

FALL 2021 V.3

# SUCCESS & WELLNESS PLAN



# TABLE OF CONTENTS

**SECTION 1:**  
**INTRODUCTION, PAGE 3**

**SECTION 2:**  
**PRIOR TO RETURNING TO CAMPUS, PAGE 4**

**SECTION 3:**  
**ACADEMICS, PAGE 5**

**SECTION 4:**  
**HOUSING, PAGE 7**

**SECTION 5:**  
**COVID-19, PAGE 9**

**SECTION 6:**  
**HEALTH & SAFETY, PAGE 13**

**SECTION 7:**  
**RESOURCES, PAGE 16**

**SECTION 8:**  
**STUDENT SUPPORT, PAGE 18**

**SECTION 9:**  
**FORM, PAGE 20**

## SECTION 1: INTRODUCTION

Across the country, the COVID-19 pandemic has had (and currently continues to have) devastating effects. **The Art Academy of Cincinnati (AAC) appreciates how much you have already done to adapt during this challenging time.**

As you know, we have been taking preventive measures at the Art Academy against COVID-19 for the past eighteen months to help keep you, our entire staff, your families, and our students safe.

The AAC plans a return to teaching, research and experiential learning on campus this fall with measures in place to promote safety and lessen the risk of COVID-19 spread. The AAC is committed to providing a safe and healthy workplace for all the members of the community. The collective goal is to enable everyone to work, learn, and live in the safest place possible, while acknowledging that the threat of COVID-19 continues.

Everyone must continue to do their part to take care of themselves and help take care of others by following the protocols in this document. Now, more than ever, our mission and identity call on us to exercise our commitment to the creative community.

Most classes will meet in person with occasional remote and online approaches when necessary, appropriate, and advantageous. While new public health protocols mean some changes in our daily lives, much of what makes AAC such a special community will remain — there will be opportunities to foster friendships and connect with the community of peers in the creative culture.

**It is also important to know that in order to remain in person and on campus, all students are required to comply with the policies, procedures and guidelines as set forth by the AAC in response to the COVID-19 pandemic.**

## SECTION 2:

# PRIOR TO RETURNING

## PRIOR TO RETURNING TO CAMPUS FOR FALL

In order to return to campus, **all students, faculty, and staff** must do the following:

- > Students, faculty, and staff are *required to be fully vaccinated* by move-in if living in housing, or prior to the start of classes if commuting or a member of the faculty or staff.

Vaccine exemptions are available. If you require exemption from vaccination, complete this form:

<https://bit.ly/VaccineExemption>

If you are already fully vaccinated, complete this form:

<https://bit.ly/AACVaccineRecord>

- > Students, faculty, and staff who are *not fully vaccinated* prior to move-in or the start of classes, or have applied for a vaccine exemption, must provide documented results of a negative COVID-19 PCR test taken between August 22-29 (if you need to verify to your testing center that you are required to be tested prior to returning to campus, use the Verification Form).
- > Digitally sign the acknowledgment form stating you have read and will comply with the protocol in this document

**Students, faculty, and staff must submit proof of vaccination or their PCR test results to Mary Cadek**, Health and Wellness Coordinator at [mary.cadek@artacademy.edu](mailto:mary.cadek@artacademy.edu). All positive results will be handled confidentially.

**Students must submit the acknowledgment form to Kelsey Nihiser**, Director of Student Services at [kelsey.nihiser@artacademy.edu](mailto:kelsey.nihiser@artacademy.edu)

**Faculty and staff must submit the acknowledgment form to Linda Kollmann**, Human Resources Officer at [linda.kollmann@artacademy.edu](mailto:linda.kollmann@artacademy.edu)

## SECTION 3:

# ACADEMICS

### ACADEMIC CALENDAR

Students are discouraged from non-essential travel during the semester. Classes begin on Monday, August 30 and end on Friday, December 10. Modifications to the Academic Calendar may take place as necessary for the safety of the community.

