



DE ANZA COLLEGE CREATIVE ARTS

RETURN TO CAMPUS PROPOSAL

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PURPOSE

The following document has been created by the De Anza College Creative Arts Division staff to provide strategies for the safest way to re-introduce some classes onto the campus following the COVID-19 pandemic. The Division plan seeks to limit the risk of returning to campus by limiting the number of class sessions and the number of people involved. This is intended to be a fluid working document that will be revised as new information and recommendations are published.

Prior to this quarter, regular staff visits outside of class sessions have been necessary. Hazmat requirements have mandated that weekly inspections of the Ceramics, Painting, Kiln, and Sculpture areas occur.

These protocols will provide a safe environment for students, faculty and staff. If students do not follow the protocols, they will not be allowed to participate in the classes or check out equipment from staff.

This plan is designed to work in conjunction with the following documents:

1. Foothill-De Anza Community College District – Return to Campus Plan. ([link](#))
2. Foothill-De Anza Community College District – COVID Prevention Program (CPP). ([link](#))

FACILITY PREPARATIONS

Facility preparations will be done in accordance with the District Return to Campus Plan and the CPP. Specific requirements for the Athletics Program will be directed to and in coordination with the De Anza College Director of Operations.

PHASES

This section is designed to provide guidelines in conjunction with the Return to Campus Advisory Committee in regard to phase reopening of Creative Arts classes.

Phase details in this document are to supplement Stage and Phase information in the Return to Campus Plan and the De Anza Welcome Back Plan and is not intended to replace those sections.

PHASE 1:

The staff prepared to enter Phase I in Winter 2020/2021 to allow regular checkouts of equipment in Film/TV and Photography, as well as necessary staff work in Sculpture

and Ceramics. This was made easier by the nature of the areas, as normally only one person enters each of the buildings in question. Preparations for each building were made with the staff member there who wished to come on to campus to assure social distancing and cleanliness. The facility was prepared by carefully mapping out where students and staff would go or not go. Students have not been allowed to enter any of the buildings, and staff remained inside during these times. PPE, hands-free cleaning stations and other solutions were provided for each area.

The Film/TV and Photography areas were able to check out equipment to students who needed it, but the lower numbers (due to the voluntary nature of the checkout) provided practice in refining the protocols. It was also necessary to schedule checkouts for the equipment itself to be quarantined, for three days after its return, in order to allow for safe handling by the staff member afterwards. Another protocol was developed for Film/TV to minimize contact by mailing tablets to students rather than having them come to campus.

PHASE 2

In returning to campus all persons will follow the District Return to Campus Plan and the CPP.

Students will check into campus using the Modo software program and faculty and staff will use the Optimum HQ software program. QR code scanning shall occur for any room that has the QR code posted on the exterior entryway. All students, faculty, and staff will also follow all required PPE and social distancing guidelines.

The plans for each area returning to campus have been carefully customized for the space, number of people expected, and the frequency of contact required. They are as follows:

1. Film/TV equipment checkout (from Phase I) – equipment reservations are made online, and no contact is allowed. The equipment is left outside for the student outside the lower floor of the ATC while the staff remains inside. The checkout of equipment is voluntary, so the number of students coming to campus is minimized.
2. Photography equipment checkout (from Phase I) – equipment reservations are made online, and no contact is allowed. The equipment is left outside of building A6 for the student while the staff remains inside. The checkout of equipment is voluntary, so the number of students coming to campus is minimized.
3. PHTG 1 Photography Lab (new to Phase II) – The darkroom facility will become a voluntary option for the students in the two sections of PHTG 1 Basic Photography. The space will have no more than three students at a time in

rooms that normally accommodate 20, with a morning and an afternoon block available. This will allow for a distance of up to ten feet rather than the required six feet. Cleaning of the area will be done between sessions by the Photo staff member. Students in the second session will not use any of the equipment or chemicals used by those in the first session. A single instructor or staff member will be able to enter the room to assist if necessary. Once the students leave the chemicals will be removed and the areas used wiped down by staff wearing gloves. The dates of each access are seven days apart to allow time for any virus present to expire.

4. MUSI 31 Chamber Orchestra and MUSI 42 Concert Band (new to Phase II) – The number of sessions is minimized; only three and five meetings (respectively) are planned beginning in the latter half of May. The room used is A31, which has enough space to allow for social distancing for the 21-24 students plus the instructor involved. The students do not share instruments, which are either taken with the student when they leave or stored in their locker. The dates of each access are three days apart to allow time for any virus present to expire.
5. MUSI 20 Chorale and MUSI 13ABC Beginning Singing (new to Phase II) – The number of sessions is minimized; only two and five meetings (respectively) are planned beginning in the latter half of May. The room used is A11, which has enough space to allow for social distancing for the 12-20 students plus the instructor involved. The MUSI 13ABC class will only have half the class present at each date planned. The dates of each access are three days apart to allow time for any virus present to expire. In addition, specialized singer's masks have been ordered which allow room inside the mask for the singer to properly sing; they also are able to stop the greater force of the water droplets expelled in the act of singing.
6. MUSI 4C Comprehensive Musicianship II (new to Phase II) – Only half of the class will be present each week, alternating with the other half. The room used is A91, which has computers with electronic keyboards attached. Each student will use their own assigned workstation, which will be cleaned between uses. The larger size of each workstation will allow for students to socially distance if every other station is occupied. The dates of each access are seven days apart to allow time for any virus present to expire.

The restroom access for the classes in A11 will use the restrooms inside the building. The other classes and the Photography lab participants will use the restrooms in A4.

The water fountains will not be used until further notice.

When leaving each day students, staff, and instructors will clean their hands using the hands-free dispensers in each building's entry area.

In case of illness the district protocols regarding reporting and quarantine will be followed.

CONTINGENCY CHANGES TO MORE RESTRICTIVE PHASES/STAGES

Should Federal, State, or Local guidelines change to more restrictive regulations that will impact the Athletics/PE program, the following guidelines will be implemented to meet the more restrictive requirements:

1. In-person classes will revert to the appropriate Phase/Stage based upon the updated State of California Tier and local regulations. Changes may include a reduction of occupancy numbers within a room/facility/area, or a complete return to online instruction.
2. The change to a more restrictive Phase/Stage shall be implemented as soon as possible when increased COVID protection is required.
3. When restrictions are lifted/eased, the College will evaluate and coordinate returning of individual programs/classes to the less restrictive requirements.