



SPRING 2021 CAMPUS HEALTH & SAFETY GUIDE

FOR STUDENTS

AS OF NOVEMBER 12, 2020

WELCOME (OR 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 end 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 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 hyper-linked section names below to jump to 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.

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.

Students, faculty, and staff are encouraged to download the COVID Alert PA app to their mobile device to assist with contact 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 than 15 minutes. If an app user tests positive, they will be contacted by the PA Department of 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 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. All newly returning to campus students, faculty, and staff (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 2021, 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. For students living in the residence halls, please visit the "Residence Hall Safety" section for move-in schedules.

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.

Social Distancing

To ensure social distancing can take place, we have rearranged classroom furniture and equipment as needed and created 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 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 have been 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 has been 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 has been 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 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 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 spring 2021, 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 spring 2021 semester.

All students who have requested housing will receive campus housing.

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: Friday, January 29 (Students will be assigned slots in advance)
- Returning Students: Saturday, January 30 – Sunday, January 31 (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.

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

New 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, 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 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.