### ACADEMIC CALENDAR FALL 2021

**August 30 – December 10, 2021**

<b>August 21 – 22</b>	Residence Move-in
<b>August 23 – 26</b>	Orientation
<b>August 30</b>	Classes Begin
<b>October 15, by Noon</b>	Mid-term Grades Due
<b>October 25 – November 6</b>	Advising for Spring
<b>April 30</b>	Last Date to Withdraw
<b>November 9 – November 20</b>	Online Registration
<b>November 13</b>	Last Day to Withdraw
<b>December 10</b>	Classes End
<b>December 15 by Noon</b>	Final Grades Due

### FALL HOLIDAYS

<b>September 6</b>	Labor Day
<b>November 24 – 26</b>	Thanksgiving Break
<b>December 24 – January 1</b>	Holiday Break

Students will have continued access to the building until December 23rd, when the building closes for the holiday break as long as they adhere to all current safety precautions.

## OFFICE HOURS

Regular weekly office hours, whether face-to-face or via Teams, will be posted on course syllabi.

## INSTRUCTIONAL DELIVERY

Classes will meet in person from August 30, 2021 through December 10, 2021, except in instances where first year students have selected to be remote or where there might be an increased risk to faculty or students.

Should the county, state or national COVID-19 guidelines change, classes may need to pivot to remote/online. As long as the facilities remain open, in accordance with Department of Health Guidelines, students will have continued access to labs, workshops and studios through December 23, 2021 when the building closes for the holiday break. Flexibility in instructional delivery may be necessary to accommodate student and faculty needs.

During the semester, students who test positive for the virus or come into contact with someone who tests positive will be required to report their test results to Nurse Mary Cadek and follow current guidelines for isolation or quarantine.

More information will be provided as class schedules and academic policies are finalized.

## SECTION 4: HOUSING

### ART ACADEMY OF CINCINNATI HOUSING

To reduce the risk of students contracting or spreading COVID-19, the AAC will be taking precautions by reducing the number of students per dorm room, providing isolated housing for students who have tested positive for COVID-19, connecting students to testing and health services, and decreasing the use of shared, public spaces within AAC housing. **Students will move in over the weekend of August 21-22 by designated appointments.**

Dorm rooms include full kitchens equipped with a stove, refrigerator and dishwasher, where students are encouraged to cook their own meals. Other AAC food options will include donated, flash-frozen soups from La Soupe as well as breakfast and lunch options from Sunny Blu, AAC's in-house food service.

Student activities will take place in the form of remote programming and in-person programs as appropriate. Health and safety are top priority while offering opportunities for students to feel engaged and connected to the AAC community.

Each room, suite, apartment, and house will be considered a unit or "household." Inside each room, suite or home (unit), students who live there will not be required to wear a face covering or observe social distancing. **Once students leave their unit, they must abide by campus wide requirements and guidelines related to face coverings, physical distancing, and cleaning and sanitation.**

## HOUSING PRECAUTIONS

The following housing precautions will be in place:

- Each dorm unit has its own bathroom which will only be shared by unit residents.
- Dorm residents are required to practice social distancing and adhere to health guidelines when interacting with students outside of their dorm unit and in any public spaces.
- Card access to AAC housing will only be available to dorm residents to discourage student visitation for nonresidents. Dorm residents will not be permitted to have overnight guests until further notice.

## MOVE-IN PROCEDURE

**Residence Hall move-in will take place over the weekend of August 21-22.**

In order to decrease the amount of people moving throughout AAC housing at one time, move-in will be in a series of staggered, designated appointments.

The move-in process will include practicing social distancing and limiting numbers of people in public spaces, elevators, stairwells, etc. Each student is permitted to have one friend or family member assist in move-in and enter AAC housing. Students and the designated helper must complete our self-administered wellness check prior to entering AAC housing and must wear a mask throughout the duration of move-in.

All move-in details will be shared with student dorm residents prior to move-in weekend, including requirements and recommended packing lists.

For vaccinated students moving into the dorm, they will need to submit their vaccine info AND be two weeks out from their 2<sup>nd</sup> vaccine.

