



BACK-TO-SCHOOL PLAN

Design Institute of San Diego (DI) has developed the following Back-to-School Plan to ensure the health and well-being of our students, faculty, staff, and visitors. In these uncertain times, we must remain flexible knowing there may be cycles between relaxed COVID-19 mandates and future stay-at-home orders. DI will be as transparent and proactive as possible with our community in implementing any additional rules and regulations necessary to help keep everyone on campus safe and healthy.

BACK-TO-SCHOOL PLAN AND REOPENING

Overview

This Back-to-School Plan (The Plan) includes information pertaining to sanitation, course delivery, best practices for a safe campus, communication, and emergency response protocols. The Plan will meet, and generally exceed, federal, state and local guidelines.

Considerations

Flexibility and understanding are requested as we strive to navigate a continually changing situation. Our primary concerns are the health and safety of all and the ability to provide continuity of a quality education. We are committed to accommodating as many of you as we can and we understand if you have concerns about returning to campus due to your own health or that of family members who live with you. We ask that everyone exercise tolerance and compassion and refrain from judging others and how they may approach caution during this pandemic.

Sanitation

DI has contracted with Kellermeyer Bergensons Services (KBS), a national facility cleaning and sanitation provider, who is consulting with us to contribute to The Plan. KBS will also be taking over all daily cleaning and sanitation of the school, including a comprehensive disinfecting of the entire campus, the on-site services of a minimum of two day-porters scheduled throughout the entire day, and a full evening crew. KBS works with numerous schools and colleges and they are experienced with disinfection, rapid response and COVID-19 cleaning technology. All cleaning products and processes meet or exceed the CDC guidelines.

The KBS process will include:

- Cleaning and disinfecting all surfaces within all buildings daily;
- Cleaning classrooms, restrooms, lounges and main lobby/reception area when not in use during the day;
- The use of CDC approved disinfectants, electrostatic sprayers, dry fogging, and UV wand devices to ensure effective cleaning measures; and
- The use of ATP swabbing and testing of door handles, counters, and toilet/faucet handles.

CAMPUS SAFETY LOGISTICS

Reducing Exposure

Maintaining health and safety is paramount and we encourage students who fall into the following categories to continue to attend classes virtually for the time being:

- Over 65
- Compromised immune system
- Underlying health conditions
- Doctor recommendation to self-isolate

If any of the above apply to you, DI is happy to work with you to ensure you are provided with the optimal learning experience while attending classes virtually.

Best Practices & Screening

DI will operate under a zero-tolerance approach to health issues. Any student, faculty, staff, or visitor who has a temperature above 100 or feels any of the following symptoms of COVID-19, Cold or Flu should not physically enter the DI campus or attend any in-person activity or field trip:

- Fever or chills
- Cough
- Shortness of breath for difficulty breathing
- Fatigue
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or diarrhea
- Headache
- Muscle or body aches

Personal Protective Equipment (“PPE”)

Face coverings must be worn to enter the DI campus. All students walking around the campus or in the presence of any other student, faculty, staff or visitor will be required to wear a face covering. **Face coverings are to be worn in all public areas at all times.** Public areas are defined as common areas such as hallways, classrooms, lunchrooms, restrooms or anywhere else where you might possibly come within 6-feet of another individual.

If you do not have a face covering when arriving at campus, we can provide a disposable face covering from our limited supply, subject to availability. Hand sanitizing stations will be available throughout campus.

Visitors

Outside visitors are only permitted with authorization. Should a visitor be authorized on the DI campus, they will be required to respond to screening questions, sign a release of liability, complete a temperature scan, adhere to social distancing protocol, and wear a face covering.

Our Campus

In addition to enhanced cleaning and sanitation, we are taking several steps to ensure the health and safety of our students, faculty, staff, and visitors through adjustments to campus.

