



SPRING 2021 CAMPUS HEALTH & SAFETY GUIDE

FOR FACULTY & STAFF

AS OF NOVEMBER 12, 2020

WELCOME BACK TO MOORE COLLEGE OF ART & DESIGN!

In the wake of the continuing COVID-19 public health crisis, Moore is committed to designing and planning a return to campus that emphasizes a rich art and design educational experience for our students and a safe space for our entire community to learn, work and live.

The Moore community is one that students can count on. Our faculty and staff are equipped to provide students with personalized attention and assistance. Over the spring 2020 and fall 2020 semesters, we worked individually with students to ensure they received technical, academic, financial or mental health support. In addition, we built and executed many creative solutions for rich educational and extracurricular student experiences. This collaborative spirit, no matter the scenario, will continue to carry us forward in spring 2021, and our commitment has not faltered.

Some important things to remember as you read this guide:

- We are planning for a return to campus in spring 2021, given that state and city guidelines allow for it.
- Our plans fall under the assumption that in January 2021 returning to campus in Philadelphia county will be deemed safe by Pennsylvania's Governor, public health officials and the Mayor of Philadelphia.
- To help ensure the ongoing health and safety of the community and work to avoid the bulk of the traditional cold and flu season, we will begin two weeks later, cancel spring break to avoid unnecessary travel, and one week later.

We have kept fundamental principles at top of mind during our planning process for a socially distanced return, which are as follows:

- Prioritize the health and safety of our students, faculty and staff
- Limit the number of employees on campus that are not directly involved in

servicing students

- Limit the number of employees and students accessing commonly used areas; reconfigure common spaces, such as the Connelly Library, to support safety and social distance.
- Follow expertise and guidelines from our local and state governmental agencies, along with the Centers for Disease Control (CDC)

The text included in this Faculty and Staff Guide contains highlights from a more robust and detailed plan, developed by Moore's Emergency Response Team. Please use the table of contents at the beginning of this guide to search for information, or use the section names below to find any current information you seek around various aspects of return planning.

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I. UNIVERSAL PROTOCOLS

As members of a working college community, we all must play a role in keeping ourselves well and thereby looking out for others—this includes new and returning students, faculty and staff. Our universal protocols are geared toward fostering a campus culture where we all take extra precautions for the sake of everyone's good health and safety.

Universal Honor Code

All students, both residential and commuter, as well as faculty and staff, have been asked to sign an "honor code" that states their commitment to follow health and safety protocols for as long as necessary and to keeping each other safe. All newly returning students, faculty and staff (i.e. those who did not partake in on campus activities in fall 2020), will be asked to sign the honor code.

Symptom Monitoring & Temperature Checks

Students, faculty and staff must conduct symptom monitoring every day before reporting to campus and will have their temperature checked upon entering campus each day.

Students, faculty and staff with a temperature above 100.4°F or who display other symptoms of COVID-19 (which include: cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, runny nose or new sinus congestion, headache, sore throat, fatigue, new GI symptoms, new loss of taste and/or smell) will be denied access to campus.

The Director of Student Health Services will make recommendations about student testing as needed, in collaboration with the City of Philadelphia. Staff and faculty will need clearance from a primary care provider to be eligible to return.

Contact Tracing & Testing

Following CDC guidelines, Student Health Services will gather preliminary contact tracing information for each student (full name, phone number, Moore email address and current, local address) and share it with the Philadelphia Department of Health. This will aid the College in notifying community members promptly of possible exposure to a suspected or positive COVID-19 case. Human Resources will do the same for faculty and staff.

Students, faculty, and staff are encouraged to download the COVID Alert PA app to their mobile device to assist with contract tracing. This app is being used at colleges and universities across the state of Pennsylvania in partnership with the Pennsylvania Department of Public Health. COVID Alert PA is an exposure notification app that uses Bluetooth to exchange random IDs between devices that are in close proximity for more than 15 minutes.

If an app user test positive, they will be contacted by the PA Department of Public Health. They will be provided with a six-digit code which the individual will then enter into the app so that close contacts can be alerted.

Download the COVID Alert PA app here:

[Apple Store](#)

[Google Play Store](#)

Moore has partnered with Vybe Urgent Care to conduct all testing. All faculty, staff, and students will be tested for COVID-19 when they first arrive on campus.

Social/Physical Distancing

Social distancing practices, which involve limiting direct physical contact with others to help stop or slow the spread of the virus, will include staying at least six (6) feet apart, avoiding groups and staying out of crowded spaces.

Face Masks/Coverings

Face masks or face coverings must always be worn when on campus.

Faculty may remove their mask during classes if they are 12 feet or farther from the closest student.

Acrylic shields will be installed at lecterns across campus. Faculty may remove their mask to speak behind the shield.

All newly returning to campus students, faculty, and staff (i.e. those who were not on campus in fall 2020) will be issued two cloth face coverings (which must be washed between uses), hand sanitizer, and safety tips/guidelines prior to or at the start of the semester.

Handwashing, Hand Sanitizing, and Cough/Sneeze Etiquette

Students, faculty and staff should wash hands often with soap and water for at least 20 seconds, especially after being in a public place or using one's hands to catch a cough or sneeze.

Many sanitizing stations will be located throughout campus for easy access and usage, containing sanitizer with at least 60% alcohol.

Be sure to cover your mouth and nose with a tissue when coughing or sneezing so as not to spread respiratory droplets to others. After coughing or sneezing into your tissue, make use of the nearest waste receptacle to dispose of the tissue.