For non-vaccinated dorm students or students that are not two weeks out from their second vaccine, they will need to submit a of a negative test result dated August 13, 2021 to August 20, 2021 to Mary Cadek, Health and Wellness Coordinator.

## SECTION 5: COVID-19

The best way to prevent COVID-19 is through vaccination. There are new variants that we don't fully understand, however, we do know that the virus is thought to spread mainly from person-to-person, which includes:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person talks, exhales, coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- The virus that causes COVID-19 has been found to circulate in most US communities, sometimes without symptoms, putting everyone at ongoing risk. Keeping space between you and others, wearing a face covering, and washing your hands frequently are the best tools to avoid being exposed to this virus and spreading it to others.

### DAILY SYMPTOM SELF-ASSESSMENT

All students living on or coming to campus must perform a **daily self-assessment** of symptoms, including taking their temperature. Refer to the CDC for the most current COVID-19 symptoms.

#### Symptoms may include:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4°F or higher)
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Nausea, vomiting or diarrhea

## IN CASE OF POSITIVE COVID-19 SYMPTOMS STUDENTS

All AAC students, faculty, and staff **regardless of vaccination status** who are experiencing symptoms of COVID-19 and/or have been in close proximity with someone who has tested positive for COVID-19 must:

- **Contact the Health and Wellness Coordinator:**  
Contact, Mary Cadek at [mary.cadek@artacademy.edu](mailto:mary.cadek@artacademy.edu) as soon as possible to arrange for a diagnostic test.
- **Isolate Until Test Results are Received:**  
As soon as results are received they should be sent to Mary Cadek at [mary.cadek@artacademy.edu](mailto:mary.cadek@artacademy.edu).
- **Isolation Housing:**  
If in need of isolation housing, contact Lacey Haslam at [lacey.haslam@artacademy.edu](mailto:lacey.haslam@artacademy.edu)
- **Contact Your Professors:**  
Email each of your professors to arrange for remote learning modules during isolation, awaiting test results, and potential quarantine.

## IN CASE OF POSITIVE COVID-19 SYMPTOMS FACULTY, STAFF

All faculty and staff who are experiencing symptoms of COVID-19 and/or have been in close proximity with someone who has tested positive for COVID-19 must:

- **Contact the Health and Wellness Coordinator:**  
Contact, Mary Cadek at [mary.cadek@artacademy.edu](mailto:mary.cadek@artacademy.edu) as soon as possible to arrange for a diagnostic test.
- **Isolate Until Test Results are Received:**  
As soon as results are received they should be sent to Mary Cadek at [mary.cadek@artacademy.edu](mailto:mary.cadek@artacademy.edu).
- **Contact Your Supervisor:**  
Email each of your supervisor to arrange for remote work during isolation, awaiting test results, and potential quarantine.
- **Questions, or Concerns:**  
If you have any questions or concerns regarding remote work, contact Linda Kollman, Human Resources Officer

## COVID-19 DISCLOSURE

Consistent with the AAC 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.

The AAC will work with the Ohio Department of Health (ODH) to inform workers if they have been exposed to a person with COVID-19 in the workplace, and ODH will require them to self-quarantine for the recommended amount of time.

## TESTING

Testing will be available for all students with symptoms of COVID-19 who meet CDC testing criteria. The college will also conduct randomized testing. If you are selected for randomized testing and do not comply, you may be in violation of the Code of Student Conduct.

We ask all students to download the **NAVICA** app to be prepared if you are selected for testing. You will need your state ID or driver's license to set up your account. If you have any issues with downloading or using the app, contact **Mary Cadek**.

Students will be notified by **Mary Cadek, Health & Wellness Coordinator**, several days in advance if you have been selected for testing.

