School of Art Visual Arts Graduate Research Laboratory Re-entry Plan Student Contract
Updated 10/2/20

The following guidelines have been established in keeping with best practices to minimize the spread of COVID-19, as well as recommendations provided by the Director of Health and Safety during a walk through of the spaces. Information in this plan is subject to change as new information is made available at the division, university, state and/or federal levels.

Student Compliance Required for Access
Graduate student on-going access to the Grad Studios is contingent upon students being in compliance with the protocols outlined here. Non-compliance could result in loss of individual access or in all student access to the facilities.

Before Coming into the Grad Studios
1. Should you come in? Self assess your risk.
   a. Evaluate personal risk
      Begin to think about you and your family or roommate's risk tolerance and the impact in the event you were to contract coronavirus.
   b. Review CDC guidelines
      Carefully review the guidelines provided by the Centers for Disease Control. In addition, review specific information about the disproportionate burden of illness and death among racial and ethnic minority groups.
   c. Consult your PCP as needed
      If you have questions about your own risk factors after reviewing the information provided by the CDC, we strongly encourage you to consult with your Primary Care Physician or a medical specialist (as appropriate).

2. Do you need to come in?
   Graduate students should only come into the studios for work that cannot be done at home. If your work or elements of your work can be completed at home, please do so.

3. Did you schedule your time in shared areas?
   Shared areas in the studio have a google calendar. Students must schedule via the google calendar before coming to use common areas to ensure that schedules are staggered and appropriate distancing procedures are followed.

4. Do you and/or those you’re in contact with feel well? Please follow the Student COVID-19 Notification Protocol, listed below.
   Any student who:
   - Has symptoms of COVID-19 and has been tested for infection, but has not yet received the test result, or
   - Has had a recent close contact (within 6 ft for 15 or more minutes) with someone who has recently tested positive for COVID-19, or
   - Is experiencing symptoms of COVID-19 infection, should quarantine at home and contact Campus Health (or another healthcare provider) for health care support immediately.

   Any student who tests positive for COVID-19 must follow the notification protocol described below if the test was performed outside of UArizona. If the test was performed by UArizona, no action is necessary.
Required Student Actions

Students must self-report positive COVID-19 test results that they have received from testing outside of the University as soon as possible to Campus Health, which will share relevant information with our SAFER contact tracing team.

- Report online to Campus Health
- Review the SAFER Program

Once a positive test is reported to SAFER, the team will reach out to the student for case investigation and contact tracing, education on self-isolation, and needed wrap-around health support services. Students are required to answer the questions posed by the SAFER team honestly and as accurately as possible.

If the student is also a DCC or a student employee, the Case Notification Protocol for employees should also be followed.

Click here to see the Required Employee Actions, Non-Compliance, Privacy and Class Settings policies.

5. Did you perform a wellness check immediately before coming into the studios?

Wellness Check:
1. In the last 24 hours, have you had or developed fever, cough, shortness of breath, chills, muscle pain, sore throat, new loss of taste or smell?
2. Is any member of your household sick with a respiratory infection?
3. Have you been in close contact (within 6 feet for 15 or more minutes) with a confirmed positive COVID-19 patient?

Take your temperature:
• At or below 99.4 degrees (F) and NO responses to all three questions will clear the student to come into the studios.
• Between 99.5 - 99.9 degrees (F) will be repeated in one hour. The student will be asked to self-isolate for that hour before retesting.
• At or above 100 degrees, please follow the Student COVID-19 Case Notification Protocol listed above.

General Studio Guidelines

Wash or sanitize hands thoroughly immediately before and after coming to the Graduate Studios.

Wear a cloth face cover at all times. Make sure you are following the CDC guidelines for how to wear, remove and wash a cloth face covering.

Avoid touching your face. Your eyes, nose and mouth are common entry points for germs.

No visitors. Graduate students with assigned studio spaces only. Custodial services are cleaning daily. Risk Management, Facilities Management and School of Art staff may visit the building occasionally. For information about faculty studio visits, please see the studio visit section below.

Maintain at least 6 feet between you and anyone else in the building at all times.
Do not spray disinfectant directly onto any keypads. The keypads will break. Only use paper towels sprayed with disinfectant to sanitize key pads.

Do not use bleach in the Grad Studios. A diluted bleach solution combined with the disinfectant we use at the Grad Studios (oxivir) can create a dangerous gas.

If you do not feel well, or if you have been within 6 ft. for 15 minutes or more with someone who tested COVID positive or has COVID symptoms, contact Carrie Scharf immediately so we can begin contact tracing.

