th - 23rd

To limit the potential spread of COVID-19, spring break has been shortened as an extended weekend rather than a full week in the middle of the semester. Students are encouraged to not travel during this extended weekend and instead use this break after the midterms as an important moment to pause before commencing the second half of the semester.

11.5 Student Work - Work Study

1. Student Work Study positions will be rehired or hired on an as-needed basis with approval of the Vice President of that division/area.
2. Available Work Study postings will be listed on Paylocity by the first week of fall semester.
3. MCAD is developing a new, online on-boarding process for students.
4. All Work Study will need to complete the same safety-related training as all staff and faculty on their first day of work.
5. Per the Minneapolis Mayor's Executive Order and following CDC guidance, cloth masks are required for Work Study in all public settings. If needed, Public Safety can provide them.

11.6 Student Work - Casual Labor

1. Casual Labor positions will be rehired or hired on an as-needed basis with approval of the Vice President of that division/area.
2. All Casual Labor will need to complete the same safety-related training as all staff and faculty on their first day of work.
3. Per the Minneapolis Mayor's Executive Order and following CDC guidance, cloth masks are required for Casual Labor in all public settings. If needed, Public Safety can provide them.

SECTION 12 - MFA STUDENTS

12.1 Orientation

All incoming MFA students began their advising process by filling out a comprehensive survey related to mentor selection, graduate assistantship placement, internships, and more. There will be an August reorientation scheduled for the class of 2021 to cover the fall semester studio map and the new space-reservation system.

12.2 Class Start Date

Classes begin on Monday, January 25th, 2021. All MFA classes are scheduled to be in-person in the MFA Building which is separate from the main MCAD buildings. MFA students and MFA faculty have the option to participate remotely if they do not feel safe, but classrooms are reserved for all courses. All MFA students are scheduled to have access to the MFA studios for making and installing work.

12.3 Spring Break Weekend March 20th - 23rd

To limit the potential spread of COVID-19, spring break has been shortened as an extended weekend rather than a full week in the middle of the semester. Students are encouraged to not travel during this extended weekend and instead use this break after the midterms as an important moment to pause before commencing the second half of the semester.

12.4 Student Work - Work Study

1. Student Work Study positions will be rehired or hired on an as-needed basis with approval of the Vice President of that division/area.
2. Available Work Study postings will be listed on Paylocity by the first week of fall semester.
3. MCAD is developing a new, online on-boarding process for students.
4. All Work Study will need to complete the same safety-related training as all staff and faculty on their first day of work.
5. Per the Minneapolis Mayor's Executive Order and following CDC guidance, cloth masks are required for Work Study in all public settings. If needed, Public Safety can provide them.

12.5 Student Work - Casual Labor

1. Casual Labor positions will be rehired or hired on an as-needed basis with approval of the Vice President of that division/area.
2. All Casual Labor will need to complete the same safety-related training as all staff and faculty on their first day of work.
3. Per the Minneapolis Mayor's Executive Order and following CDC guidance, cloth masks are required for Casual Labor in all public settings. If needed, Public Safety can provide them.

SECTION 13 MA STUDENTS

13.1 Orientation

MA Students will participate in the regularly scheduled fully online orientation, which will take place January 11 - 15, 2021.

13.2 Class Start Date

MA classes will begin on Monday, January 19th. Add/drop period for MA students, as well as undergraduate students enrolled in MA classes, will be from January 19th - 25th.

SECTION 14 INTERNATIONAL STUDENTS

MCAD is committed to supporting our international students in light of the recent ICE announcement. Since the announced changes to the Student Exchange and Visitor Program (SEVP), MCAD leadership has been working with an SEVP representative who is the advisor to all international student advisors in Minnesota. Leadership has also reached out to the Minnesota International Educators Board (MIE) who is holding an urgent meeting with MCAD's immigration lawyers to understand the full implications of what these new regulations mean and what action MCAD can take.

14.1 Housing Move-In

On-campus move-in will be staggered to encourage physical distancing. Move-ins will be scheduled for January 19th and 20th. For questions or concerns, students should email Housing@mcad.edu.

14.2 Orientation for New Students

Orientation for new undergraduate and MFA international students is scheduled for August 18 and 19. More information will be emailed later this summer.

14.3 “Re-Orientation”

New, returning, and currently enrolled students are all invited to attend new student orientation starting on January 21. Sessions will be held virtually. Students do not need to be on campus to participate. Sessions will cover topics such as academic updates, acclimating to college in a time of COVID, and Title IX updates. More information will be provided [here](#).

