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, 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 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 due to asymptomatic persons. A doctor’s note is required in order to return to class, otherwise a pro-rated refund can be issued.

2. Face mask are required at all times on campus by both students and guardians; covering both nose and mouth.
   a. If a student is unable to wear a mask due to a medical condition, please provide a doctor’s note.
   b. Parents will be notified if student’s fail to keep on their mask.

3. Temperature check upon arrival at the university.
   a. Anyone with a temperature of 100.4 degrees or higher will not be allowed to attend class.

4. Social distancing practices of 6 feet are in place.
   a. Desks and seating in classrooms are arranged to allow for the recommended distance of 6 feet between students. Students may not gather in large groups.

5. 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 8 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 are no longer for public use. 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 children studio.

3. Students will be given individual supply kits for in class instruction. There will be no sharing of materials.

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. In the event a student is unable to attend a face to face class, virtual classes will coincide with classes denoted K-5.

6. High-touch surface areas (tables, door handles, faucet handles, etc.) will be sanitized prior and before each class.

7. 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. Screening questions and temperature check will take place. Please maintain social distancing will waiting in line for check in. Students will then be escorted to the classroom.

2. Students will be taken to the same north entrance for you to pick up your student.

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
**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