



Name of Policy: COVID Policies and Expectations for ALL campus community
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Source: Student Affairs

Policies and Expectations for all KCAI community members (students, faculty, staff, and visitors)

- Face coverings are required at all times while on campus (inside and outside of buildings).
- Exceptions are:
 - Alone in a private office with the door closed.
 - In your residence hall/hotel room with roommates with the door closed.
 - While eating or drinking in Wylie Dining or Cafe Nerman.
 - Smoking in a designated smoking area.
 - If a health condition would prohibit me from wearing a face covering. Approval is required for students through the Office of Disability Services, disabilityservices@kcai.edu, and for employees through Human Resources hr@kcai.edu.
- Change or launder your face mask daily as directed by the [CDC](#).
- Observe social distancing guidelines (6 ft or more) at all times on and off campus. On campus applies to any campus building, including the Barbara Marshall Residence Hall (or other college secured housing) and the Wylie Dining Center.
- Do NOT attend large gatherings or parties.
- Adhere to the occupancy guidelines set forth by the college and/or specific department/area including but not limited to inside academic and administrative buildings, studios, hallways, college housing, lounges, and meeting rooms in KCAI.
- Adhere to the [posted meal time schedule](#).
- Students: Follow the directions of the department chairs and studio techs for open studio times.
 - Adhere to department and studio occupancy restrictions and schedules, including class and studio times.
- Faculty/Staff: Follow the directions of my supervisor, human resources and area vice president.
 - Adhere to department occupancy restrictions and schedules.
- Complete the daily symptom check before entering KCAI campus property (7:30 a.m. daily). Download the app at:
 - iOS: [RAVE GUARDIAN](#)
 - Android: [RAVE GUARDIAN](#)
- Document the confirmation screen of each daily symptom check (screen shot, print, or other means) to provide verification before entering

- Students: KCAI campus property, or upon request, to any college official, including faculty, staff or administrators
- Faculty/Staff: KCAI campus property, or upon request, to my supervisor, human resources, campus security, or area vice president
- Do NOT come to campus, or leave your college secured housing, if you are ill or displaying any symptoms that may be associated with COVID-19. Students should immediately alert covid@kcai.edu; KCAI employees immediately alert hr@kcai.edu.
 - Depending upon location and specific circumstances, follow all the directives of the college or KCAI representative regarding isolation and/or quarantine.
 - Adhere to and cooperate fully with all contact tracing policies and procedures required by KCAI, the KCMO health department, and the CDC.
- Do NOT come to campus, or leave your college secured housing, if you have been exposed to someone displaying symptoms associated with COVID-19 or who has tested positive for COVID-19. Students should immediately alert covid@kcai.edu; KCAI employees immediately alert hr@kcai.edu.
 - Depending upon location and specific circumstances, follow all the directives of the college or KCAI representative regarding isolation and/or quarantine.
 - Adhere to and cooperate fully with all contact tracing policies and procedures required by KCAI, the KCMO health department, and the CDC.
- Understand and practice the process of [proper hand washing as defined by the CDC](#) and local health departments.
- Sanitize commonly used work surfaces and personal studio spaces before and after use, as provided by KCAI in each building and department.
- Travel outside of the KC area is discouraged, and any travel may require a quarantine for 14 days prior to re-entering campus spaces. College related travel is cancelled for the fall semester.
- There are no outside guests/visitors allowed on campus, except by appointment. Please adhere to the [guest/visitor policy](#), including completion of the [guest symptom check form](#).

Failure to adhere to these policies and expectations may result in action being taken through the student code of conduct, and/or KCAI Human Resources.

Questions from students should be directed to Student Affairs staff. Questions from employees should be directed to Human Resources.