14.4 Class Start Date

Classes begin on Monday, January 25th, 2021.

SECTION 15 - MFA Graduates

15.1 Continuing Education Benefit

May 2020 MFA graduates and continuing MFA students may take one free, non-credit Continuing Education course over the next two years. See full details [here](#).

15.6 Facilities

MCAD is committed to making up for lost access to facilities to graduating MFA students. The details and information will be available in the coming months.

SECTION 16 - Spring Commencement & May 2020 Graduate CE Benefits

16.1 Spring Commencement

The May Commencement Ceremony will be held virtually. [More information can be found here](#).

16.2 Continuing Education Benefits

May 2020 graduates may take two free Continuing Education classes. Students enrolled during the Spring 2020 semester, but who have not yet graduated may take one free Continuing Education class. This offer is available for a two-year period. See full details [here](#).

SECTION 17

17. Communications and Training

The most up-to-date version of this Plan will be posted at [MCAD COVID-19](#). The Plan and updates to the Plan are communicated via all-campus emails, through direct communication to campus leaders, and through managers/supervisors. Additional communication will be ongoing as circumstances surrounding the pandemic require. Managers and supervisors are to monitor how effective the program has been implemented by reporting observations and concerns to staysafe@mcad.edu. It will be updated as necessary.

The entire MCAD community is highly encouraged to sign up to receive emergency alerts via text message and email. This alert system is used to announce campus building closings or other emergency related topics. Sign up at [MCAD Omnilert](#)

This Plan will evolve as necessary in response to the public health conditions in Minnesota and guidance from Governor Walz, MDH, and CDC. We fully expect that, over time, the Plan will allow more faculty and staff to return to campus until we achieve full, in-person operations at a date in the future. **MCAD leaders will continue to revise this Plan and communicate updates to all faculty and staff as the COVID-19 pandemic evolves.** The COVID-19 Preparedness Plan is administered by Brock Rasmussen, Associate Vice President Facilities, who maintains the overall authority and responsibility for the plan.

SECTION 18

18. Plan Enforcement

The health of our community is paramount to a safe return to campus. MCAD students, faculty, and staff are expected to comply with this plan and all accompanying policies and procedures. The first step in creating a community that adheres to these policies is education. Prior to returning to campus, the college will provide education for all students, faculty, and staff about the spread of COVID-19, mitigation strategies, and rationale for campus policies and procedures related to COVID-19.

It is important that ALL members of the MCAD community take personal responsibility for their actions, follow their own personal safety plans, and remind each other of the importance of following protocols.

Students are expected to uphold all policies, plans, and protocols related to mitigating the spread of COVID-19. Students who are repeatedly documented for being noncompliant or who engage in egregious violations will enter the student conduct process and may be subject to discipline in accordance with the Student Conduct Code. These expectations extend to all students including those who live off campus.

Employees are also expected to uphold all policies, plans, and protocols related to mitigating the spread of COVID-19. Faculty and staff must comply with and promote COVID-19 established expectations. Just as with other MCAD policies, employees who do not comply with these guidelines and policies are subject to disciplinary action, up to and including termination, as defined in their related handbooks and/or collective bargaining agreement.

SECTION 19 Certification

As President of the Minneapolis College of Art and Design, I approved and certified this Preparedness Plan effective August, 12, 2020. I affirm the commitment of MCAD and its leaders to implement and follow this Plan.

SECTION 20 Appendix - Summary of Updates

1. June 29th, 2020 - Original publication
2. July 8th, 2020 - MCAD's Forward Together Plan 2020
3. August 12th, 2020 - MCAD Preparedness Plan
4. September 30th, 2020 - Clarifying the following: mask washing in Section 2.2; Mail and Packages handled carefully as a high risk items due to difficulty disinfecting in Section 2.4 & 7.16; MCAD may share case information and COVID positive tests with MDH as needed in Section 3.7; 3.2 Link to exposure report form added; 3.5 Clarify that Contact Tracing/Case Managers have been identified; 3.10 Clarify that staff, faculty and students whose roommates/household members are identified as a Close Contact must quarantine.
5. November 30th, 2020 - Clarifying close contacts are those within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period. Update of Plan Administrator. Update's associated with Governor's Executive Order 20-99 restricting social gatherings, closing fitness center, reducing in person services, Added Section 4.1 & 3.13; Section 2.2 prohibits neck gaiters and bandanas as acceptable face coverings
6. January 13th, 2021 - Plan updated with 2021 spring semester academic and operational plans.

All updates will be submitted to MCAD's health consultant and legal counsel for review and approval where applicable.