Protocols for the DI campus:

- It is required that all students, faculty, staff, and visitors wear a properly fitting face covering over their nose and mouth, when in common areas or within 6-feet of another individual. Should you feel that you require accommodation please contact [Molly Dishman](#), Director of Compliance.
- Social distancing of at least 6-feet apart is to be observed at all times.
- Hand Sanitizing Stations have been placed at all building entrances and in all classrooms. Anyone entering and exiting a building is encouraged to utilize the sanitizers.
- Instructions for proper hand washing, per CDC guidelines, are provided in each restroom.
- Wipe dispensers have been placed throughout campus and we recommend wiping down all surfaces before and after use.
- Disposable kitchenware and utensils will be provided and must be discarded after use.
- Classroom and common area furniture has been positioned to allow for social distancing. Please refrain from rearranging classrooms or moving furniture.

Signage will be placed throughout the campus to remind, students, faculty, staff, and visitors of our health and safety policies and recommended best practices.

Campus Pledge

All students, faculty, and staff who intend to be on-campus or participate in any in-person activity or field trip in the fall will sign a Pledge of responsibility to contribute to the safety of the campus. The Pledge will be emailed via DocuSign and is required to be on file prior to visiting campus or attending a field trip.

Self-Reporting App

All students, faculty, and staff must first be screened before physically entering the DI campus or participating in any in-person activity or field trip. Screenings will be conducted by self-reporting before entering the campus or attending a field trip by downloading a predetermined self-reporting app (further instructions will be sent by email) and entering the requested information. Anyone who does not pass the required screening, will not be allowed to enter the campus or attend a field trip and will be instructed to continue to study, work or teach remotely until he/she has successfully passed the screening before entering the campus. Please refer to the CDC guidelines for further recommendations.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.

Temperature Check

In addition to self-reporting, all students, faculty, staff, and visitors will have their temperature checked upon campus arrival. The temperature check requires no physical contact and takes less than a second to compile a reading. If cleared, you will be allowed on campus; if a temperature of over 100°F is registered, you will not be allowed on campus until you register a normal temperature (97°F – 100°F).

The Pledge, self-reporting via app, and temperature checks are mandatory for all visitors, including students, faculty, and staff in order to gain access to the campus. These measures are put in place for our safety and protection. Any person who does not follow these requirements, will be issued a warning for the first offense and asked to leave campus or any off-campus field trip. After a second offense, the individual may not be allowed on campus or to attend field trips for the remainder of the semester.

Design Institute of San Diego COVID-19 Reporting Policy

Out of an abundance of caution for the health and welfare of the DI community and beyond, DI is asking students, faculty, and staff to self-report a positive COVID-19 test or possible exposure to the dedicated DI Campus Wellness representative at campus.wellness@disd.edu.

If you suspect you have been exposed to or infected with COVID-19, follow the Centers for Disease Control guideline: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Notification and Response Protocol in the Event of a Positive COVID-19 Report

If a student, faculty, or staff tests positive for COVID-19, a confidential report will be sent to the [DI Campus Wellness representative](#) who will notify the San Diego County Health Department but **WILL NOT** divulge the identity of the person(s) in question to the greater campus or San Diego communities. All information gathered will remain confidential as directed by the San Diego County Health Department. DI will assess the credibility of every self-report to determine whether to provide an update to the campus community. If a confirmed or credible positive COVID-19 incident is reported, DI will update the campus community but **WILL NOT** share the identity of the person(s).

For specific regulations on HIPAA Privacy and sharing patient information, click <https://www.hhs.gov/hipaa/for-professionals/special-topics/hipaa-covid19/index.html>.

In addition, KBS will deploy a remediation team within 24-hours of notice of positive COVID-19 case, to clean and disinfect areas potentially exposed to COVID-19. These teams are specially trained and equipped to thoroughly treat the environment so that facilities can become safely operational as quickly as possible. After a minimum five-hour wait time, KBS teams perform a deep cleaning and disinfection on all horizontal and vertical surfaces, which may also include disinfectant fogging and or UV disinfection. During this short window, the campus will remain closed to all visitors until KBS has determined it is safe to reopen.

Curriculum Delivery

Fall 2020 courses have been planned to be delivered in a hybrid model pending federal, state and local ordinances and for the safety of the DI community. A hybrid approach to course delivery combines specific face-to-face classroom experiences such as studio critiques, demo sessions, field trips, and other in-person activities with virtual classrooms that incorporate live, interactive components.

