



**ACADEMY *of* ART UNIVERSITY®**

FOUNDED IN SAN FRANCISCO 1929 BY ARTISTS FOR ARTISTS

## **COVID-19 SAFETY AND HEALTH POLICY**

### **I. PURPOSE**

The COVID-19 Safety and Health Policy (“Policy”) provides the steps Academy of Art University is taking to reduce the risk of employee and student exposure to COVID-19 while Academy of Art University operates during the COVID-19 outbreak. The Policy sets forth the preventative measures Academy of Art University has implemented as it relates to keeping its personnel and students safe, cleaning and disinfecting procedures, what to do if personnel or students become sick, and personal protective equipment (“PPE”). This Policy is intended to operate conjunctively with the Academy of Art University’s other COVID-19 Policies and Procedures.

Failure to follow the Policy may result in discipline, up to and including, termination of employment or suspension from Academy of Art University.

All questions regarding this policy should be directed to Chris Visslailli, Vice President of Human Resources, at 415-618-6525 or [cvisslailli@academyart.edu](mailto:cvisslailli@academyart.edu).

### **II. RESPONSIBLE PERSONS**

The person(s) with authority and responsibility for implementing this Policy are the COVID-19 Task Force:

- **Dr. Elisa Stephens:** President
- **Chris Visslailli:** Vice President, Human Resources
- **Eileen Everett:** Academic Vice President, Liberal Arts
- **Michael Petricca:** Vice President, Campus Safety and Lab Resources
- **Jan Yanehiro:** Director, School of Communications and Media Technologies
- **Serita Sangimino:** Executive Vice President, Student Affairs

The persons responsible for conducting scheduled and periodic inspections and to evaluate the effectiveness of the program including to identify, and if necessary, correct unsafe conditions and work practices that are inconsistent with this Policy are: the COVID-19 Task Force.

### **III. REDUCING PERSONNEL AND STUDENT EXPOSURE**

Academy of Art University takes the health and safety of its personnel and students very seriously and wants to assure everyone that it is continuing to monitor available U.S. Centers for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) guidance on the COVID-19 pandemic. Academy of Art University is also monitoring COVID-19 Industry Guidance from the California Department of Public Health (“CDPH”), the California Occupational Safety and Health Administration (“Cal/OSHA”), and the San Francisco Department of Public Health (“SFPDPH”).

#### **A. Protecting Yourself**

Please familiarize yourself with the symptoms of the virus:

- Coughing
- Fever
- Shortness of breath, difficulty breathing
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

If you develop a fever and/or symptoms of respiratory illness, such as cough or shortness of breath, call your health-care provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your health-care provider right away.

Additionally, pursuant to guidance from OSHA, the CDC, the CDPH, Cal/OSHA, and the SFPDPH, all persons should:

- Frequently wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub product with at least 60% alcohol
- Always wash hands that are visibly soiled.
- Avoid touching their eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering coughs and sneezes with tissue or crook of elbow (not hands) and immediately dispose of tissue.
- Avoid close contact with people who are sick.
- Stay home if sick.

#### **B. Campus Protection**

In order to minimize the spread of COVID-19 on campus, Academy of Art University has instituted the following procedures:

- Academy of Art University will provide washing facilities with adequate supply of suitable cleaning agents, water, and single use paper towels.
- Academy of Art University will ensure an adequate supply of tissues, trash receptacles, alcohol-based hand sanitizers and/or wipes.
- Academy of Art University has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used surfaces, equipment, and other elements of the work and classroom environment.

- Academy of Art University has instituted a campus-wide facemask policy when social distancing and other safeguards are not practical or available.