Perform hand hygiene (e.g., handwashing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic handwash) after any contact with respiratory secretions and contaminated objects/materials.

II. ACADEMIC CALENDAR, INSTRUCTION & CLASSROOM SAFETY

New and returning students will have the robust academic experience they expect and deserve from Moore. Academic excellence is our main objective in shaping our fall plan, which means that there is no one-size-fits-all approach and that each student's individual learning path will be considered.

Adjusted Spring Academic Calendar

To help ensure the health and safety of the community, classes will be held on campus from February 2 to May 21 in order to avoid the bulk of the traditional cold and flu season.

Important dates:

- Tuesday, February 2: First day of classes
- Friday, April 16: Honors Convocation
- Wednesday, May 5: Senior Show
- Monday, May 10: Last day of classes
- Friday, May 21: End of term
- Friday, May 21: Fashion Show
- Saturday, May 22: Commencement

Spring Break 2020, previously scheduled for March 8-12, will be cancelled in order to avoid off-campus travel

Classes will be distributed each week on a Monday through Friday schedule, from 8:30 am to 9:30 pm.

Spring Orientation

Orientation for new students will take place Friday, January 29 to Saturday, January 30.

Alternative Breaks

In order to create some time, space, and flexibility during the spring 2021 semester, Moore has developed “alternative breaks” during the spring.

Flex-Week (March 15–19): A week when classes still meet but there is no required homework or outside work assigned during the week. Although classes will meet as planned, faculty may choose (and are encouraged) to have a more flexible convening of enjoyable collaborations, conversations, special presentations, etc.

Independent Days: In addition to Flex-Week, faculty will designate two (2) days in their individual course plans and syllabi. These two single days will be scheduled individually by each faculty member within the course syllabus, and at times that support the flow and progress of each course.

1. A **Pause Day**, which might be used as a “mental health” or “safe care” day. A formal class will not be held. Students will have independent time to do as they choose (another activity, time to catch up, visit a museum, or free time to think, make, plan, etc.).
2. A **Study Day**, which faculty will build into their syllabi closer to the conclusion of the semester, for students to devote their time to independent work and/or preparation for final exams, projects, critiques, etc. A formal class will not be held.

Small Class Sizes

Moore commits to maintaining small class sizes with an 8:1 student-to-faculty ratio, and an average class size of 13 students. Our spring 2021 in-person classes will be capped at no more than 20 students per class.

In-Person Vs. Remote

We have examined every spring class and each student’s schedule to ensure a healthy

balance of in-person and remote classes, with the majority (60%) taking place on campus. We have reviewed the curricular content and learning objectives of each class to determine which classes are essential for in-person learning (hands on art-making, studio classes) and those that may be held remotely (lecture-based classes).

For classes with multiple sections, we will be holding one section in-person and one section that is fully remote. For classes where there is only one section available, it will be offered similarly to this past fall (all-modes instruction with Zoom option for those who request it).

Class start times will be 8:30 am, 10 am, 12:30 pm, 3:30 pm, and 6:30 pm, spread across Monday through Friday. There will be five (5) unique turnovers for cleaning to take place each day, at 11 am, 2:30 pm, 3:20 pm, 6:20 pm, and 9:20 pm.

Class Absence

If a student becomes ill and displays flu-like symptoms, they should call Diane Azuma, Registered Nurse at 215.965.4032.

If a student is sick, they should take the same steps that they would normally take when sick, including focusing on caring for their health, contacting their healthcare provider and not attending class.

In the event that a student misses class due to illness, they should work with their instructor(s) on any necessary arrangements for making up coursework.

Faculty will be instructed to accommodate students who are requesting to stay home due to illness, including clearly communicating opportunities and expectations around alternative assignments or makeup work. They will also be instructed to ease existing policies on missed or late coursework for ill students, as well as standard attendance policies, as necessary.

Social Distancing

To ensure social distancing can take place, we have rearranged classroom furniture and equipment as needed and create additional sections to thin out class size.

For tighter spaces, such as computer labs, we have created accommodations for social distancing and set new space capacity limits.

Studio and Workspace Safety

Studio hours will be timed in advance, with staggered scheduling to reduce crowding in hallways and to provide time for cleaning.

Usage of spaces such as studios, workshops, the Fab Lab, spray booth and other areas for individual work and creative exploration will be scheduled in advance by our staff technicians.

Other Remote Measures

In order to reduce the number of visitors in classroom spaces, all guest lecturers will speak to classes via remote means.

Field trips and external outings will be postponed or moved to a remote format.

Faculty will hold office hours via Zoom or phone and advertise days and times to students in advance.

III. CAMPUS ENVIRONMENT & COMMUNAL SPACES

From the very start, our top priority has been the health and safety of our students, faculty and staff, which means maintaining a safe campus atmosphere, including communal spaces where students, faculty and staff gather.

Monitored Campus Entry

Entry to buildings will be regulated and monitored.

We will coordinate arrival and departure times of commuter students, faculty and staff to reduce congestion.

Visitor Protocols

Visitors who are not students or employees of the college will not be allowed to enter campus buildings. Invited guests will be allowed only with explicit permission from the administration and will be expected to abide by all campus and building-specific safety protocols.

The Galleries at Moore

The Galleries at Moore will be closed to the public for the spring 2021 semester.

Certain gallery spaces will be utilized as extensions of both the Dining Hall and Fox Commons, providing additional space for Moore's internal community to safely practice social distancing.

The walls of the Galleries will not remain empty. Galleries staff will generate exhibitions and programs with content specifically focused on students, faculty, and staff.

