



MOORE

COLLEGE OF ART & DESIGN

*Inspiring Careers*

FALL  
2020

RETURN TO CAMPUS GUIDE

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NEW AND RETURNING STUDENTS

AS OF JULY 17, 2020

# TABLE OF CONTENTS

## Introduction

### **I: Universal Protocols**

Universal Honor Code

Symptom Monitoring & Temperature Checks

Contact Tracing & Testing

Social/Physical Distancing

Face Masks/Coverings

Handwashing, Hand Sanitizing, and Cough/Sneeze Etiquette

### **II: Academic Calendar, Instruction and Classroom Safety**

Adjusted Fall Calendar

Orientation

Small Class Size

In-Person Vs. Remote

Class Absence

Social Distancing

Studio and Workspace Safety

Other Remote Measures

### **III: Campus Environment & Communal Spaces**

Monitored Campus Entry

Visitor Protocols

Scheduled Cleanings

Dining Hall and Food Service

Elevators

The Galleries at Moore

Campus Events, Student Clubs, and Activities

Campus Shuttle

### **IV: Residence Hall Safety**

Fewer Occupants Per Room

Sanitizing Supplies

Move-In Schedules

Visitor Protocols

General Residence Hall Protocols

Off-Campus Code of Conduct

## Conclusion

# INTRODUCTION

Welcome—or for returning students, 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. In spring 2020, we worked individually with most 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 fall 2020, 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 Fall 2020, given that state and city guidelines allow for it.
- Our plans fall under the assumption that in August 2020, 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, we will begin a week earlier and end all on-campus educational activity on the day before Thanksgiving. Exam and critique activity will be posted on each course syllabus.

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 Student 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 hyperlinked section names below to jump to any current information you seek around various aspects of return planning.

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[UNIVERSAL PROTOCOLS](#)

[ACADEMIC CALENDAR, INSTRUCTION & CLASSROOM SAFETY](#)

[CAMPUS ENVIRONMENT & COMMUNAL SPACES](#)

[RESIDENCE HALL SAFETY](#)





## 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, will be 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.

### **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.

### **Contact Tracing & Testing**

Following CDC guidelines, Student Health Services will gather preliminary contact tracing information for each student 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.

All students will be tested for COVID-19 when they first arrive on campus. We also ask that, if at all possible, students get tested before they depart home for campus and remain home if they test positive.

### **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. They must cover your nose and mouth at the same time.

Students, faculty, and staff 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 Fall Academic Calendar**

To help ensure the health and safety of the community, classes will be held on campus from August 20 to November 24, 2020, with end-of-semester requirements taking place remotely the week of November 30, after Thanksgiving.

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

### **Fall Orientation**

Orientation for new students will take place Saturday, August 15 to Wednesday, August 19.

Convocation and the first day of class will follow on Thursday, August 20.

For students living in the residence halls, please visit the "Residence Hall Safety" section for move-in schedules.

### **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 fall 2020 in-person classes will be capped at no more than 20 students per class.

### **In-Person Vs. Remote**

We have examined every fall 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.

All on-campus classes will also be broadcast concurrently or asynchronously via Zoom for students who wish to participate from home.

Classes with 20+ students such as Liberal Arts lectures, will be remote or hybrid (mix of in-person and remote), to ensure that students don't have to convene in large groups.

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.

### **Social Distancing**

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

For tighter spaces, such as computer labs, we will create 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 until spring 2021 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.

#### 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 campus-wide hourly high-touch points.

#### Dining Hall & Food Service

• Dining Hall hours will be extended to:

• Breakfast: 7:45–9:30 am

• Lunch: 10:30 am – 1:45 pm

• Dinner: 4:45–7:15 pm

Mealtimes will take place on a staggered schedule, with students spaced out in line when they arrive.

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

Two duplicate stations with a rotating main entrée and pre-packaged soup will be available. The menu each day will consist of one meat entrée, one vegan entrée, one starch and two fresh vegetables. The rotating concept will change daily with items such as pizza, hot sandwiches or fries.

SAGE team members will serve entrees in eco-friendly to-go containers with disposable utensils.

The deli will offer one vegan and one non-vegan sandwich daily. The sandwiches will be packaged as “grab & go” items from the salad bar area.

Two types of packaged salads will be served daily. There will be a variety of dressings to choose from on the side as “grab & go” items at the salad bar, as well as a variety of pre-packaged sides such as hummus and pita packs.

Other pre-packaged items available daily include seasonal cut fruit and yogurt, novelty ice cream, bagels/muffins, and Wawa-brand bottled beverages (milk, soy milk, soda, water).

An acrylic barrier will be installed around the cashier’s station.

In addition to meal plan dollars, only credit and debit cards will be accepted forms of payment. SAGE will not accept cash at this time.

The main Dining Hall seating area will be reconfigured to allow for limited seating at a remote distance.

Students will be encouraged to eat outside, in their rooms or in spaces such as the Great Hall, Fox Commons, Widener Gallery, etc. where seating will be arranged to allow for social distancing.

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





### **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.

### **The Galleries at Moore**

The Galleries at Moore will be closed to the public for the Fall 2020 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, staff and the Visionary Woman Awardees.

Programs and events occurring in the Galleries during the Fall 2020 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 health safety/face-covering guidelines are consistent with campus mandates.