In addition to the foregoing, and to further protect personnel and students from COVID-19, Academy of Art University has implemented the following safety precautions:

## **1. Engineering Controls**

Engineering controls are physical modifications to the work and classroom environment that isolates personnel and students from hazards. Academy of Art University has implemented the following engineering controls to address potential COVID-19 hazards in the workplace and classrooms:

- All HVAC system air filters were replaced in May 2020 during the preventative maintenance servicing of all of our sites.
- Academy of Art University followed the San Francisco Water Department guidelines for flushing the water throughout our buildings.
- Academy of Art University will increase the physical space between employees by decommissioning workstations and cubicles that are located closer than 6 feet (i.e. seating employees in every other cubicle, or by placing stickers or signage at the stations noting the work stations are unavailable for use).
- When classes cannot be performed remotely or outdoors and require in-person instruction (due to the access of specialized equipment or workspaces), Academy of Art University will increase the physical space between students to ensure that students are not located closer than 6 feet from one another.
- Academy of Art University will post signs throughout campus reminding personnel, students, and visitors to practice social distancing measures and enhanced hygiene practices.
- Academy of Art University will reduce the number of chairs in classrooms, social areas, and conference rooms.
- Academy of Art University will install plexiglass partitions:
  - In the men's restrooms in between the urinals.
  - At each Campus Host Desk in all of our buildings.
  - In all campus shops that issue tools.
  - In the MPT equipment room at 79 New Montgomery.
  - At 620 Sutter Café.
  - Between bathroom sinks at 79 New Montgomery, 180 New Montgomery, 466 Townsend, 625 Polk, 620 Sutter, 1849 Washington and 2801 Leavenworth.

## **2. Administrative Controls and Social Distancing**

Administrative controls are procedures meant to reduce exposure to hazards. Academy of Art University has implemented the following administrative controls to address potential COVID-19 hazards on campus:

- Every person who enters onto campus must complete a screening questionnaire.
- Allowing employees who are able to work from home to continue to do so until further notice.
- Allowing students who are able to attend classes remotely and virtually to continue to do so until further notice.

- Requiring symptomatic personnel to stay home and direct personnel who become symptomatic during the day to go home.
- Requiring symptomatic students whose classes require in-person instruction (due to the access of specialized equipment or workspaces) to stay home and requiring those students who become symptomatic during the day to go home.
- Providing and ensuring that personnel and students use all required protective equipment. Some personnel or students may be required to wear disposable gloves to supplement frequent handwashing or use of hand sanitizers.
- Mandating face coverings for everyone on campus except for while eating a snack or a meal. Face coverings must not be shared.
- Minimizing contact among personnel and students by replacing in-person meetings with virtual meetings when possible.
- Providing personnel and students with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of personal protective equipment such as latex gloves and, in some cases, masks).
- Mandating that all personnel and students utilize the Academy provided alcohol-based hand sanitizers and EPA-registered disinfecting wipes to regularly clean their work areas, classrooms, and commonly used equipment.
- Reminding personnel and students to avoid shared spaces (desks, offices, and cubicles) and equipment (computers, art tools, and other equipment) when possible.
  - If spaces or items must be shared, clean and disinfect such spaces and items before and after use.
- Establishing cleaning and disinfecting protocols as follows:
  - Perform thorough cleaning on high traffic areas such as classrooms, social areas, and lunch areas, and areas of ingress and egress including stairways, stairwells, escalators, handrails, and elevator controls. Frequently disinfect commonly used surfaces including door knobs, toilets, and handwashing facilities.
  - Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
  - Ensure cleaning chemicals Academy of Art University uses are products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Ensure disinfectants used are labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Personnel using cleaners or disinfectants have been instructed to wear gloves as required by the product instructions.
- Establishing physical distancing guidelines as follows:
  - Implement measures to ensure physical distancing of at least six feet between personnel, students, visitors, and anyone else on campus. This can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where people should stand).
  - Ensure workspaces and classrooms allow for six feet between personnel and/or students.
  - Close or restrict common areas, using barriers, or increasing physical distance between tables/chairs where personnel or students are likely to congregate and interact, such as cafeterias and breakrooms, and discourage personnel and students from congregating in high traffic areas such as bathrooms, hallways, and stairwells.
  - Establish directional hallways and passageways for foot traffic, if possible, to

- eliminate employees from passing by one another.
- Limit the number of individuals riding in an elevator and ensure the use of face coverings. Post signage regarding these policies.
- When feasible and necessary, limit the number of personnel and students on campus at the same time. This may include scheduling (e.g. staggering start/end times), establishing alternating days for onsite reporting/in-person classes, returning to the workspace or classrooms in phases, and the continued use of telework and virtual learning when feasible.
- Stagger employee breaks, within compliance with wage and hour regulations, to maintain physical distancing protocols.
- Discontinue nonessential travel and encourage distance meetings via phone and internet.
- Require personnel and students to avoid handshakes and similar greetings that break physical distance.
- Dedicate staff to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.

