



## Harris Institute Health and Safety Protocols

The following protocols will be revised on a regular basis as needed. **Updated September 22, 2020**

1. Due to the evolving symptoms of the virus, students, faculty and staff who are feeling in any way symptomatic should not attend the school until tested or the symptoms clear.
2. Guests of students, faculty and staff are not permitted on campus at this time.
3. Students, faculty and staff shall enter the school using the front door and exit using the back door. All shall use the front stairwell for up and the rear stairwell for down. All must use the supplied antibacterial hand sanitizer when entering the school. Students shall enter classrooms single file distanced to the front row first and exit single file distanced from the rear row first.
4. All surfaces regularly touched (door handles, desks, light switches, taps, etc.) shall be disinfected with Clorox wipes daily. Computer keyboards, consoles, microphones and audio equipment will be disinfected with UV wands. Students and faculty shall use supplied disinfectant wipes on desks and tables before and after use. Green Power Janitorial will bleach on weekends.
5. Supplied washable masks are mandatory in all areas of the school: hallways, student lounge, computer labs and studios. Water bottles should be cleaned daily with detergent. Personal items such as pens, pencils, computers, phones, books, etc. should not be shared.
6. All washroom doors shall remain open when not in use. All shall use supplied disinfectant wipes on taps and doorknobs after use and wash hands regularly with supplied disinfectant soap.
7. The maximum capacity in the Student Lounge shall be 14 seated at distanced tables. The pool table is covered and closed at this time. There is additional distanced seating for 10 on exterior park benches at the northeast corner of the building. Smoking is permitted anywhere outside except at the main entrance.
8. Faculty are responsible for conduct in the classroom and may require extra safety protocols (examples: In the studios, labs).
9. Due to some faculty members being at a higher risk, their classes may be zoomed into the classroom on the big screen. Students will have the option of joining the Zoom session for 2-way communication.

I have read and agree to the Harris Institute Health and Safety Protocols above.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As part of peer-to-peer monitoring, students, faculty and staff should inform a member of the administration if any of the protocols above are not being followed.

# Health and Safety Protocols

## Washable Cotton Masks



## Disinfectant for All Surfaces



## Distanced Seating



## Hand Sanitizers



## Washable Cotton Gloves



## UV Disinfectant Wands