### **Campus Events, Student Clubs, and Activities**

Student Affairs staff will conduct virtual events, gatherings or meetings whenever possible and promote social distancing of at least six (6) feet between people if in-person events are held, with limited group sizes per campus mandates.

Students will be required to follow social distancing guidelines in common areas such as Fox Commons, Jane's Corner and other spaces typically designated for student and social gatherings.

Students who wish to hold in-person meetings or events can reserve the Great Hall, Graham Auditorium, Goldie Paley Gallery, Board Room and Media Room through Student Affairs, provided they have plans in place to meet campus-wide social distancing guidelines.

### **Campus Shuttle**

When shuttle service resumes in Fall 2020, the shuttle bus will be limited to 12 passengers.

An acrylic shield will be installed to protect the driver.

Disinfecting wipes will be available for students to wipe down the area they will be sitting in.

The shuttle will be wiped down by the driver between shuttle runs.



## IV: RESIDENCE HALL SAFETY

**We will take every precaution to ensure that residential students will be safe in Moore's residence halls. We will provide students with the resources they need to keep themselves and their fellow residents safe.**

### **Fewer Occupants Per Room**

Per City of Philadelphia recommendations, Stahl and Sartain residence halls will house one (1) occupant per room during the Fall 2020 semester.

All incoming first-years, sophomores and some juniors will receive campus housing in Stahl or Sartain Halls.

In order to accommodate all students who require housing, we have partnered with the Sheraton Downtown, within a short walking distance of six minutes to Moore's campus, to provide housing for seniors and some juniors. Sartain Hall, for comparison's sake, is a three-minute walk to campus. A shuttle will also be made available to transport students from the hotel to Moore.

### **Sanitizing Supplies**

Sartain Hall bathrooms will be cleaned on an hourly schedule.

Stahl Hall residents will be responsible for cleaning their own bathrooms and will be provided with appropriate cleaning supplies and guidelines.

All students are to wipe down the main touchpoints (door handles, light switches, microwave buttons, phone, etc.) in their room daily.

### **Move-In Schedules**

The schedule for move-in dates is as follows:

New Students: Saturday, August 15 (*Students will be assigned slots in advance*)

Returning Students: Sunday, August 16 – Wednesday, August 19 (*Students will be assigned slots in advance*)

Each student will be allowed to have one person with them to help with the move-in process and will otherwise be assisted by Moore staff.

### **Visitor Protocols**

After move-in, off-campus visitors will not be allowed in residence halls.

Residents of Stahl Hall will be allowed to visit other Stahl Hall residents in their rooms, provided that students wear masks/face coverings and adhere to social distancing guidelines during their visits.

Residents of Sartain Hall will be allowed to visit other Sartain Hall residents in their rooms, provided that students wear masks/face coverings and adhere to social distancing guidelines during their visits.

Residents of the hotel will be allowed to visit other hotel residents in their rooms, provided that students wear masks/face coverings and adhere to social distancing guidelines during their visits.

Commuter students will not be allowed inside residence halls.

Overnight guests are prohibited at this time.

### **General Residence Hall Protocols**

Lounge Spaces: Students must abide by all posted guidelines in order to utilize any lounge space.

Hallways: Students will not be allowed to congregate in residential hallways.

Mail: A sign-up sheet to pick up any packages from the mail room will be posted. Students must sign up for a time slot to retrieve their packages. Only the student who has a package may collect the package at their selected time.

Mask Guidelines: Students are required to wear masks, even while in the residence halls. The only exceptions are being in an individual's own room or during showering and brushing teeth.

Personal Health Monitoring: All students will have their temperature checked upon entering campus. Residential students will be asked to take their own temperature each day with a provided thermometer. Students with a temperature above 100.4F or who display other symptoms of COVID-19 will be denied access to campus and will be required to contact the Director of Health Services before attempting to return.

### **Off-Campus Code of Conduct**

Residential students will be asked to sign off on an "Honor Code" to demonstrate their commitment to keeping fellow residents and other students safe.

The code will include a promise to limit social interaction when going off campus for any reason, and to follow safe practices, including social distancing and wearing a face covering or mask.



### **Isolation in Place and Quarantine in Place**

Rooms have been reserved in Stahl and Sartain residence halls for isolation and quarantine purposes, should one or more students test positive for COVID-19 or become exposed to someone who tests positive.

Students who test positive and need to stay on campus will isolate in place in one of these reserved rooms, in order to avoid spreading the virus to other people on campus. They will be asked to document their temperature and symptoms twice a day and report the information to Student Health Services.

Following swift contact tracing, students who are thought to be exposed to a positive case of COVID-19 will quarantine in place in one of the reserved rooms. They will be asked to document their temperature and symptoms twice a day and report the information to Student Health Services.

If you are coming to Moore after traveling internationally, you will be required to self-quarantine and to monitor your symptoms for 14 days *before* returning to campus.

If you are a residence hall student and will be coming to Moore after residing in any of the states listed on the State of Pennsylvania's Travel Advisory page (<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>), it will be of the utmost importance to follow the guidelines in the Honor Code for Safety regarding the 14-day period before you arrive on campus. These guidelines pertain to social distancing, wearing face coverings or masks, avoiding large gatherings and limiting interactions with people outside of your immediate household.

## **Conclusion**

To our new and returning students: Thank you for your cooperation as we move forward toward an exciting and robust school year. The College will continue to monitor the situation as it develops throughout the summer 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](mailto:acwyk@moore.edu) or 267.627.4188.