## COVID-19 TESTING SITES

**Art Academy of Cincinnati**- Rapid testing or at home tests can be provided by the AAC. Email Mary Cadek, Health and Wellness Coordinator [mary.cadek@artacademy.edu](mailto:mary.cadek@artacademy.edu) to schedule

**Ohio Pop-Up Testing Sites**-<https://coronavirus.ohio.gov>, *updated weekly, free, no need for insurance*

**Hamilton County Testing Sites**-<https://www.hamiltoncountyhealth.org/covid19/>, *lists various organizations providing testing in Hamilton County.*

**CareFirst Urgent Care**-[www.solvehealth.com](http://www.solvehealth.com), *walk-ins available, appointments preferred, free with insurance, quick wait times*

**Crossroads Health Center**-<http://www.crossroadhc.org/>, *appointment recommended*

**Kroger Little Clinic**-<https://www.thelittleclinic.com/drivethru-testing>, *appointment recommended*

## COVID-19 VACCINATION SITES

**Vaccine Finder**-<https://www.vaccinefinder.gov>, will search for vaccine locations in your area

**Ohio Mass Vaccine Sites**-<https://coronavirus.ohio.gov>

**Hamilton County Testing Sites**-<https://www.hamiltoncountyhealth.org/>

**CareFirst Urgent Care**-[www.solvehealth.com](http://www.solvehealth.com), can sort by vaccine type and will pull all locations in the area

**Crossroads Health Center**-<http://www.crossroadhc.org/>, offers free vaccine clinics in Over-the-Rhine, Tuesday-Thursday: 1:40 - 2:40 p.m.

**Kroger Little Clinic**-<https://www.kroger.com/rx/covid-eligibility>, will take you to an online scheduler

**Please note information on testing and vaccinations is changing daily. Be sure to visit the website of the testing location prior to arrival.**

## CONTINGENCY PLANNING

In case of an outbreak of confirmed cases in the AAC community, AAC will facilitate increased testing, contact tracing and isolation of those affected, and quarantine for those exposed.

There may be a need to impose new restrictions on a temporary basis which could include fewer gatherings, limiting student activities and/or moving to a higher level of remote learning. The decision to shift to remote learning will be based on the following factors:

- The outbreak is so great that the AAC cannot meet the necessary levels of PPE, testing, tracing and/or treatment
- AAC and the Cincinnati Department of Health determine there's a public health risk on or near campus, that cannot be adequately contained
- An executive order is issued by the Mayor of Cincinnati or the Governor of the State of Ohio.

## SECTION 6:

# HEALTH & SAFETY

Abide by established rules for foot traffic on campus and within buildings such as designated entrances and exits and designated up and down stairways. Directional floor decals and signs are in place to direct foot traffic in congested areas.

Maintain physical distancing during a building evacuation for a fire alarm or other emergency situation. Evacuation will require everyone's cooperation to maintain 6 feet physical distance.

## FACE COVERINGS

In accordance with the Ohio Department of Health Responsible Restart Ohio, the AAC requires all **community members regardless of vaccination status**, including faculty, staff, students, retained contractors, and visitors, to wear face coverings or non-medical masks while on campus to slow the community spread of the virus and help people who may have the virus, and do not know it, from transmitting it to others. At a minimum, face coverings should cover an individual's nose, mouth, and chin.

### Exceptions to this requirement include:

- If an individual is working alone in an enclosed workspace, such as an office or room. One or more non-vaccinated individuals in a studio and/or office must wear a mask.
- Some individuals may not be required to wear face coverings, such as for health or safety reasons, or may be permitted to use clear facial shields. If an individual is dining in a common space on campus, the face covering should be worn until the individual is ready to eat and then, when done eating, it should be replaced.
- Face coverings are required in outdoor spaces only when non-vaccinated individuals are in close proximity to others and unable to physically distance.

## HAND HYGIENE

Having clean hands is an effective way to help prevent the spread of COVID-19.

**Wash your hands with soap and water for at least 20 seconds, especially:**

- > After you have been in a public place
- > After blowing your nose, coughing or sneezing
- > After using the restroom
- > Before eating or preparing food
- > After contact with animals and pets
- > Avoid touching your eyes, nose, and mouth with unwashed hands.