- General Education and lecture courses: most GE and lecture courses will be delivered virtually; some might have limited on-campus experiences or field trips.
- ID studio courses: the majority of studio courses are planning to conduct between 20-35 % of course activities in-person.
- Mode of virtual instruction: to support continuity and integrity of individualized student instruction, we will continue to hold synchronous (live) virtual class sessions that incorporate interactive, virtual components and provide opportunities for real-time feedback and collaboration. Some limited asynchronous (recorded) instruction will be available for class sessions scheduled to meet in-person. Recordings of all instructional sections will continue to be available and will be posted on Canvas.
- Virtual platforms: we will continue to use Zoom as the primary video communication system for interactive, real-time collaboration and instruction delivery. Specific guidance for use, protection of privacy and data, and meaningful participation in a virtual classroom will be included in a Zoom Policy that will be shared with The Plan. Canvas, a learning management system, will be used campus-wide for access to course materials including syllabi and recorded lectures, exams, communication through chats, discussion forums, etc.; and individualized access to track your academic progress. It will be important to make sure you have the necessary technology to support these platforms as well as some programs used in Visual Communication and CAD courses.

Protocol in the Event of Campus Closures

In the event of campus closure due to health orders or risk to the community, notification will be immediately sent to the campus community and all courses will pivot back to a fully virtual live format. In addition, campus services and support will be conducted virtually.

Supplies/Course Packs/Computers/Drafting Tables

The bookstore will remain closed for the Fall semester. However, appointments for the pick-up (or drop off) of computers, drafting tables, and library books will be available upon request. For technology support, please email support@disd.edu at any time. Remote technology troubleshooting services are available.

CAMPUS SERVICES, STUDENT SERVICES AND STUDENT SUPPORT

Meetings with Administrative Staff

Student meetings with members of the Administrative Staff will continue to be held via Zoom or by in-person appointment on a limited basis.

CAD Lab

The CAD Lab will be opened by appointment only for the Fall semester as conditions allow and pending Federal, State and Local Ordinance. CAD classrooms will have one computer per table with a maximum of 10 computers in each classroom. Students making an appointment to utilize the CAD Lab will also reserve a particular computer. Keyboards will be removed from the classrooms unless reserved for a class

meeting or reserved by an individual student for an appointment. This will enable us to maintain appropriate social distancing and provide for the rotation and sanitation of keyboards.

Library/Student Success Center

The Library and Student Success Center remain staffed by your librarians who are here to support you. Curbside pickup of books and other library materials will remain available in the Fall. As conditions allow, we will schedule appointments for anyone who wishes to visit the Library in person. Lisa and Rebecca will remain available by phone, email and Zoom appointment to assist with research and writing.

Online Library resources, including research and course guides and tutorials, will remain available 24/7 through the [Library website](#). Tips on writing, studying, managing time, and staying well will remain available 24/7 through the [Student Success Center website](#), where you can also find information about the [IBH Employee Assistance Program](#) (available to all students and their families; username: DesignISD; password: Institute).

Tutors

A list of available tutors will be emailed to all students as soon as finalized. DI is committed to supporting all students in all classes during this time even if a tutor has not been assigned for a particular class. Any student who would like support should contact support.services@disd.edu.

QUESTIONS/CONCERNS

If you have individual questions or concerns regarding the Plan, please feel free to contact [Molly Dishman, Director of Compliance](#).

To communicate confidentially your exposure to COVID-19 – please contact campus.wellness@disd.edu.

COMMUNICATIONS

Our goal is to be clear and transparent. Communication during and after re-entry will focus on ensuring you know what DI is doing to ensure your health and safety, and what your obligations are to ensure your safety and that of your fellow students.

DI will also continue to inform the public, faculty and students of key details through email, CEO Updates and the COVID-19 webpage.

CONCLUSION

This is an unprecedented time for DI and for all of us as individuals. The DI faculty and staff are inspired by the spirit and determination demonstrated by everyone as we continue to serve our students and faculty with a focus on the future. Together we will continue to advance DI's mission while keeping each other safe and healthy. There will come a day, hopefully in the near future, when we can all look back and say with pride that DI rose above and exceeded all expectations during these transitions.