1st text her cell phone: 520-488-7869
2nd email: cmscharf@email.arizona.edu
3rd (if no reply) call her cell: 520-488-7869

We encourage everyone to download the Covid Watch app [https://www.covidwatch.org/](https://www.covidwatch.org/) and sign up for the Wildcat Wellcheck [https://www.wellcheck.arizona.edu/](https://www.wellcheck.arizona.edu/)

Here are resources and guidance for any student who does test positive: [https://health.arizona.edu/SAFER](https://health.arizona.edu/SAFER)

Below are the step by step safety protocols that students will follow when using each space. A map of the Grad Studios is provided below the table.

<table>
<thead>
<tr>
<th>Location</th>
<th>Safety Protocols</th>
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<tbody>
<tr>
<td>Entry Doors</td>
<td>• Avoid touching CatCard to keypad for entry.&lt;br&gt;• Use hand sanitizing station immediately upon entry.&lt;br&gt;• Take enough paper towels with disinfecting spray, available at entry station, to sanitize all keypad, door handles and light switches that you will touch on your way to your studio space.</td>
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<tr>
<td>Hallways</td>
<td>• Wear <a href="https://www.covidwatch.org/">cloth face cover</a> at all times&lt;br&gt;• Maintain at least 6 feet between you and anyone else in the hallway.</td>
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<tr>
<td>Rooms 100, 125 North and South Lobbies</td>
<td>• Do not use.</td>
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<tr>
<td>Key Pads at Each Door</td>
<td>• Use paper towels with disinfecting spray before and after using a keypad, opening a door, turning on any lights.</td>
</tr>
<tr>
<td>Rooms 108, 110, 114, 115, 117 4 and 6 studio rooms</td>
<td>• Use paper towels with disinfecting spray before and after using a keypad, opening a door, turning on any lights.&lt;br&gt;• Wear a <a href="https://www.covidwatch.org/">cloth face cover</a> at all times.</td>
</tr>
<tr>
<td>Rooms 101, 102 Studios in 3DXM Area</td>
<td>• Use paper towels with disinfecting spray before and after using a keypad, opening a door, turning on any lights.&lt;br&gt;• Wear a <a href="https://www.covidwatch.org/">cloth face cover</a> at all times.</td>
</tr>
<tr>
<td>Rooms 106,107,</td>
<td>• Wear a <a href="https://www.covidwatch.org/">cloth face cover</a> at all times.</td>
</tr>
<tr>
<td>Room Numbers</td>
<td>Instructions</td>
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| 121, 123 Bathrooms | - If at all possible, only one person should use the bathroom at a time.  
- Bathroom doors should remain propped open.  
- **Wash hands thoroughly**  
- Please leave the door propped open. If the door is closed, please use a paper towel to open the door and dispose of the paper towel once you are outside the bathroom. |
| Rooms 101, 102 Shared Studio Sinks | - Use paper towels with disinfecting spray on sinks handles before and after use, or use a paper towel to turn on and off water. |
| Rooms 118, 120, 122 Wood Shop Metal Shop/Welding Patio | - Up to 4 people can use each space at a time, scheduled through google calendar.  
- [Wood Shop Calendar](#)  
- [Metal Shop/Welding Patio Calendar](#)  
- **Wash** or sanitize hands thoroughly before entering  
- Wear a **cloth face cover** at all times  
- Disinfect equipment before use.  
- To disinfect equipment, take a paper towel, put hand sanitizer on the paper towel, and use that to wipe down the parts of the equipment that you will touch.  
- Disinfect equipment after use  
- **Wash** or sanitize hands thoroughly after using space |
| Room 116 Graduate Gallery | - The Grad Gallery will be schedule through the [calendar](#).  
- Use will be first come first serve.  
- Each reservation can be for 1 week, less the student needs less time.  
- After using the Gallery, each student must complete a zoom walkthrough with Brooke Grucella to demonstrate that they have returned the gallery to its original condition.  
- **Wash** or sanitize hands thoroughly before entering  
- Wear **cloth face cover** at all times  
- Disinfect any equipment with paper towels with disinfecting spray before use  
- Disinfect any equipment with paper towels with disinfecting spray after use  
- **Wash** or sanitize hands thoroughly after using space |
| Room 119 Classroom | - Only classes scheduled through Admin can use 119 during scheduled class time  
- Anyone wishing to access 119 during another time must get permission and access through Carrie Scharf.  
- A maximum of 6 people can use space at a time  
- Disinfect any surfaces that will be used (table, chair, computer, keyboard, remote) with paper towels and disinfecting spray before and after use |
| Room 100S Fridge/Food Area in Loading Dock | - Do not use.  
- No food or eating in the studios |
| Room 109 Letterpress Lab | - Only grads who have completed the required coursework or received permission from the Assistant Director, Karen Zimmermann to work |
Independently in the Letterpress Lab may use the space to work on projects in the space.