Programs and events occurring in the Galleries during the spring 2021 semester (including Work on Wellness and other relevant programming) will be limited to 20 or fewer in-person participants. Offsite participation will be accessible via remote/virtual attendance.

Distancing and face-covering guidelines are consistent with campus mandates.

The Art Shop

The Art Shop will be open to the public with modified hours for the spring 2021 semester.

All patrons must enter/exit through the external Art Shop door, including employees and students.

All patrons are required to wear a face mask, follow directional signage and stand on decals signifying 6-foot distance from the person in front of/behind them while in line.

An acrylic barrier has been installed around the cashier's station.

High touch areas will be wiped down hourly.

Dining Hall & Food Service

Faculty and staff will not be permitted to eat in the Dining Hall or other designated student dining areas. Faculty and staff should eat in their offices, outside, or off campus.

Faculty and staff will be able to purchase to-go meals, snacks, and beverages from the café at Jane's Corner.

Tape and other visual markers will be placed on the floor of the serving area to promote safety guidelines.

An acrylic barrier has been installed around the cashier's station.

Only credit and debit cards will be accepted forms of payment. SAGE will not accept cash at this time.

Dining Hall staff will routinely disinfect designated touch points throughout the day.

Faculty and Staff Meetings/Events

Faculty and staff will be asked to make sure that all meetings (outside of classes) consist of 25 or fewer people. In addition, meeting participants must maintain proper social distancing guidelines and remain six feet apart.

For meetings with more than 25 people, faculty and staff will be asked to hold meetings via Zoom. All department meetings will be held via Zoom, as well as All-College meetings.

Scheduled Cleanings

We are employing additional custodians and purchasing a large supply of new sanitizing products in order to conduct hourly, campus-wide high-touch surface cleaning.

Surfaces with high-touch points (restroom fixtures, elevator controls, vending machines, laundry room equipment, door hardware, water-bottle filling stations, water fountains, etc.) will receive hourly cleaning.

Soap dispensers, hand sanitizer dispensers and paper towel dispensers will be checked at least twice daily and refilled when necessary by custodial staff.

Classrooms, corridors, restrooms, and other highly trafficked areas will receive multiple cleanings each day.

We will clean and sanitize each classroom in between classes, up to five times daily.

Individual studios will be cleaned by the students occupying the spaces. Sanitizers will be provided.

Student Health Services will also receive hourly cleaning along with the other campuswide hourly high-touch points.

Elevators

No more than one (1) person may enter an elevator in Stahl Hall or Sartain Hall at a time. No more than four (4) people may enter an elevator in Sarah Peter Hall or Wilson Hall at a time.

Students, faculty and staff will be asked to use the stairs whenever possible.

Elevator controls will be cleaned on an hourly basis by custodial staff.

Service for Areas with Suspected COVID-19

Areas suspected of COVID-19 exposure should be reported to the Sodexo management team (valtimari@moore.edu, 215.965.4007). Sodexo will have a contracted service come out to mitigate the exposed areas.

Sodexo employees on site are not to enter or attempt to mitigate these exposed areas.

Operation of Mechanical Systems Providing Fresh Air

All air handling systems are outfitted with MERV 10 filtration as recommended by the manufacturers.

IV. GUIDELINES FOR FACULTY/STAFF AND PHASED STAFFING

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

Workplace Expectations

All staff and faculty are expected to fully comply with the policies, protocols and guidelines outlined in this document. Failure to do so may result in corrective action.

Phased Staffing

Moore College of Art & Design will phase in a return of faculty and staff over time in a coordinated process.

We will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your respective Manager, Director of Human Resources or Academic Dean.

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

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No Manager should increase staffing levels beyond current needs to support critical on-site operations without approval from the President in consultation with the Emergency Response Team (ERT). Once decisions to expand on-site staffing in certain areas have been made, staff should follow policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, the ERT will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it.

Once faculty and staff members have been instructed to return to work on-site, there are several options departments should consider to maintain required social distancing measures and reduce population density within buildings and work spaces.

COVID-19 Accommodations

Employees who are considered high risk by the CDC and wish to request an accommodation due to COVID-19 should submit the required paperwork (see Appendix) to the Director of Human Resources as soon as possible.

Remote Work

Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the President in consultation with the ERT, can be done on a full or partial day/ week schedule as appropriate.

Please refer to the Working Remote Policy Appendix for more information on expectations.

Alternating Days

In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing

The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

Public Transportation

If you must take public transportation, wear a mask before entering public transportation and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing your mask.

Discounted Parking Options

In addition to the numerous lots located within a short walking distance to Moore, discount parking is available at the Edgewater Garage (2301 Race Street) for a daily rate of \$8.80. Parking must be reserved online in advance in order to receive the discounted rate. [u](#)

Working in Office Environments

If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a mask/face covering at all times while in a shared workspace/room.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times.

Masks/face coverings should be worn by any faculty or staff member in a reception or receiving area.

Masks/face coverings should be used when inside any facility where others are present, including walking in narrow hallways where others travel and in conference rooms and other meeting locations.

Meetings

Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, telephone, etc.).

In person meetings are limited to 25 people, the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, LifeSize, etc.).

Meals

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

Faculty and staff will not be allowed to dine in the dining hall. When purchasing food from the Café you should wear your mask. Faculty and staff are required to take food back to their office area, eat outside or off campus.

If you are eating in your work environment (office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

Entering/Exiting the Building

Entry to buildings will be regulated and monitored. Your Moore ID card is required for entry to all buildings, and you may not hold or prop open exterior doors for any other person.

