



# Student Return to Campus Guidelines

OCTOBER 30, 2020



# A Letter from Our President

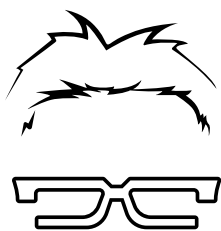
While the Full Sail community and the world at large continue to mitigate the challenges of COVID-19, our spirit has endured as we have supported each other while maintaining the academic excellence for which our university is known. Full Sail is again exemplary in educational circles thanks to our staff and faculty's efficient, effective transition from campus classes to an online-only format, allowing all students to continue their course work without missing a beat. And just as our faculty has risen to the occasion, we are both grateful to, and proud of, Full Sail's creative students who have faced this time with determination and renewed commitment to their dreams. Gratitude abounds for our essential employees – heroes - that have sanitized, maintained, and protected our beautiful Winter Park campus throughout the absence of activities there. Lastly, we are humbled by the love our alumni have shown current students and faculty by serving as guest lecturers to further inspire the Full Sail Nation throughout this challenging time. As Full Sailors, we take great pride in our enthusiasm, ingenuity, and love for the people that make up this wonderfully unique culture of ours.

The time has come to prepare for our return to campus, and we are conscientiously excited to announce the next steps. A team of many have invested countless hours of research and careful consideration as to how we methodically and safely begin a return to campus, and within this document they have outlined the movements and protocols as to how we make this transition back to our school grounds smoothly and responsibly. Once again it is time to stand together as an entire Full Sail community to both implement and advocate for these new procedures with each of us serving as leadership examples as to how both staff and students must safeguard one another -- each one of us serves as a vital link for the collective good. These guidelines are intended to support Full Sail's creative spirit while ensuring that our community thrives.

In the pages that follow, you will find Full Sail's ongoing plan for responding to COVID-19 in taking our first steps toward a return to campus. As the year continues to unfold, the team that created this comprehensive plan will monitor new information, process it, and make adjustments to the plan accordingly.

Thank you for your unwavering patience, your adaptation to working differently, and your unflappable spirit. The stellar examples you have set in these recent months – now more than ever – have genuinely reflected Full Sail's guiding principles.

Join me as I look forward to a gradual and safe homecoming. With love in my heart, gratitude for each of you, and a prayer for God's blessings in your lives,



**GARRY JONES**

# Student Return to Campus Guidelines

Full Sail University (“Full Sail” or “the University”) will reinstate in-person, project-based labs on campus grounds. Leading up to this decision, the University carefully reviewed many sources of information to craft an operational plan best suited for the unique style of education delivered by our real-world Faculty and pursued by our dedicated students. In addition, the University has been preparing to welcome staff from all areas back to campus when it is deemed appropriate and needed by managers on a department and program basis.

The sources used to align and customize this plan include authoritative information regarding the status and protective measures related to COVID-19, including but not limited to the Centers for Disease Control and Prevention (CDC) guidelines; the State of Florida recommendations for the reopening of public institutions; guidance from the Florida Department of Health, the Florida Department of Education, the City of Orlando, and the Federal Government. The “new normal” for campus-based operations has been evaluated, and safeguards have been designed and implemented for our Faculty, staff, and students.

As new information regarding COVID-19 becomes available or evolves, Full Sail may adjust and update this plan and other documents as appropriate. Full Sail will communicate any changes as needed.