### **C. Face Covering Policy**

The CDC has recommended that individuals should wear cloth face coverings in public settings where social distancing measures are difficult to maintain. The CDC has advised that the use of simple cloth face coverings may slow the spread of COVID-19 by helping prevent asymptomatic people from unknowingly transmitting the virus. To comply with the CDC recommendations, and all other applicable government recommendations and requirements, Academy of Art University is implementing a face covering policy for the foreseeable future.<sup>1</sup>

Note, the face covering policy is an additional measure that Academy of Art University is taking to limit exposure on campus – it is not PPE or a substitute for social distancing, personal hygiene, and additional cleaning protocols discussed in this document.

#### **1. Use of Face Coverings**

Anyone who enters onto campus must wear a face covering. The only time a person may remove their face covering is when they are eating or drinking. Academy of Art University will provide receptacles for used/soiled face coverings.

##### **a. Rules of Use**

1. Personnel and students must follow the instructions provided for in the “Fitting/Removing/Reusing of Face Covering” section described below.
2. Personnel and students must not wear a face covering if doing so will adversely affect their health. If an employee believes the use of a face covering will affect their health, they should speak with Chris Visslaili at 415-618-6525 or [cvisslaili@academyart.edu](mailto:cvisslaili@academyart.edu).
3. Personnel must not wear a face covering if doing so will inhibit job functions. Personnel should check with their supervisors to ensure which job functions can and cannot be

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<sup>1</sup> This Policy does not cover the use of a filtering face piece respirator (FFR) (e.g., N95), nor are the face coverings described in this Policy intended to replicate the protections provided by FFRs and/or surgical masks. Pursuant to OSHA regulations, employees who choose to voluntarily wear an FFR must read and complete a voluntary use notice. Additionally, face coverings as described in this Policy are not meant as a replacement for work assignments that require the use of an FFR. Employees who must use an FFR to perform a work assignment must continue to follow the Company’s respirator use procedures.

performed while wearing a face covering.

4. Academy of Art University is committed to maintaining an environment that is free of harassment and discrimination. As part of our commitment we will not tolerate face coverings that contain derogatory comments, epithets, slurs, jokes, inappropriate graphics directed towards to any of our protected classes; race, color, national origin, religion, age, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding and conditions related to breastfeeding), physical and mental disabilities, military and veteran status, or genetic information, immigration status, AIDS or HIV positive status, marital status, domestic partnership, medical condition or genetic characteristics, gender identity, gender expression, transgender (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), Civil Air Patrol status, and sexual orientation.

Failure to follow these rules may result in discipline, up to and including, termination of employment or suspension from the University.

#### **b. Fitting/Removing/Reusing Face Covering**

In order to properly use the face covering, you must ensure that:

1. The covering fits snugly but comfortably against the sides of your face and covers your nose and mouth.
2. The covering is secured either by ties or ear loops.
3. You can breathe without restrictions.

When removing the face covering, you must:

1. Avoid touching your eyes, nose, and mouth.
2. Wash your hands with soap and water for at least 20 seconds following the removal of the face covering. When soap and running water are unavailable, use an alcohol-based hand rub product with at least 60% alcohol.

Additionally, if you remove your face covering during the workday (e.g., to drink or eat) you must:

1. Avoid touching the inside of the covering.
2. Account for the whereabouts of the removed covering at all times.
3. Wash your hands with soap and water for at least 20 seconds after putting the covering back on. When soap and running water are unavailable, use an alcohol-based hand rub product with at least 60% alcohol.
4. Wash your hands for at least 20 seconds.

#### **IV. RESPONDING TO EXPOSURE EVENTS**

The following rules have been developed based on CDC, OSHA, CDPH, Cal/OSHA, and SFDPH guidance and regulations. Academy of Art University urges personnel and students who are exhibiting COVID-19 symptoms to seek medical attention and/or obtain a COVID-19 test. Personnel and students observed presenting any of the following while on Academy premises will be sent home and advised to seek medical care as needed; frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.