Immediate Managers with the approval of the Director of Human Resources should coordinate arrival and departure times of staff to reduce congestion during typical “rush hours” of the business day. Staff arrival and departures should be scheduled in 30-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc.

Once you have been instructed to return to the workplace, you should report to work or depart work at the designated time to limit the number of people entering and exiting buildings at any one time.

Visitors and guests are not allowed on worksites during this time.

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

Personal Disinfection

While custodial crews will continue to clean office and work spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered 60% alcohol solution. This includes any shared-

space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.). Cleaning materials will be provided.

Mental and Emotional Wellbeing

Employee Assistance Program: (EAP) is available to offer emotional support during this stressful period. Go to www.ibhworklife.com; company name: Matters; password:wlm70101. You can also call their EAP Counselors 24/7 at 800.386.7055.

Other Resources: National Distress Hotline 1.800.985.5990 or text TalkWithUs to 66746.

CONCLUSION

To our faculty and staff: Thank you for your cooperation as we move forward toward an exciting and robust second semester of the 2020–2021 school year. The College will continue to monitor the situation as it develops and make modifications and improvements to this plan as new guidance evolves and emerges.

We look forward to the day when there is a widespread and effective vaccine to prevent COVID-19 and to protect the ongoing health of our community. Until such time, we will work to safeguard everyone's health and to ensure the highest level of learning and creative development.

If you have any questions or require assistance, please contact Alysson Cwyk, Chief of Staff, at acwyk@moore.edu or 267.627.4188.

APPENDIX

A: COVID-19 Accommodation Policy

B: COVID–19 Working Remotely Policy

C: COVID-19 Specific Accommodation Request & Inquiry Form

APPENDIX A: COVID-19 ACCOMMODATION POLICY

As part of the College response to COVID-19, Moore College of Art & Design is committed to supporting employees and their immediate family members who are at higher risk for severe illness from COVID-19.

Based on guidance from the Centers for Disease Control (CDC) and Prevention, this generally applies to people 65 years and older and people with underlying medical conditions. Click [here](#) for more information CDC High Risk Population. COVID-19 specific workplace accommodation requests will be considered by Human Resources. In addition to these high risk factors, Human Resources will also consider COVID-19 specific accommodation requests for employees with issues accessing childcare. COVID-19 specific accommodation requests are for 30 days. Employees who want an extension of the COVID-19 specific accommodation request must reapply.

For purposes relating to COVID-19 specific accommodations, immediate family is defined as those who reside in the same household and are related by kinship, adoption, or marriage.

When requested by an employee, for immediate family members or themselves considered at high-risk from exposure to COVID-19, Moore College of Art & Design will:

- Provide options for alternative work assignments such as working remote, schedule change, additional Personal Protective Equipment (PPE) -above and beyond what is provided to all employees- or social distancing measures.
- Require employee to provide supporting documentation such as but not limited to medical documentation or proof of age. Proof of age is applicable only for immediate family.
- Where alternative work assignments are not possible, permit high-risk employees to apply for other leave benefit such as FMLA, FFCRA, ADA and/or use any of their accrued paid time off.

Any questions about this policy should be directed to the Director of Human Resources.

APPENDIX B: COVID-19 WORKING REMOTELY POLICY

The purpose of this policy is to provide continuity of College operations. Any employee working remotely must perform essentially the same work that they would in the central workplace to the extent possible, in accordance with their same performance expectations and other agreed-upon terms.

College Property

Equipment and services may be provided by the College. In some cases, employees may be expected to provide their own equipment, such as computers, internet access, etc. Equipment such as computers, software, etc. provided on loan by the College remain the property of the College while on loan, and must be returned after the temporary period requiring essential personnel to work remotely.

If College equipment is provided, each piece of equipment must be listed with its serial number when the employee takes possession.

Employees must return the equipment in the same condition in which it was originally received, minus normal wear and tear. Employees are personally liable for missing or damaged equipment.

Please note: Employees should have high speed internet to be successful and productive while working remotely. If you are experiencing internet issues please submit a ticket through the ticket system by clicking here: [Technical Support Ticket](#)

Technology Usage

Employees are required to use the technology provided by the College to conduct business. See the list below of technology and their purposes:

Zoom

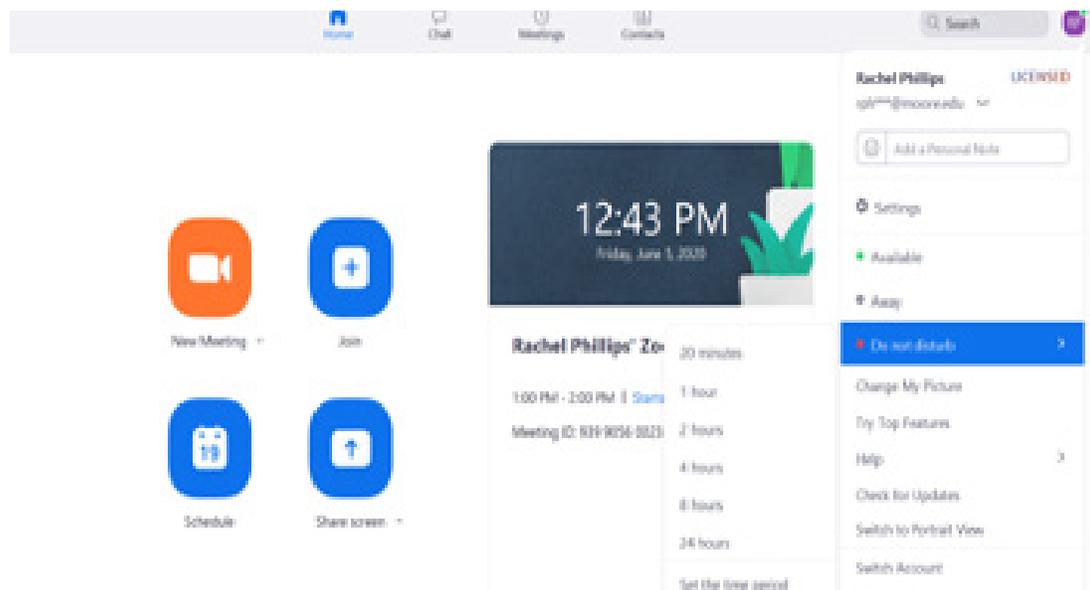
Employees should log in to this program at the start of their day.

