

## UHCL Art School Safety Protocol *revised May 20, 2021*

Welcome to UHCL Art School for Children and Young Adults, we are devoted to facilitating and nurturing the creativity of all our students.

UHCL has newly established procedures that were formed based on recommendations from local and state authorities, the UHCL administrative team, and the CDC.

### **General safety procedures include, but are not limited to, the following:**

1. Self-screening- Faculty, staff, visitors and students must undergo self-screen daily for possible signs and symptoms of COVID-19. If any appear, do not come to campus. If your child experiences any symptoms while on campus, he or she will be accompanied to an isolated classroom. Families are expected to make every effort to pick up their child within 30 minutes. Contact the Art School at [sheppard@uhcl.edu](mailto:sheppard@uhcl.edu) if any symptoms are experienced.
  - a. Anyone exhibiting symptoms of COVID-19 (such as fever of 100.4 or higher, cough, shortness of breath, fatigue, loss of taste or smell) must quarantine at home. Anyone who has tested positive, or who may have come into contact with someone who has tested positive, must quarantine at home.
  - b. If your child has contracted COVID-19, it is recommended to test at the end of 14-day quarantine period. **A doctor's note or approval by Mr. Al Black (Director of EHS) is required in order to return to class. Otherwise a pro-rated refund can be issued.**
2. Wearing a face mask on campus is now a personal choice. However, we do encourage children and parents to wear a mask for the safety of others.
3. Social distancing practices of 3 feet are in place.
  - a. Desks and seating in classrooms are arranged to allow for the recommended distance of 3 feet between students. Students may not gather in large groups.
4. The faculty, staff, and children will be expected to wash their hands frequently.

### **Classroom Procedures**

1. Limited capacity in place: All classrooms will operate at a reduced capacity to allow for proper social distancing. No more than 12 students and 1 or 2 instructor(s) permitted.
2. Restroom breaks should be staggered appropriately. UHCL facilities are cleaned and sanitized throughout the day, with extra attention to high-touch surfaces like faucets and door handles.
  - a. Fountains have been updated to refill personal water bottles. If you wish to send your student with a bottle of water, then please use a spill-proof bottle. No food is permitted in the studios.

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4. Hand-sanitizing stations can be found throughout the Arbor Building. Classrooms are stocked with hand sanitizers, disinfecting cleansers, and antibacterial hand soap. Hand washing should be repeated throughout the day.
5. High-touch surface areas (tables, door handles, faucet handles, etc.) will be sanitized prior and before each class.
6. In the event faculty, staff, or student tests positive, then those in contact will be notified immediately. In addition, classrooms will undergo sanitation.

### Drop off and pick up procedures

1. Please escort your student(s) to the north entrance of the Arbor Main Building. Check in will take place inside the Arbor Main at the 1315 hallway.
2. Parents will pick up their students from inside the classroom. Students will be not be released without a parent or guardian.

### Refunds

1. If a student is unable to attend classes due to COVID, then a pro-rated refund is available upon request of the guardian.
2. Please see our full refund policy for further details:  
<https://www.uhcl.edu/childrens-art-school/register>

**Please note: By registering for class, students are committing to follow all current and future safety measures.**

### Self-Assessment Checklist

	Within the past 10 days, have you tested positive for COVID-19 or suspect you have COVID-19?
	Within the past 14 days, have you had close contact with someone who tested positive for, or is suspected to have, COVID-19?
	Have you or anyone in the home recently experienced any of the following new symptoms, not tied to an existing or chronic condition?
	Fever (over 100) or feeling feverish
	Cough
	Shortness of breath
	Muscle pain
	Sore throat
	Diarrhea
	Chills
	Headache
	Loss of taste or smell