As used in this section, an individual (whether employee, student, or otherwise) is “confirmed-positive” if the individual has received a positive COVID-19 test or has been diagnosed by a healthcare provider as “presumed-positive.” A “presumed positive” diagnosis occurs when an individual has a documented clinical diagnosis of COVID-19 (i.e., a healthcare provider tells the employee that they likely have the virus and documents the diagnoses in medical records) but no test is administered to confirm the positive diagnosis, or a healthcare provider directs the individual to self-quarantine at home. Whether an individual is confirmed-positive or presumed-positive, Academy of Art University will treat that individual as COVID-19 positive.

#### **A. COVID-19 Positive Personnel or Student**

Academy of Art University urges personnel and students who are exhibiting COVID-19 symptoms to seek medical attention and/or obtain a COVID-19 test. Personnel and students who have symptoms consistent with COVID-19 (such as fever or a cough), have been diagnosed with COVID-19, or have been instructed to quarantine by a healthcare provider, cannot report to work or in-person instruction on campus, and must immediately contact Chris Visslailli at 415-618-6525 or [cvisslailli@academyart.edu](mailto:cvisslailli@academyart.edu).

Personnel and students can return to campus based on the “Return to Work or In-Person Instruction” procedures discussed below.

#### **B. Close Contact with a COVID-19 Positive Individual**

Personnel and students who have come into close contact with a COVID-19 positive individual (coworker, student, or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the COVID-19 positive individual. Close contact is defined as someone who was 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.

*\* Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes). Factors to consider when defining close contact include proximity (closer distance likely increases exposure risk), the duration of exposure (longer exposure time likely increases exposure risk), whether the infected individual has symptoms (the period around onset of symptoms is associated with the highest levels of viral shedding), if the infected person was likely to generate respiratory aerosols (e.g., was coughing, singing, shouting), and other environmental factors (crowding, adequacy of ventilation, whether exposure was indoors or outdoors).*

If Academy of Art University learns that an employee or student is COVID-19 positive, Academy of Art University will conduct an investigation into coworkers and/or students who may have had close contact with the COVID-19 positive individual in the 2 days preceding the COVID-19 positive individual’s onset of symptoms and direct those individuals who have had close contact with the COVID-19 positive individual to self-quarantine for 14 days from the last date of close contact with the COVID-19 positive individual.

If an employee or student learns that they have come into close contact with a COVID-19 positive individual outside of campus, they must immediately alert Chris Visslailli at 415-618-6525 or [cvisslailli@academyart.edu](mailto:cvisslailli@academyart.edu) of the close contact and also self-quarantine for 14 days from the last date of close contact with the COVID-19 positive individual.

### **C. Return to Work or In-Person Instruction**

All personnel or students who have been directed to self-quarantine must certify that they are symptom free prior to returning to work or in-person instruction. Employees who contract COVID-19, and recover, must complete either a Fitness for Duty Form with their healthcare provider, or a COVID-19-Free Self-Certification Form. Students who contract COVID-19, and recover, must complete a COVID-19-Free Self-Certification. A copy of the Fitness for Duty Form is attached as Appendix A, and a copy of the COVID-19-Free Self-Certification Form is attached as Appendix B.

Personnel or students who have been directed to self-quarantine and remain symptom free and/or are not COVID-19 positive must complete a COVID-19-Free Self-Certification Form. All other persons may return within the following guidelines.

#### **1. Personnel or Student Exhibiting COVID-19 Symptoms**

Personnel or students who are experiencing COVID-19 symptoms cannot report to work or in-person instruction. Academy of Art University encourages symptomatic personnel and students to seek medical care. Academy of Art University and the symptomatic personnel or student will access a return to work/in-person instruction strategy once the individual obtains a medical diagnosis. An employee/student who is out ill with a fever or acute respiratory symptoms cannot return to work/in-person until (a) at least three full days pass with no fever (and without the use of fever-reducing medications) and no acute respiratory illness symptoms; and (b) at least 10 days have passed since the symptoms first appeared.