- Conduct Meetings with students, colleagues and business partners
- Chat one on one with colleagues throughout the day
- Indicate your availability so colleagues and students can chat with you

To update your availability - click on your initial icon located at the top right hand side of your screen, ex. Picture 2 , then select from the following: Available, Away, Do not disturb (you can set how long this icon is on. See screen shot example below.

Indicate your availability so colleagues and students can chat with you. To update your availability - click on your initial icon located at the top right hand side of your screen (e.g.: )

Then select from the following: Available, Away, Do not disturb (you can set how long this icon is on. See screen shot example below.



Adobe – Professional Suite

This program allows you to:

- Create writable forms and documents
- Create digital signature-ready documents
- Assign employees that are required to sign a form or document.
- Create an audit trail for digital signatures

Slack

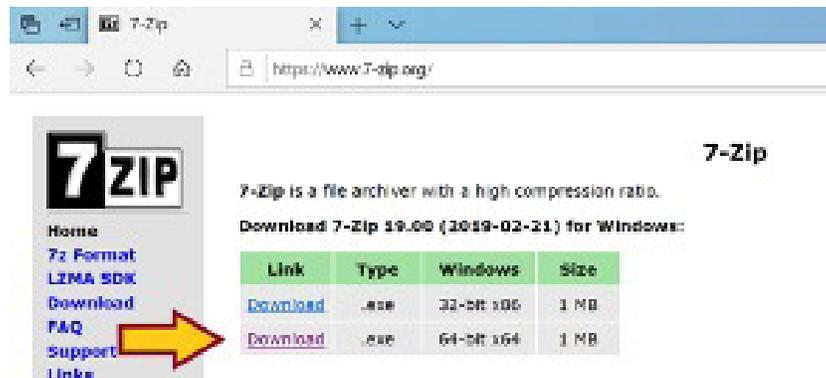
A chat forum that allows you to communicate with your team or the College as a whole.

Google Voice

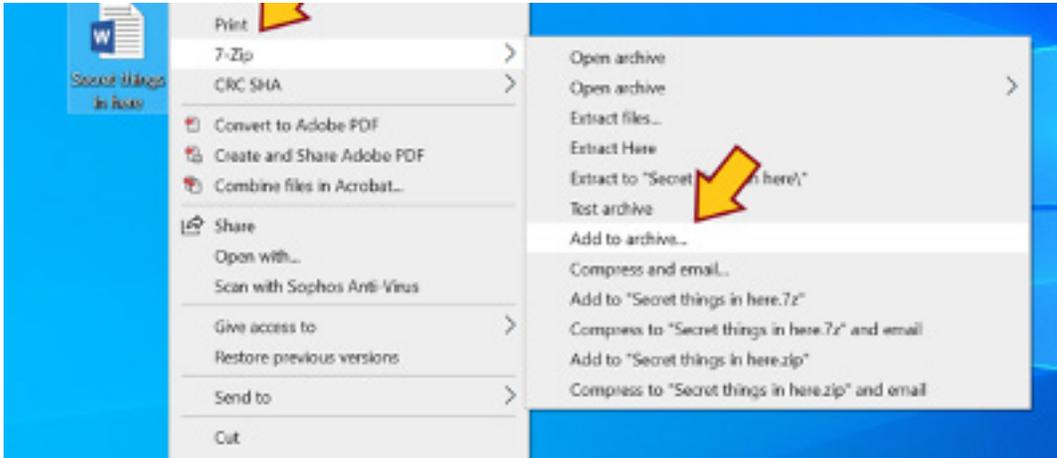
You can create a number to be used for College business. This number can be provided to colleagues, students, and outside business partners. This App protects the privacy of your personal phone information.

Securing and Sending Encrypted files in Email – 7zip Method (Windows Only)

