

## School of Visual Art and Design COVID Safety Protocol

### Spring 2021

The School of Visual Art and Design is guided by the University of South Carolina's Risk Mitigation Plan – [Return to Learn](#); we follow the behaviors and actions it describes. As the spring semester progresses, students, faculty and staff can submit comments or questions about safety protocol to: [SVAD@sc.edu](mailto:SVAD@sc.edu). This email address is monitored Monday thru Friday, 8 AM – 4:30 PM.

#### Face Coverings

**Face coverings are required** in all public areas of the McMaster building: in hallways, classrooms, offices, studios, restrooms, McMaster Gallery, and the Passage Gallery. Face coverings reduce the spread of communicable diseases; see UofSC policy UNIV 3.04 for more information. Students with documented conditions that could be exacerbated by wearing face coverings should register with the Student Disability Resource Center and seek accommodations.

**Did you leave your face covering at home?** Ask your professor if they have a disposable mask to give you. If they do not, you will have to leave the classroom and the building.

#### Meetings

**Faculty Office Hours:** SVAD faculty will continue to support and mentor students as they always have. Your professor's office hours and preferred meeting method(s) are listed on your course syllabus.

SVAD faculty and staff preference is to **hold meetings in a virtual manner whenever possible**. If your meeting will be in person, confirm that all participants abide by the safe room occupancy number posted near the entrance and just inside each classroom and studio.

Refrain from "dropping by" a staff or faculty member's office in person without an appointment. Send an email to the person you'd like to meet and ask what their preferred meeting arrangements are.

#### Obtaining signatures

Official university forms and contracts that require approval or confirmation through **signatures of faculty and/or staff must be obtained digitally**. Send documents such as internship contracts, independent study forms, hiring letters, etc. as an email attachment to the person whose approval you seek.

#### Visitors to SVAD

Visitors to campus and to McMaster (anyone who is not UofSC faculty, staff or a student) are limited. Visitors should arrange in-person meetings with faculty, staff and students ahead of time. All visitors should follow University health and safety guidelines. During SVAD business hours (8:00 AM – 4:30 PM), visitors with an appointment should report to the main office, room 228, and fill out a health screening form before joining their in-person meeting.

## **Cleaning classrooms, studios, and shared equipment**

Custodial staff work from 4 AM until 3:00 PM to clean and disinfect surfaces throughout McMaster. If all desks, chairs and other surfaces are free of materials after the last course is held in the room for the day, custodial staff will wipe them down. If it is impossible to remove artworks and other materials, students and faculty will be responsible to clean all surfaces. Students and faculty should also use the cleaning supplies provided in their classroom to wipe down their seating area / table before they begin class, and at the conclusion of class before they depart.

SVAD students who need to check out media equipment for their coursework should follow the guidelines posted outside Media Services. All equipment will be cleaned and disinfected by Media Services staff when it is returned to Media Services (before it's recirculated to the next student).

We recognize that everyone needs to share and use a lot of equipment in common. Ask the professors who oversee the studio you are at work in to confirm the cleaning protocol if you are unsure.

Hand sanitizer stations are positioned near the elevators on all three floors, near restrooms and in other locations throughout the building.

If classrooms run low on cleaning supplies, inform the main office and more will be ordered.

[SVAD@sc.edu](mailto:SVAD@sc.edu) or call 803.777.4236

## **Seating areas and food**

Be mindful of posted signs in public seating areas throughout McMaster. Tables and seating have been marked to identify safe distances. These surfaces will be cleaned between the hours of 4 AM and 3 PM.

Food is not permitted in classrooms and studios. Refrain from eating in hallways if at all possible and instead try to use the picnic tables located on the eastern side of the McMaster building.