- Production of work utilizing Riso or Laser should be arranged thru the GAO, costs will be covered by requesting student or instructor.
- Must schedule your time through the Letterpress Lab google calendar.
- Wear a cloth face cover at all times.
- Maintain at least 6 feet between you and anyone else in the area at all times.
- Disinfect the parts of the equipment that you will touch (handles, etc.) with paper towels and disinfecting spray before and after use.
- If you are using type, you should mark the date and tray that you use and let it sit 7 days before anyone else uses it.
- No press operations, cutter or guillotines if there is only 1 person in room.

**Studio 101A**

**Grad Printer**

- One person can use this space at a time, scheduled through google calendar.
- Wash or sanitize hands thoroughly before entering.
- Wear cloth face cover at all times.
- Disinfect equipment before use.
- Disinfect equipment after use.
- Wash or sanitize hands thoroughly after using space.

### Faculty Studio Visits

The following options are available for individual faculty studio visits:

1. Conduct the studio visit virtually via zoom.
2. The student can prepare their studio prior to the visit and then allow the faculty member to see the work by themselves. The faculty member would be alone in the studio space and then go outside to talk with the student or talk with the student over video chat while the student is outside or at home. For in person studio visits, this is the lowest risk option.
3. 1 faculty member and 1 student can meet in a student’s studio space. As always, everyone must maintain at least 6 feet of distance at all times during the studio visit. Knowing the reality of studio spaces and how studio visits have traditionally been conducted, both parties are going to have to be hyper vigilant to maintain 6 feet of distance during the visit. We strongly recommend that the student prepare their studio space prior to the visit to make maintaining 6 feet of distance as easy as possible. We also encourage both the faculty member and student to do everything possible to limit the actual time that both are in the studio together, keeping in mind that duration of exposure is one of the risk factors in COVID-19 spread. This might include conducting some part of the critique outside the studio itself.
4. The student and faculty member could schedule a time to show the student’s work in room 119 in the Grad Studios. This would have to be scheduled ahead of time with Carrie Scharf to ensure that the meeting does not happen during a time when a class is meeting. Please be careful and vigilant not to move any of the furniture in the classroom. This room has been specifically arranged to allow for the classes. As always, 6 feet of distance must be maintained at all times. In a larger room, that distance will be easier to maintain.
5. The student and faculty member can arrange to view the work outside the Grad Studios in the loading dock area. Alternately the student could schedule a time to meet in a classroom in the Art building. Again, the furniture would need to remain unmoved and, as always, 6 feet of distance must be maintained at all times.
No student or faculty member is obligated or expected to participate in any in-person studio visits.

**Informing and Enforcing Safety Protocols**

Building Manager Carrie Scharf and Eric Norman, 3D Technician, will be doing periodic checks of the building, Wood and Metal shops and building access. Any students found out of compliance will be given one warning. A second offense will result in that student’s access being removed.

We also want to empower graduate students to communicate with each other and communicate to the School of Art if fellow students are not following these protocols and procedures. If someone is not following the procedures, please speak with them about it, from a distance. Please let the School of Art staff know if someone is not following the procedures. We can reach out to that person anonymously. One person not following these guidelines does put everyone else at risk.

**Contact Information for Students**

Graduate Program Coordinator - Megan Bartel
mbartel@email.arizona.edu
621-8581
Cell: 520-444-8891

Building Monitor - Carrie Scharf
cmscharf@email.arizona.edu
621-1464
Cell: 520-488-7869

3D Technician - Eric Norman
ericnorman@arizona.edu
520-307-2093

Campus Health
https://health.arizona.edu
(520) 621-9202

Links to Google Calendars:
- Wood Shop
- Metal Shop/Welding Patio
- Grad Printer
- Grad Gallery
- Letterpress Lab
- Loading Dock Area

I understand and will follow the requirements and policies of the University of Arizona School of Art Graduate Studios to minimize the spread of COVID-19. I understand that my access is contingent upon students being in compliance with the protocols outlined here. Non-compliance could result in my loss of access or in all student access to the facilities.

Signature

Date