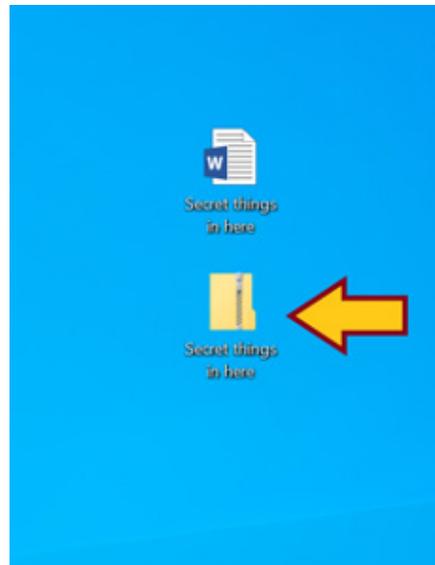
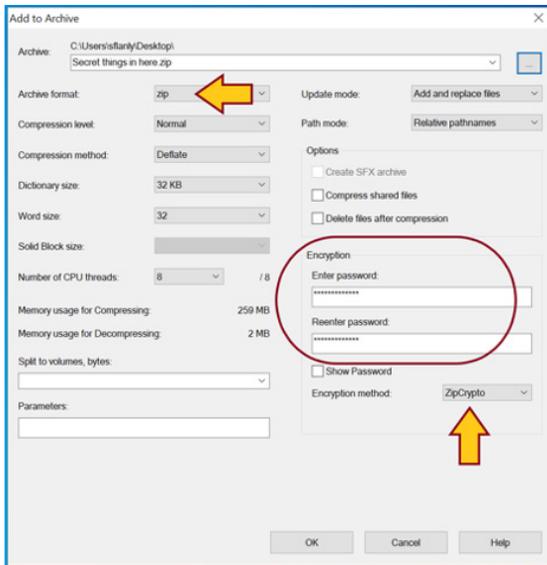
1. You will need 7zip to encrypt files. It can be downloaded from www.7-zip.org. If you need assistance installing the software, please submit a support request: <https://moorecad.zendesk.com/hc/en-us/requests/new>



2. Right click the file or selection of files and choose 7zip -> Add to archive



3. Set the archive format to zip, choose a strong password and set the encryption method to ZipCrypto. AES-256 encryption is more secure but requires the recipient to have 7zip or winzip to open the archive.

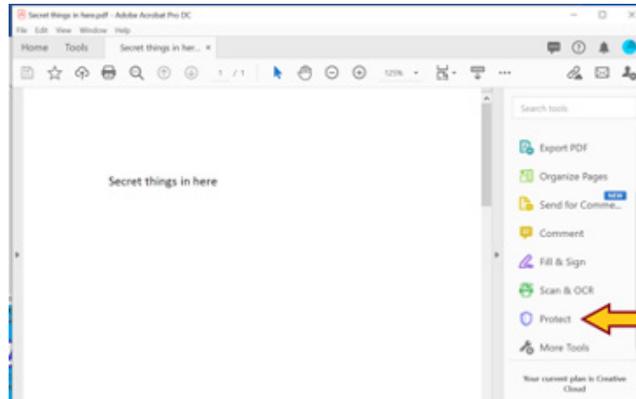


4. You will now have a zip archive with the password protected file inside. (The icon typically looks like a file folder with a zipper.) This is the file you would email. Do not send the password in the same email as the file. It is standard practice to contact the recipient and communicate the password to them verbally or at a minimum to send it in a separate email.

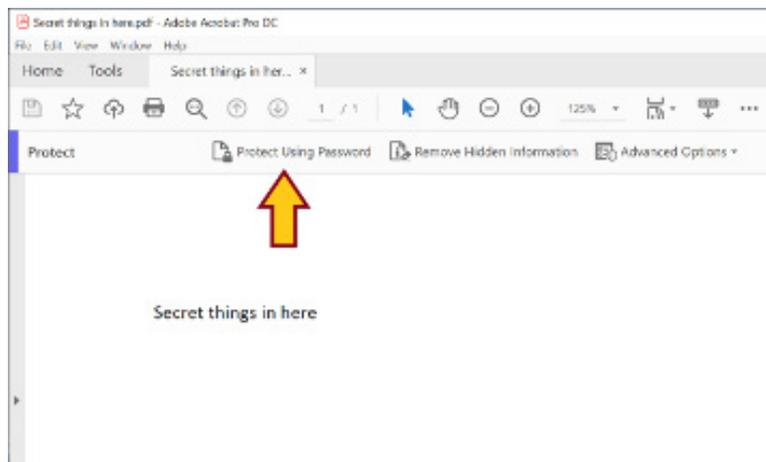
Sending Encrypted files in Email – Adobe Acrobat Method

You will need Adobe Acrobat DC installed. The free acrobat reader will not work for this. If you need assistance installing the software, please submit a support request: <https://moorecad.zendesk.com/hc/en-us/requests/new>

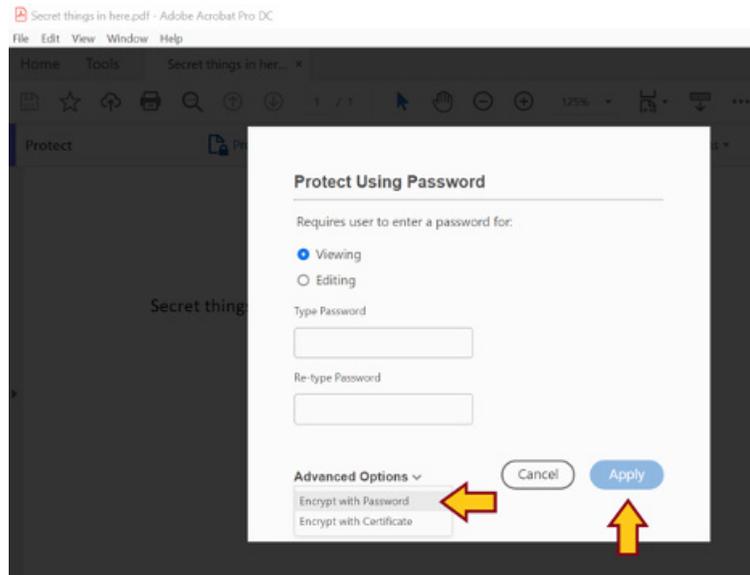
1. Open your PDF file and click on Protect or shield icon.