The following is a high-level overview of what all students can expect:

- ▶ Full Sail will have **“Return to Campus” easy-to-understand guidelines** that will be provided to all students via New Student Orientation, Full Sail One, and the Student Manual.
- ▶ Video training will be provided to returning students to introduce them to the new campus rules.
- ▶ Faculty will be trained on how best to continually reinforce safeguards that Full Sail has put in place and protect themselves and our students.
- ▶ The Student Support team will be in place to assist students and Faculty through this transition back to campus.
- ▶ Students will be required to **acknowledge receipt of the Guidelines and training**, and a **Disclosure Confirmation** will be distributed with the Return to Campus Guidelines that is to be signed and submitted in Full Sail One prior to the student’s initial return to campus.
- ▶ GPS point distributions will be revised to reflect the new COVID-19 health and safety standards
- ▶ The GPS System will be updated in the Student Manual Addendum, and students will be trained on these new protocol additions.
- ▶ Labs will now incorporate industry-standard disinfection protocols, and these strategies will be taught in our labs to reflect our commitment to real-world education.
- ▶ **Concierge Service for Academic Needs Related to COVID-19 Pandemic**
  - ▶ Full Sail has established a Concierge Service to address any questions related to your academic experiences during the COVID-19 pandemic, such as academic or scheduling issues. This service will help you gauge whether you want to consider finding a future time to access certain studios or labs. Students will also be able to audit courses through working with the Concierge Service.

- ▶ To reach the Concierge Service to review questions about your current course, assignments, COVID-19 related questions, or other issues, please contact [studentsupport@fullsail.com](mailto:studentsupport@fullsail.com).

We are advocating that these outlined safeguards will be followed by all students as well as implemented, monitored, and reinforced by Faculty:

- ▶ Training of students and Faculty on the new health and safety guidelines
- ▶ Promoting the use of health and safety practices in the lab environment and any area in which a student is learning on campus
- ▶ Intensified cleaning and disinfection done safely by appropriate and/or designated personnel
- ▶ Social distancing
- ▶ Daily attestation protocols
- ▶ Mandatory temperature taking onsite
- ▶ Continuing to provide online lectures and labs to all students during this transition for those who do not feel comfortable returning to campus as permitted
- ▶ Regarding domestic travel, students should follow the CDC recommendations regarding travel safety found here: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>
- ▶ Campus Student Group in-person activities will be suspended
- ▶ Full Sail will not hold any large school events until further notice, such as Graduation. These will remain in a virtual format. New Student Orientation will take place virtually and in small groups as applicable onsite to maintain proper social distancing.

In addition, the University will implement the following monitoring protocols that will be established and ongoing:

- ▶ Sick students must not come to campus
- ▶ Student health checks related to COVID-19, to include temperature checks and symptom attestations, occur on a routine basis
- ▶ Absenteeism is monitored, and time off is flexible in connection with COVID-19-related issues
- ▶ Action plans are in place for a student or employee who tests positive/presumptive positive for COVID-19
- ▶ Emergency communication channels are maintained for students. The Student Support team will be available for contact at 855-374-3572, and the [studentsupport@fullsail.com](mailto:studentsupport@fullsail.com) email will be monitored closely. The email address will enable students to privately report any issues that may be COVID-19 related as well as seek health information.
- ▶ Communications with state and local authorities are maintained as needed

# Overview of New Health and Safety Protocols for Students Returning to Campus

The following list overviews the protocols enacted by the University and Faculty to promote a safe return to campus:

- ▶ Review Return to Campus Guidelines with Video Training and Complete Disclosure Confirmation (Full Sail One)
- ▶ Attestation Before Arriving on Campus (Full Sail One)
- ▶ Mask/Face Coverings Before Entering Facility/Arrival on Campus
- ▶ Check-In at Select Entrances on Campus with Staffed Temperature-Taking Kiosks
- ▶ Adhere to Social-Distancing Guidelines and Signage and Floor Signage
- ▶ Adhere to Personal Hygiene Guidelines Including Use of Hand Sanitizer Kiosks and Portable Hand Sanitizer Bottles
- ▶ One Person in Restroom at a Time
- ▶ Clean Up Restroom After Use Based on Posted Guidelines
- ▶ One Individual in an Elevator at a Time
- ▶ Adhere to Social-Distancing Recommended Floor Plans for Labs
- ▶ Participate in the New GPS Guidelines to Uphold New Health and Safety Practices
- ▶ Student Responsibility as Part of Real-World Experience to Ensure Proper Lab/Studio/Classroom Cleanup & Sanitation