#### **2. Positive Test and Asymptomatic**

Personnel or students who test positive and are symptom free may return to work/in-person instruction when at least 10 days have passed since the date of their first positive test and if during that time they have not had a subsequent illness or experienced any symptoms.

#### **3. Positive Test and Recovering at Home**

Personnel or students who test positive and are directed to care for themselves at home may return to work/in-person instruction when: (1) at least 72 hours have passed since recovery;<sup>2</sup> and (2) at least 10 days have passed since symptoms first appeared.

#### **4. Positive Test and Hospitalization**

Personnel or students who test positive and have been hospitalized may return to work/in-person instruction when directed to do so by their medical care provider. Academy of Art University will require the employee or student to provide medical documentation clearing their return to work/in-person instruction.

#### **5. Reporting Recurring Symptoms after Returning to Work or In-Person Instruction from Illness**

Personnel and students who return to work or in-person instruction following an illness must promptly report any recurrence of symptoms to Chris Visslailli at 415-618-6525 or

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<sup>2</sup> Recovery is defined as: (1) resolution of fever without the use of fever-reducing medications for 72 hours; and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath).

[cvislaili@academyart.edu](mailto:cvislaili@academyart.edu) .

#### **D. Responding to Employee and/or Student Exposure**

As described above, consistent with OSHA and CDC guidelines, Academy of Art University has instituted enhanced housekeeping practices, which includes cleaning and disinfecting frequently used surfaces, equipment, and other elements of the work environment.

According to OSHA's medical/scientific partners, presently, it is thought that COVID-19 can survive on certain types of non-porous surfaces, such as plastic and stainless steel, for 2-3 days. However, Academy of Art University is taking a more conservative approach and if a confirmed-positive individual was in the workplace for 4 days before the onset of symptoms, Academy of Art University will take additional measures to clean and disinfect those areas of campus that the positive individual accessed.

Academy of Art University will also monitor the cases of COVID-19 positive personnel and students and will inform government officials if appropriate.

#### **V. REPORTING AND RECORDKEEPING FOR POSITIVE CASES**

##### **A. Reporting**

Chris Visslaili will report positive cases to the closest Cal/OSHA location (for personnel) and SFPDPH (for personnel and students) whenever someone starts showing signs or symptoms (if a reasonable person would anticipate the signs or symptoms will result in hospitalization) or there is a COVID-19 related fatality on campus.

The report should be made to Cal/OSHA and/or SFPDPH within eight (8) hours of when the individual knew or should have known of the illness.

Academy of Art University will report a serious illness if there is reason to believe the illness may be work/classroom-related, regardless of whether the onset of symptoms occurred on campus. For COVID-19 cases, evidence suggesting transmission at or during work/in-person instruction would make a serious illness reportable. Academy of Art University considers the following factors in making their determination:

- Multiple cases on campus
- The type, extent and duration of contact an employee or student had on campus with other people, particularly the general public
- Physical distancing and other controls that impact the likelihood of work-related exposure
- Whether the employee or student had campus-related contact with anyone who exhibited signs and symptoms of COVID-19

Academy of Art University will report all illnesses to Cal/OSHA (for personnel) or SFPDPH (for personnel and students) if it results in inpatient hospitalization for treatment and if there is a substantial reason to believe that the individual was exposed in their work/classroom environment. Where there is uncertainty about whether an individual contracted COVID-19 on campus, Academy of Art University will report the illness to Cal/OSHA and/or SFPDPH.