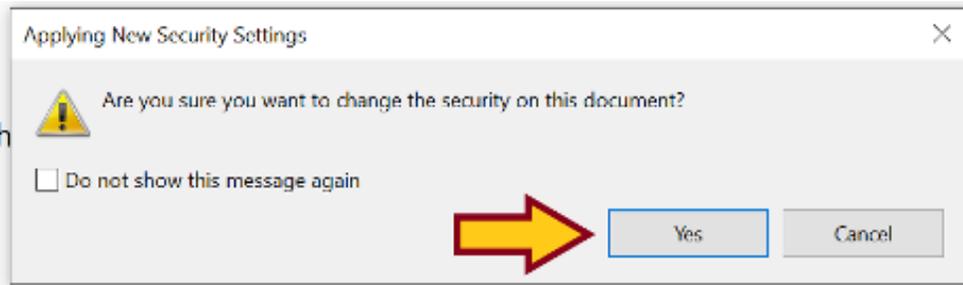
2. Select "Protect Using Password" form the toolbar.



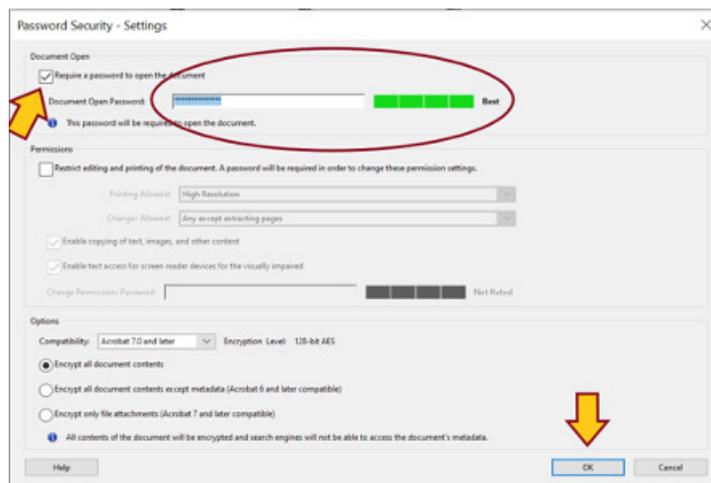
3. Select "Encrypt with Password" from the advanced option and click apply. You do not need to enter a password on this menu. You will provide the encryption password in a later step.



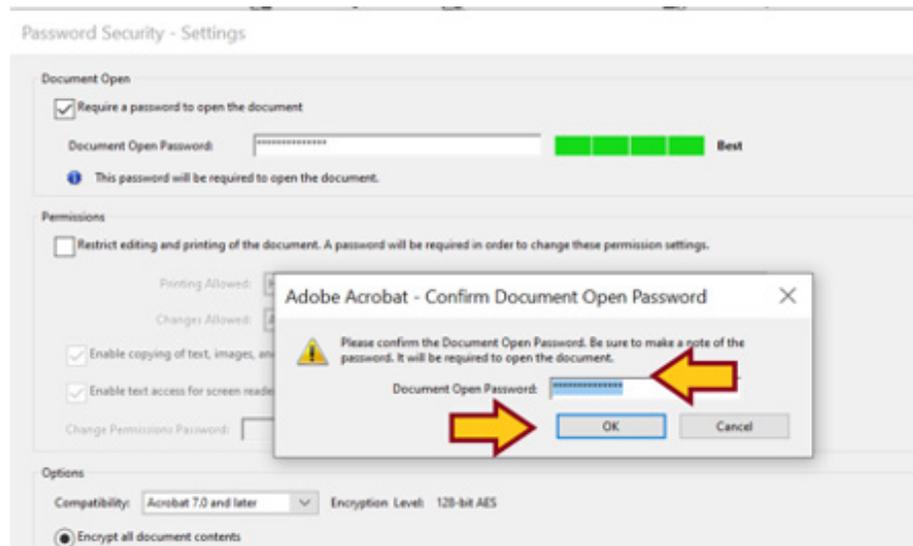
4. Select "Yes" on the security setting prompt.



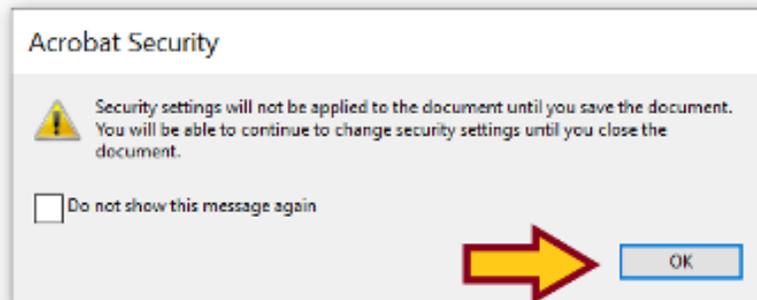
5. Check the "Require a password" box and supply a password that meets "Best" on the indicator bar and click "OK."