## Course Structure and Academic Modalities



### **"SELECTED LABS" AND LECTURES**

- ▶ All campus students will attend lectures via the FSO platform and Zoom for the upcoming terms.
- ▶ Full Sail University will offer "selected labs" on campus for the upcoming terms.
- ▶ Students scheduled with "selected labs" may elect to remain learning via the FSO platform and Zoom. All labs and lectures will be available via the FSO platform for the upcoming terms.
- ▶ Other than the "selected labs," we ask and require that all other students remain off campus during the upcoming terms.
- ▶ Online-program students will continue their standard activities within the FSO platform.
- ▶ Campus courses will feature adjusted scheduling around room capacity, social distancing, safety, and traffic patterns.

# Health and Safety Guidelines for Students' Return to Campus

## REVIEW RETURN TO CAMPUS GUIDELINES WITH VIDEO TRAINING AND COMPLETE DISCLOSURE CONFIRMATION

Full Sail will provide Return to Campus Guidelines to all students that will be easy to understand. Video training will be provided to returning students to introduce them to the new campus health and safety rules. Students will be required to acknowledge receipt of the Guidelines and training.

A Disclosure Confirmation will be included with the Return to Campus Guidelines to be signed and submitted in Full Sail One prior to the student's initial return to campus. The Education team will be trained on how best to continually reinforce the safeguards that Full Sail has put in place.

The delivery method for this training will be in New Student Orientation for new students; returning students will access this training on Full Sail One; and Faculty will review this training with students on the first day of class via a presentation.

## Health/Symptom Monitoring Report—Attestation



A **symptom monitoring attestation** will be available in Full Sail One. Each day, prior to arriving on campus, each student and member of our staff will be required to complete an attestation. Approved guests and visitors will complete a paper version.

Attestation questions include:

- ▶ Have you been told to currently quarantine/isolate by a medical provider or by the health department?
- ▶ In the last 14 days, have you had direct close contact with someone who has or is suspected of having COVID-19?  
*The CDC defines close contact as having been within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.*
- ▶ In the last 14 days, have you traveled internationally?
- ▶ Are you experiencing any the following symptoms?
  - ▶ Presence of fever (100 degrees F or more) or a feeling of having a fever
  - ▶ Presence of cough that cannot be attributed to another health condition
  - ▶ Shortness of breath that you cannot attribute to another health condition
  - ▶ Presence of sore throat that cannot be attributed to another health condition
  - ▶ Presence of muscle aches that cannot be attributed to another health condition or that may have been caused from a specific activity, like physical exercise
  - ▶ Presence of respiratory symptoms, such as a sore throat, runny nose/nasal congestion, or sneezing, that are not attributed to another health condition

- ▶ Presence of chills or repeated tremors with chills that cannot be attributed to another health condition
- ▶ Loss of taste or smell that cannot be attributed to another health condition
- ▶ Any other symptom(s) as currently identified by the CDC at this link:  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If the student attests “yes” to any of these items, the student will not be permitted on campus. The student will need to contact their Course Director or Faculty member and will be asked to complete their course work remotely, if feasible, and to follow the CDC’s guidance regarding [What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#), as appropriate. If the student cannot complete their course work remotely, the student should communicate with their Course Director and Student Support team regarding available options. After a student’s attestation is completed on Full Sail One, Full Sail One will provide the Student Support team with a report of anyone who answers “yes” to one of the attestation questions, and this team will work with the Faculty on how to support their students and learning environments.

If a student is suspected of having or is confirmed to have COVID-19, the student’s Course Director or Faculty member should report this to the Student Support team immediately. The campus areas in which the student had recently been will be cleaned and disinfected, as appropriate. A member of the Student Support team will contact the student to determine who the student had been in close contact with, per the CDC definition, in the previous 48 hours. The list generated will be used to determine who will be notified and informed that they were near someone who has a potential positive COVID-19 test. The student’s identity will be kept confidential consistent with applicable law.