##### **B. Recordkeeping**

Academy of Art University will record a work/classroom-related COVID-19 fatality or illness if there is a positive test result for COVID-19. For recordkeeping purposes, a COVID-19 case is considered work/classroom-related if there was a known exposure in one of the following instances:

- Exposure to people in the workplace/classroom known to be infected with SARS-CoV-2 (the virus that causes COVID-19)
- Working/attending in-person instruction in the same area where people carrying SARS-CoV-2 were located
- Sharing tools, materials, equipment, or other items with persons known to have been carrying SARS-CoV-2

If there is not a known exposure that would trigger the presumption of work/classroom-relatedness, the Academy must evaluate the employee's/student's duties and environment to determine the likelihood of exposure. Such factors include:

- The type, extent and duration of contact the employee/student had on campus with other people, particularly the general public
- Physical distancing and other controls that impact the likelihood of work/classroom-related exposure
- Whether the employee had work/classroom-related contact with anyone who exhibited signs and symptoms of COVID-19

If the case is not confirmed through testing, or the results are not available to the Academy, the case will be recorded if it is work/classroom-related and results in one of the following:

- Death
- Days away from work/in-person instruction
- Restricted work or transfer to another job
- Medical treatment beyond first aid
- Loss of consciousness
- Significant injury or illness diagnosed by a physician or other licensed health care professional

## **VI. TRAINING**

Academy of Art University will train personnel on all aspects of this policy including but not limited to the following:

- Social Distancing including all measures taken to ensure social distancing at the facility.
- Face Coverings and/or Face masks and other personal protective equipment including what the Academy is providing, where the equipment is located or where an employee can obtain the equipment, how to maintain a face covering or discard a face mask, how to safely put on and take off a face covering or face mask, what to do if you need a replacement, and how to ensure the face covering and face mask is in good condition.
- Cleaning including all disinfecting measures taken for routine cleaning and disinfecting in the workplace. The training will also cover safety data sheets and hazard communication relating to any precautionary measures or personal protection equipment the employee should take if using any chemicals or cleaners in the workplace (including informing employees not to use personal cleaning supplies in the workplace).
- Guidance on policies and procedures relating to exposure control and notification of

exposure issues.

- Guidance on not coming to the workplace if employees are exhibiting signs or symptoms of COVID-19.
- Reporting of safety issues.
- Academy of Art University's anti-retaliation, harassment and discrimination policies.
- Academy of Art University's travel restriction policy.
- Other engineering and administrative controls added in the workplace to prevent the exposure of COVID-19, and any other measures that employees need to be aware of regarding those engineering or administrative controls.

## APPENDIX A

### CONFIDENTIAL

#### FITNESS FOR DUTY CERTIFICATION FORM - COVID-19

**INSTRUCTIONS TO EMPLOYEE: IF YOU WERE ASKED TO COMPLETE THIS FORM, PLEASE PROVIDE IT TO YOUR TREATING HEALTH CARE PROVIDER. ONCE COMPLETED, IT MUST BE RETURNED TO THE COMPANY BEFORE YOU CAN RETURN TO YOUR RELEVANT WORKSITE(S) AND/OR RESUME ANY WORK DUTIES. FAILURE TO RETURN THE COMPLETED FORM MAY RESULT IN A DELAY OR DENIAL OF YOUR RETURN TO WORK.**

#### TO BE COMPLETED BY EMPLOYER:

This inquiry was prompted by our understanding that our employee and your patient,  
\_\_\_\_\_ [name]:

*(Check one or more applicable boxes.)*

- has (according to the employee's disclosure) been diagnosed with COVID-19 or is presumed by a health care provider to have COVID-19, and was directed to recover at home.
- has (according to the employee's disclosure) been hospitalized with COVID-19.
- has, as of \_\_\_\_\_ [insert date], exhibited or reported experiencing the following symptoms which, according to the \_\_\_\_\_ CDC, \_\_\_\_\_ are \_\_\_\_\_ associated \_\_\_\_\_ with \_\_\_\_\_ COVID-19:  
\_\_\_\_\_.
- has been advised or required by his/her health care provider or a public health agency/department to be in quarantine or otherwise avoid *close contact* with others due to exposure (or potential exposure) to COVID-19.
- \_\_\_\_\_ other \_\_\_\_\_ (please \_\_\_\_\_ specify):  
\_\_\_\_\_.

Please answer, fully and completely, any applicable question(s) below. Please do not respond unless the employee authorizes you to do so.