If soap and water are not readily available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol can be used. All AAC-provided hand sanitizer stations will be effective against COVID-19.

Hand-sanitizer stations at building entrance and high-traffic areas will be maintained.

## RESPIRATORY ETIQUETTE

If you do not have your face covering on—even in a private setting— always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## PHYSICAL DISTANCING

Vaccination, physical distancing and wearing a mask are the most effective methods of protecting yourself and ensuring you do not spread the virus to others. Physical distancing, also called “social distancing,” means keeping 6 feet of space between you and others.

Spaces in the AAC building and dorms may have signage to indicate reduced occupancy to aid in maintaining physical distance. Physical distancing in shared spaces — classrooms, laboratories, open offices, lounge areas, etc. — should be practiced, whenever possible. We ask that all students avoid crowded places and mass gatherings when off campus, as well.

The faculty and staff at the AAC will continue to monitor and share the guidelines of local, state, and federal health officials. All students are required to adhere to these guidelines.

### **To maintain physical distancing when on campus, students are expected to:**

- Stay at least 6 feet (about 2 arms’ length) from other people not in one’s.
- Respect occupancy limits for rooms, offices, common spaces, elevators, and other areas.
- Maintain 6 feet distance from others when using restrooms household (a dorm apartment is considered a “household”).
- Stay away from crowded places and mass gatherings when off campus, as well.

## SECTION 7: **RESOURCES**

### **RESOURCES**

Below is a list of resources available to students. If you need additional resources not included below, please reach out to Kelsey Nihiser, Director of Student Services at [kelsey.nihiser@artacademy.edu](mailto:kelsey.nihiser@artacademy.edu) or the COVID Task Force.

### **COVID-19 RESOURCES**

#### **Ohio Department of Health Resources**

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/resources>

#### **Hamilton County Public Health**

<https://www.hamiltoncountyhealth.org/covid19/>

### **COVID-19 PROFESSIONAL ARTIST RESOURCES**

#### **ArtWorks COVID-19 Resources**

<https://www.artworkscincinnati.org/covid-19-artist-resources/>

#### **Cincinnati Chamber of Commerce**

<https://www.cincinnati-chamber.com/covid-19>

#### **National Endowment for the Arts**

<https://www.arts.gov/about/nea-on-covid-19/>

#### **The Eye on Design Guide to Self-isolation**

<https://eyeondesign.aiga.org/guide-to-self-isolation-for-designers/>

#### **Online Art Events During COVID-19**

<https://creative-capital.org>

#### **Coronavirus Arts Hub (Cincinnati)**

<https://www.artswave.org/discover/responding-to-covid-19>

## CONTACTS

### Physical Health

Mary Cadek, Health and Wellness Coordinator  
mary.cadek@artacademy.edu

### Housing and Residence Life

Kelsey Nihiser, Director of Student Services  
kelsey.nihiser@artacademy.edu

### Mental Health

Casey Riordan, Mental Health Counselor  
casey.riordan@artacademy.edu

### Dean's Office

Paige Williams, VP for Academic Affairs and Academic Dean  
pwilliams@artacademy.edu

### Professional Development

Audrey Bertaux, Associate Director of Professional Development  
audrey.beraux@artacademy.edu

### Human Resources

Linda Kollmann, Human Resources Officer  
linda.kollmann@artacademy.edu.

## COVID-19 TASK FORCE

This document was assembled through the guidance of local and state officials, member organizations AICUO and AICAD, in addition to faculty and staff at the Art Academy of Cincinnati.