Faculty and staff will be trained to be mindful of complying with all obligations regarding confidential treatment of all student medical information, including COVID-19 test results.

## COVID-19 Testing



Students, faculty, and staff who are actively experiencing symptoms of COVID-19, have failed the symptom monitoring attestation, or who fail a temperature check on campus are eligible to receive a referral from Full Sail University to be tested at the **Aventus Health Testing Site at Full Sail University**, located in Building 2, Suite 102A. This testing site is based on Full Sail’s referral service only and will NOT be accepting any walk-up appointments.

Links and detailed information for current COVID-19 test sites available throughout Orange County are updated here: <https://www.orangecountyfl.net/EmergencySafety/Coronavirus/Testing.aspx>

Along with the above specific COVID-19 testing sites, these are specific medical facilities that are located near the Full University campus:

**CareNow Urgent Care - Winter Park** – Recommended; book your appointment online  
 7460 University Blvd Suite 110, Winter Park, FL 32792  
[www.carenow.com](http://www.carenow.com)

**AdventHealth Centra Care Winter Park**  
 3099 Aloma Ave, Winter Park, FL 32792  
[centracare.org](http://centracare.org)

### **Crossroads VA Clinic**

925 S Semoran Blvd, Winter Park, FL 32792

<https://www.orlando.va.gov/>

### **Lake Baldwin VA Clinic**

Orlando VA Medical Center

5201 Raymond St, Orlando, FL 32803

<https://www.orlando.va.gov/>

### **Orange County Health Department**

COVID-19 Testing Sites

<https://www.orangecountyfl.net/EmergencySafety/Coronavirus/Testing.aspx>

## **Face Masks**



Upon return to campus, Full Sail will provide students with an appropriate face mask. Cloth face masks or personal face masks will also be acceptable.

Face masks or coverings must be worn by anyone on campus when in the presence of others and in any common areas inside buildings or outside where social distancing measures are difficult to maintain. The face mask or covering is not a substitute for social distancing. Face mask patterns and designs should be professional and respectful of our educational environment.

Students who cannot wear a face mask or covering must contact the Student Support team.

Full Sail will provide to any guest who is required and approved to be on campus a face mask or covering if the guest does not have one.

## **Handwashing**



It is highly recommended that proper hygiene be adhered to at all times by our faculty, staff, and students. This includes the following guidelines:

- ▶ Wash hands often with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing, sneezing or touching your face.
- ▶ Use hand sanitizer that contains at least 60% alcohol when soap and water is not available. Cover all surfaces of your hands and rub them together until they feel dry.
- ▶ Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.
- ▶ Tissues will be provided throughout the campus.

Full Sail will make efforts to maintain an ample supply of hand sanitizer throughout the campus, in classrooms, labs, offices, and common areas.

# New Intensified Sanitization Procedures for All Campus Spaces, Equipment, and Technology



Full Sail is committed to following CDC guidelines regarding cleaning and disinfection.

- ▶ Full Sail has enacted a schedule of routine cleaning of often-touched surfaces, with more frequent cleaning and disinfection arranged for common areas including lobbies, breakrooms, and restrooms.
- ▶ Through regular cleaning efforts, a heightened cleaning and disinfection focus will be placed on items that are frequently touched, such as door knobs, light switches, countertops, door handles, door keypads, exit buttons, door glass, handrails, lobby desks, and lobby desk phones.
- ▶ All students and Faculty are required to wipe down all work areas using spray or wipes containing at least 70% alcohol before and after working at any space.
- ▶ Copiers, printers, filing cabinets, computers, light switches, door knobs, and tables will need to be wiped down before and after working at that space. Use of these items should be kept to a minimum with designated employees being responsible for copiers, printers, and filing cabinets when possible. When allowable, common-use interior doorways should be kept open to reduce repeated contact with door knobs.