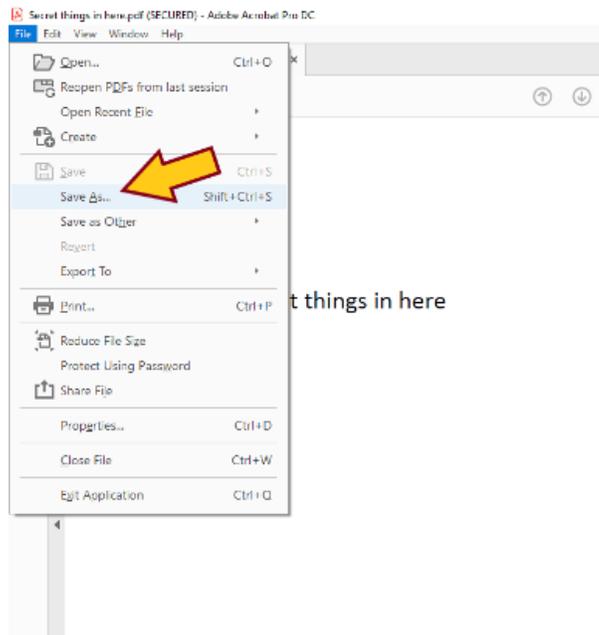
6. Confirm the password and click OK.



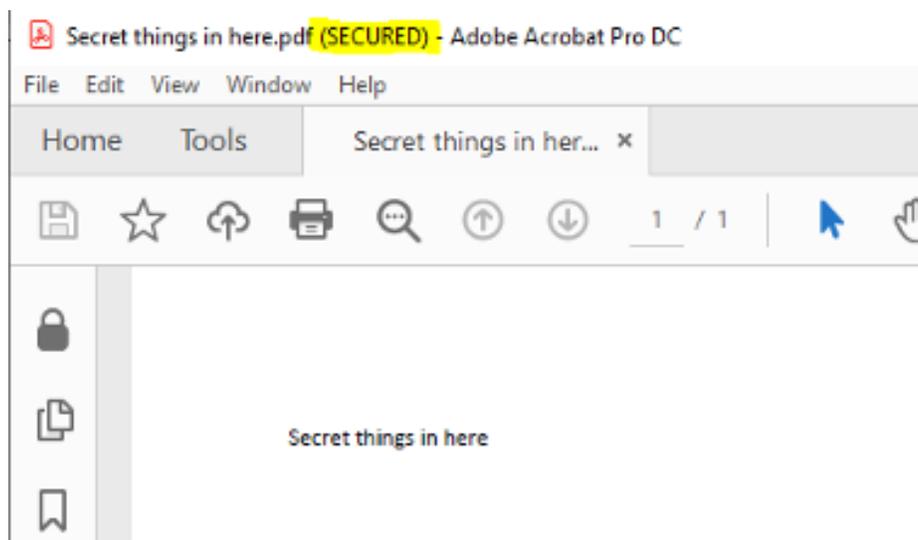
7. Click "OK" security dialog informing you that the document will need to be saved for the password to be applied.



8. Save your file to apply the encryption. If you don't want the original file to be password protected choose "save as" from the file menu to save it as a new document.



9. You will now have a secure PDF file. (The word SECURED should display in brackets when you have the pdf open in Acrobat.) This is the file you would email. Do not send the password in the same email as the file. It is standard practice to contact the recipient and communicate the password to them verbally or at a minimum send it in a separate email.



Guidelines

The following guidelines apply:

- Employees must maintain a normal workload and fulfill the expectations and requirements of their positions.
- Employees should have set working hours between 8 am and 6 pm with a designated lunch hour. (i.e. 9 am – 5pm or 8:30 am – 4:30 pm). These hours should be consistent every day.
- Employees must be available to their Manager during normal working hours.
- Employees must be available for meetings and phone calls with colleagues and students during normal working hours.
- Employees who are unable to work due to illness must use sick leave, and must report their absence to their supervisor. See the temporary Coronavirus Sick Policy on our website for more information. Employees who are unable to work due to the illness of an immediate family member can use sick leave in accordance with the temporary sick policy regarding the Coronavirus, and must report their absence to their supervisor. See the Families First Coronavirus Response Act Notice on our website.
- Employees who wish to be relieved of responsibility for work on a particular day or days must use vacation or personal leave.
- Employees are responsible for the safety and security of all College property and proprietary information.

Please Note

- Employees may not work on any substantial non-College project when working remotely.
- Individuals who need remote access to the network in order to do work remotely will need a secure computer and a secure connection. Requests for remote access to the network will be approved by the Emergency Response Team.

APPENDIX C: COVID-19 SPECIFIC ACCOMMODATION REQUEST & INQUIRY FORM

As part of the College response to COVID-19, Moore College of Art & Design is committed to supporting employees and their immediate family members who are at higher risk for severe illness from COVID-19. Based on guidance from the Centers for Disease Control (CDC) and Prevention, this generally applies to people 65 years and older and people with underlying medical conditions. COVID-19 specific workplace accommodation requests will be considered by Human Resources. In addition to these high risk factors, Human Resources will also consider COVID-19 specific accommodation requests for employees with issues accessing childcare. COVID-19 specific accommodation requests are for 30 days. Employees who want an extension of the COVID-19 specific accommodation request must reapply.

For purposes relating to COVID-19 specific accommodations, immediate family is defined as those who reside in the same household and are related by kinship, adoption, or marriage.

When requested by an employee, for immediate family members or themselves considered at high-risk from exposure to COVID-19, Moore College of Art & Design will:

Provide options for alternative work assignments such as working remote, schedule change, additional Personal Protective Equipment (PPE)—above and beyond what is provided to all employees—or social distancing measures.

Require employee to provide supporting documentation such as but not limited to medical documentation (see below Medical Inquiry Form) or proof of age. Proof of age is applicable only for immediate family.

Where alternative work assignments are not possible, permit high-risk employee to apply for other leave benefit such as FMLA, FFCRA, ADA and/or use any of their accrued paid time off.

The [Accommodation Request & Inquiry](#) can be downloaded here and submitted to Human Resources.