**Joe Girandola**, President

**Mary Cadek**, Health & Wellness Coordinator

**Paige Williams**, VP for Academic Affairs and Academic Dean

**Mark Thomas**, Associate Dean, Design Professor

**Matt Hart**, Associate Professor, Head of Creative Writing

**Keith Benjamin**, Studio Arts Chair

**Kelsey Nihiser**, Director of Student Services

**Linda Kollmann**, Human Resources Officer

**Amanda Parker-Wolery**, Vice President of Marketing and Enrollment

**Any part of this document is subject to change as new information about COVID-19 comes to light and updated guidance is received. Check the AAC website on a regular basis or whenever notified of the availability of new AAC guidance.**

## SECTION 8:

# STUDENT SUPPORT

Services that support and enrich the learning, living environment for students will continue to be provided. The challenges of living during the COVID-19 pandemic will amplify stressors on students, and the AAC expects and is planning for increased demand for support services. A key consideration is how effective, personalized services can be delivered in accordance with public health guidance. Plans for in-person and virtual delivery of services in the areas of student success, mental health, equity and inclusion, and ADA and Title IX accommodations and compliance are being developed and will be forthcoming.

## STRESS AND COPING

Dealing effectively with stress will make you, the people you care about, and your community stronger.

### Ways to cope with stress may include:

- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting.
- Take care of your body, take deep breaths, stretch or meditate, exercise regularly; get plenty of sleep.
- Try to eat healthy, well-balanced meals, avoid alcohol and drugs.
- Make time to unwind. Try to do some other activities you enjoy.
- Connect with others. Talk with people you trust about your concerns and how you are feeling. Reach out to your advisor for support.

**Feeling overwhelmed or need a place to start?** Reach out to Kelsey Nihiser, Director of Student Services, who can direct you to the appropriate AAC community member to support you in your needs.

## AAC MENTAL HEALTH COUNSELING SERVICES

If you are in need mental health counseling, please connect with Casey Riordan, Mental Health Counselor, at [casey.riordan@artacademy.edu](mailto:casey.riordan@artacademy.edu).

### Changes in AAC Mental Health Counseling services during COVID-19 Mandate:

- Until further notice, all student one-on-one counseling sessions will take place via telehealth through the online services of Simple Practice, a HIPAA compliant, encrypted video conferencing, and record-keeping software. And in-person when COVID precautions allow.
- Counselor will be available on campus for emergency care and administrative duties in the AAC Mental Health Counseling during specified hours.
- Emergency counseling services are limited to situations where a student is suicidal and requires immediate referral to local mental health emergency services.
- Since mental health counselors are regarded as healthcare workers, until further notice, it is required that all students visiting the counseling office must have their temperature read by the counselor before entering, complete a self-report health checklist, and sign a waiver freeing AAC from liability of the student contracting the COVID-19.
- As a healthcare worker, AAC's counselor is required to wear an N-95 mask while in the counseling office with others. Counselor is permitted to wear a standardized mask when moving about the building or attending staff meetings or administrative duties.
- Counselor will be responsible for enforcing social distancing rules at all times in the counseling office by the relocation or removal of office furniture and creating clear instructions and demarcations as to where students may sit or stand.
- There are no letters of permission to be written for any individual who is seeking any exceptions to not wear a mask.
- Counselor will follow AAC guidelines for hand sanitization, before and after all office visits or once per hour if there are no office visits.
- Visible signage will be posted outside of the counseling office with directions to call or email to set up an appointment.

## SECTION 9: **FORMS**

### **VERIFICATION FORM**

Please provide this documentation health care provider or other testing facility to verify the necessity of testing.

**The Art Academy of Cincinnati, a Cincinnati College of Art and Design**, requires that all non-vaccinated students, faculty and staff procure a negative PCR COVID-19 test before returning to campus.

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(signature/date)

**Is a (circle one) :**

**Student**

**Faculty**

**Staff**

At the Art Academy of Cincinnati during the 2021-2022 Academic Year.

### **ACKNOWLEDGMENT FORM**

All Students, Faculty, and Staff who return in person to the AAC physically for Fall 2021 are required to consent to and cooperate with the Spring Success and Wellness Plan and agree to protocols communicated in the document.

By signing the Community Accountability Form, you acknowledge that you have received the document and have read and agreed to all items specified in the plan.

You can find the form on the last page of the plan. You can return this form at the check-in table in the AAC lobby the first week of school or you can sign online at <https://bit.ly/AccountabilityFall2021>

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(signature/date)