The Full Sail housekeeping team will adhere to CDC guidelines related to cleaning and disinfecting the campus and its facilities as a whole. Having all Full Sail students adhere to the prescribed restroom, studio, lab, classroom, and workspace rules and guidelines will provide heightened efforts and demonstrate respect for their fellow University community members and classmates. Full Sail will maintain an ample supply of hand sanitizer throughout the campus in classrooms, labs, offices, and common areas.

## **GENERAL GUIDANCE FOR YOUR PROJECT LAUNCHBOX AND PERSONAL DEVICES**

Students should sanitize their Project LaunchBox equipment and personal devices before returning on campus each day. Please follow these guidelines for safely cleaning your devices and peripherals.

### **To safely sanitize your device, do the following:**

- ▶ Turn off your device and unplug all external power sources.
- ▶ Wipe the entire surface of the computer including the screen and keyboard with a disinfectant wipe or a soft cloth dabbed in isopropyl alcohol of at least 70% concentration.

### **Avoid the following:**

- ▶ Do not use abrasive cloths, towels, paper towels, or similar items.
- ▶ Avoid excessive wiping, which may cause damage.
- ▶ Keep liquids away from the device unless specifically indicated for cleaning.
- ▶ Do not allow moisture into any openings.

- ▶ Do not use aerosol sprays, bleaches, or abrasives.
- ▶ Do not spray cleaners directly onto the device—spray them onto a recommended cloth before applying.

### **SHARED WORKSTATIONS AND DEVICES**

For the workstations that are shared in classrooms and labs, please adhere to the following guidelines.

- ▶ Cleaning supplies will be provided at shared locations to be used between shifts of the shared workspace.
- ▶ Wipe down all peripherals (keyboard, mouse) before using. When you are done using the shared workspace, please wipe down all surfaces (desk, chair) and again wipe down all peripherals (keyboard, mouse).
- ▶ Only use a personal headset in the shared workspace.

## **All Students on Campus Will Receive Daily Temperature Checks**

Students' temperatures will be taken upon entering campus facilities through the new temperature kiosk systems that are positioned throughout the campus. A kiosk map will be provided to students on where to gain access to buildings and get their temperatures taken. Because of this added precaution, students may need to arrive earlier than usual to get to their classes to be on time. Continue to check Full Sail One for updated information. If a student arrives on campus and demonstrates symptoms of COVID-19 or has a temperature above the acceptable limit, the student will not be permitted to remain on campus and will be provided with the protocols for what steps to take next.

## **Social Distancing**

Full Sail is committed to following the CDC guidelines for social distancing.

### **PERSONAL DISTANCE ON CAMPUS**

- ▶ Anyone on campus should stay at least 6 feet (approximately 2 arms' length) from other people at all times.
- ▶ Full Sail will, where needed, modify the classroom, lab area, and curriculum for students to be able to maintain the adequate 6-foot separation. When modifications are not feasible, the education team will design a different learning experience that honors the course's learning outcomes and ensures that social-distance requirements are satisfied.
- ▶ Six-foot distancing parameters are in place throughout campus. Many of our classrooms' layouts and capacities will be modified. For example, a modification may be blocking off every other computer in a lab environment to provide ample space between seating. When necessary, extra chairs in rooms will be removed to avoid use of a room by more people at one time than is consistent with social-distancing guidelines.

