



## ACADEMIC SHOPS LABS AND STUDIOS COVID-19 POLICIES

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### General Guidelines for Student-Academic Facility Access:

Registered students with a supported course fee or who have paid a shop, lab or studio fee are authorized to reserve individual shop, lab or studio workspace onsite. Students who have opted out of these fees will not be permitted access to Academic facilities. Dedicated studio must be assigned by the Academic Director and approved by the Executive Office. The following terms and conditions will apply to all students who are permitted to work onsite in Academic buildings to utilize facilities such as shops, labs and studios. Students will be required to digitally indicate acceptance of these terms and conditions to make a facility reservation:

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### Terms and Conditions

1. For the safety of others, please avoid entering the building if you are experiencing symptoms of COVID-19 such as: fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat or loss of taste or smell.
  2. Face coverings will be required at all times in the building except when alone at your assigned workspace. Any time you leave your workspace you must wear a mask.
  3. Reservations are required for access to shop, lab and studio workspaces and must be made a minimum of 12 hours in advance. No drop-in access will be allowed, students who do not have a reservation will be denied entry to the building.
  4. Students must check in with the host and/or a technician upon entry. Please have your AAU ID and reservation confirmation on-hand to verify access.
  5. Maintain a minimum 6-foot distance from every person in the building whenever possible.
  6. Yield to traffic in constricted spaces. Do not congregate in common areas.
  7. Please pay attention to the required physical distancing markers placed throughout the building.
  8. Adhere to the posted elevator passenger limits and stairway protocols.
  9. Do not shake hands or engage in unnecessary physical contact. Utilize hand washing and sanitization stations as much as possible.
  10. Please sneeze or cough into a cloth, tissue, or use the inside of your elbow.
  11. No food or drink is permitted by any equipment or within your workspace. No indoor eating spaces are available for use at this time.
  12. Please stay within your designated workspace. Do not approach another student's designated workspace or invite others into your workspace area.
  13. When directed, students are to wipe down their workspace at the end of their reservation.
  14. Failure to abide by these terms and conditions may result in loss of Academic Facility access.
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\*Terms and Conditions listed above take precedence over all other applicable studio agreements made between the student and the Academic Department.

\*\*Academic Departments may request small group access of the Broadcast Studios, Soundstages and Green Screen Room on behalf of their students. Academic Facility Reservations for small groups must be submitted to [FacilityReservations@academyart.edu](mailto:FacilityReservations@academyart.edu) one week prior to date needed for review by the Executive Office.

### Regular COVID-19 Sanitization Procedures:

In order to allow proper execution and documentation of heightened sanitization procedures required under the Academy of Art University COVID-19 Safety and Health policy, the following procedures will be put in place in all facilities where students are allowed to work onsite in shop, lab and studio workspaces.

- Increased general cleaning by Janitorial Staff within the building. Including the use of disinfecting and deodorizing multi-surface spray designed to combat Human Coronavirus.
- Installation of plexiglass barriers at Host Desks, Issue Rooms and in select Restrooms.



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- Hand sanitizer availability within the building.
- Signage posted in all Academic Facilities to remind occupants to wash their hands and wear a face mask at all times.
- A WebCheckout maintenance task is generated automatically at the close of every workspace reservation that will require cleaning and sanitization before the next scheduled reservation.
- A WebCheckout maintenance task is generated automatically upon return of any piece of equipment that is checked out or used in a studio that will require cleaning and sanitization before it may be returned to circulation.
- In accordance to University Policies and Procedures, all equipment is to be checked out through WebCheckout.
- Technical staff will clean and sanitize all work surfaces and equipment using products approved for use against COVID-19 pursuant to the Academy of Art University COVID-19 Safety and Health policy.
  - In some instances, students may be asked to clean their workspaces using products provided by the University for use against COVID-19.

### Physical Distancing Procedures:

- Workspaces that are available for reservation will be spaced at least 6 feet apart. Any workspaces or equipment that cannot be physically distanced from other workspaces or equipment will be temporarily removed from circulation, or their use will be limited to times when adjacent workspaces are not in use.
- In some instances, workspaces may have floor markers indicating where to stand in order to keep a safe distance from one another.
- To prevent long lines and wait times, Issue Rooms will utilize WebCheckout for students to reserve a time to come on campus to pick up equipment and take offsite. Reservations will be limited to 3-5 instances per time block.
- Signage posted in all Academic Facilities to remind occupants to maintain a 6' foot distance.