*NOTE: The Genetic Information Nondiscrimination Act of 2008 (GINA) and similar state laws generally prohibit employers and other entities covered by GINA Title II (and similar state laws) from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. To comply with applicable law(s), we are asking that you not provide any genetic information or results of genetic tests, as defined by applicable law(s), when responding to this request for medical information. By way of example, "genetic information" (as defined by federal law) includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.*

#### TO BE COMPLETED BY HEALTH CARE PROVIDER: (Before completing, please review the information above.)

1. Disregarding any potential or actual accommodations or other mitigating measures that may be taken, will the employee pose a threat of **of any kind** to the health and/or safety of the employee or others if the employee is present in the workplace?

Yes

No

If you answered "No" in response to Question 1, please explain why, given the understanding that prompted our inquiry (as identified on page 1 of this form), you do not believe the employee poses a threat of any kind to the health and/or safety of the employee or others if the employee is present in the workplace, and then skip to Question 5:

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If you answered "Yes" in response to Question 1, please continue to Question 2.

2. Is the threat to the employee's own or others' health and/or safety completely eliminated by mitigating measure(s) (such as medication, assistive devices, or other precautions) that the employee currently takes or is using?

Yes

No

If you answered "Yes" in response to Question 2, please describe the mitigating measure(s) that the employee currently takes or is using that completely eliminates any threat, describe how such measure(s) eliminates any threat, and skip to Question 5:

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If you answered "No" in response to Question 2, please continue to Question 3 and 4, but skip Question 5.

3. If you answered "No" in response to Question 2, please respond to the following inquiries in detail:

a. Explain the threat posed by the employee's condition or situation (including the specific aspect or aspects of the employee's condition or situation that would pose the threat):

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b. State how long the threat will exist: \_\_\_\_\_

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c. Describe the nature and severity of the potential harm to the employee's or others' health and/or safety (i.e., What type of injury or harm may be caused? Is there a risk of serious injury or harm, or only a risk of minor injury or harm?):

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d. State your best estimate as to how likely it is that the harm will occur (i.e., whether there is a significant certainty that the harm will occur, a substantial possibility, or only a remote or speculative possibility, etc.):

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4. If you answered "No" in response to Question 2, are there accommodations that you believe will reduce or eliminate the threat posed by the employee to the employee's own or others' health and/or safety?

Yes

No

If you answered "Yes" in response to Question 4, please describe all the accommodations in detail and explain why and to what degree you believe these accommodations will reduce or eliminate the threat.

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**Please skip Question 5 if you responded to Questions 3 and 4.**

5. Effective as of \_\_\_\_\_ [date], I certify that the above-named employee/patient is fit to return to work duties as follows:

With no restrictions

With the following restrictions (include limitations and duration of limitations):

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\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Provider's Printed Name

Type of Practice/Medical Specialty: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

Provider E-mail: \_\_\_\_\_

**APPENDIX B**

**CONFIDENTIAL**

**SELF-CERTIFICATION FORM - COVID-19**

***INSTRUCTIONS TO EMPLOYEE/STUDENT: IF YOU WERE ASKED TO COMPLETE THIS FORM, IT MUST BE RETURNED TO THE ACADEMY OF ART UNIVERSITY BEFORE YOU CAN RETURN TO WORK/IN-PERSON INSTRUCTION. FAILURE TO RETURN THE COMPLETED FORM MAY RESULT IN A DELAY OR DENIAL OF YOUR RETURN TO WORK/IN-PERSON INSTRUCTION.***

**1. What was the last date you had close contact with a positive COVID-19 individual?**

Date: \_\_\_\_\_

**2. Have at least 14 days passed since you had close contact with a positive COVID-19 individual?**

Yes

No

**3. During the preceding 14 days, have you experienced any symptoms of COVID-19? Symptoms of COVID-19 include, but are not limited to, cough, fever, shortness of breath, difficulty breathing, chills, fatigue, muscle or body aches, headache, sore throat, congestion, runny nose, nausea, vomiting, diarrhea, new loss of taste or smell.**

Yes

No

**I hereby certify that I self-quarantined for 14 days from the date I had close contact with a positive COVID-19 individual and that I have not, and am not currently, experiencing any symptoms of COVID-19.**

\_\_\_\_\_  
Signature of Employee/Student

\_\_\_\_\_  
Employee's/Student's Printed Name

\_\_\_\_\_  
Date