- ▶ All new health and safety campus lab procedures will be in place, and students will be trained on how to comply with these new standards on entering the lab. Students will be instructed not to alter the seating arrangements, the gear positioning, and/or the electrical cable layout in order to honor social-distancing protocols.
- ▶ Some campus classrooms will be outfitted with cameras to allow students both on and off campus to participate synchronously during class sessions using teleconferencing software.
- ▶ New foot traffic patterns will be implemented, and additional health and safety signage will be posted to guide foot traffic.
- ▶ Extracurricular events and group gatherings will remain virtual. Signs for appropriate social distancing while on campus will be displayed at various locations.
- ▶ Students and staff should maintain six feet of distance if waiting to enter a building on campus.
- ▶ Plexiglass shields have been installed at certain reception-like desks and will be added where needed and feasible, to help block airborne particles.
- ▶ Please respect social-distancing parameters when navigating hallways and stairwells.
- ▶ No more than one person may enter an elevator at a time. It is recommended to use the stairs whenever possible.
- ▶ No more than one person may enter a restroom at a time. Please follow protocol and signage posted regarding proper use of restrooms.
- ▶ Staffed food service stations and drinking fountains are not open for use. Water-bottle filling stations will remain open, and signage is posted around campus to locate these stations for refilling water bottles.
- ▶ Vending machines will still be accessible as posted and will have signage indicating proper sanitary protocol to follow when using them.

## **GUESTS**

- ▶ Friends and family members of students or employees should not be in campus buildings until further notice.
- ▶ Daily tours and Behind the Scenes events will be offered virtually until further notice. The campus is not currently open to the public.

## **Personal Travel Guidelines and Best Practices**

To help individuals make well-informed decisions about whether to travel, the CDC presents information here: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html> about issues to consider before traveling, including questions to ask before making plans, risks associated with types of travel, and links to sites for state and local travel restrictions.

If you are traveling in or outside the state of Florida, here are some best practices to be aware of provided by the CDC:

- ▶ Clean your hands often.
  - ▶ Wash your hands with soap and water for at least 20 seconds, especially after you have been in a public place; after touching surfaces frequently touched by others; after blowing your nose, coughing, or sneezing; and before touching your face or eating.
  - ▶ If soap and water are not available, bring and use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands with the product and rub your hands together until they feel dry.
- ▶ Avoid touching your eyes, nose, or mouth.
- ▶ Avoid close contact with others.
  - ▶ Keep 6 feet of physical distance between yourself and others.
- ▶ Wear a cloth face covering in public.
- ▶ Cover coughs and sneezes.
- ▶ Pick up food at drive-throughs, curbside restaurant service, or stores to limit contact with additional consumers and personnel.

### **REGARDING TRAVEL WITHIN FLORIDA**

Full Sail University understands that many of our community members will be traveling to visit family at this time. If you are traveling within the state of Florida to see a family member, follow these recommended practices:

- ▶ Drive directly to your destination
- ▶ Minimize public exposure such as sightseeing, social gatherings, nonessential excursions/shopping
- ▶ Adhere to the CDC recommendations regarding safe travel practices above

### **CONSIDERATIONS FOR TRAVELING AWAY FROM YOUR LOCAL COMMUNITY**

COVID-19 cases have been reported in all 50 states, and the situation is constantly changing. Because travel increases your chances of getting infected and spreading COVID-19, the CDC advises that staying home is the best way to protect yourself and others from getting sick.

If you do need to travel, consider the following questions:

- ▶ Is COVID-19 spreading where you're going?
  - ▶ You can get infected while traveling.
- ▶ Is COVID-19 spreading in your community?
  - ▶ Even if you don't have symptoms, you can spread COVID-19 to others while traveling.
- ▶ Will you or those you are traveling with be within 6 feet of others during or after your trip?
  - ▶ Being within 6 feet of others increases your chances of getting infected and infecting others.

- ▶ Are you or those you are traveling with more likely to get very ill from COVID-19?
  - ▶ Individuals who have an increased risk of severe illness from COVID-19 should limit their travel.
- ▶ Do you live with someone who is more likely to get very ill from COVID-19?
  - ▶ If you get infected while traveling you can spread COVID-19 to loved ones when you return, even if you don't have symptoms.
- ▶ Does the state or local government where you live or at your destination require you to stay home for 14 days after traveling?
  - ▶ Some state and local governments may require people who have recently traveled to stay home for 14 days.
- ▶ If you get sick with COVID-19, will you have to miss work or school?
  - ▶ People with COVID-19 disease need to stay home until they are no longer considered infectious.