



COVID-19 Response Update

Art & Design Studio Protocols 2020-21

The following protocols for Art & Design studio spaces have been established in response to the COVID-19 pandemic. To ensure the health and safety of our community, and guests, to the greatest extent possible, we implore everyone to govern themselves according to them. Those who choose not to may be referred to Campus Safety, and barred from accessing Art & Design studio spaces. Expect that these will be updated periodically.

Masks and Physical Distance

The following protocol is **university-wide**:

In-person classes – both in Elgin and Rockford – will require a mask if six feet of social distancing cannot be practiced, unless the professor makes an exception. Students who cannot wear a mask must secure an ADA accommodation; and students who do not want to wear a mask will move to digital learning for that class if one is already created for that course or select an alternative course for that term. When six feet of physical distancing cannot be maintained, please wear a mask. Note: In some cases, professors may require masks throughout the class session, regardless of social distancing.

This protocol will be contextualized for **A&D studio spaces** as follows:

- Given that consistently maintaining 6' of physical distance in studio environments will be extremely difficult, everyone should wear a mask **at all times** while in A&D studios.
- Since each A&D course is only offered in one format, a digital learning option is not available for every A&D studio. Therefore, students who **do not want** to wear a mask may be asked to select an alternative course.
- Even with masks, students and faculty should attempt to maintain 3' feet of physical distance **at all times** while in studio environments.
- To allow for better verbal and visual communication, instructors **may** remove their mask while maintaining 6' **or more** of physical distance (e.g. while lecturing to small classes in large rooms).
- Students may only remove their masks if the instructor makes an exception (e.g. for a presentation).

Hand Washing and Sanitizing

Everyone must wash, or sanitize their hands upon entering and before leaving any studio space. Studios that do not have sinks will be outfitted with hand sanitizer at designated locations.

HWAC Hours

Since the duration of time, and number of people who gather in a space are factors in transmission, HWAC will be closed to non- Art & Design, and Architecture & Interior Design majors at 10 PM, and closed to all students at midnight, rather than 2 AM.

Studio Capacities

At no time should studios exceed the following capacities (excluding instructors), as this will aid social distancing.

- HWAC 117 (Photo and Film Studio) - 3
- HWAC 153 - 10 + 2 in Letterpress and Printmaking Annex (1 per press, or 2 at one press)
- HWAC 203 - 10
- HWAC 305 - 11
- HWAC 317 - 11
- HWAC 404 - 11
- HWAC 416 - 7
- HWAC 301 - 13
- HWAC Atrium - 40
- Draewell Gallery - 20
- HWAC 401 - 16

This applies both during scheduled class meetings, and outside of class time.

No visitors will be allowed at any time. Violators will be reported to Campus Safety.

Studio Assignments

Where possible, we've limited the number of courses in any given space. As many as possible have been dedicated to a single course (e.g. ART111 Drawing 1, section 1), or cohort of students (e.g. Seniors):

- HWAC 305 ART111 Drawing 1, section 1
- HWAC 317 ART111 Drawing 1, section 2
- HWAC 404 ART111 Drawing 1, section 3
- HWAC 416 ART212 Painting 1
- HWAC 301 ART123 Introduction to Photography
DES228 Typography
DES331 Web Design 1
- HWAC 153 ART218 Printmaking
- HWAC 321 Graphic Design 2
- Atrium and DES121 Design 1, section 1
Draewell Gallery DES121 Design 1, section 2
DES121 Design 1, section 3
DES121 Design 1, section 4
- HWAC 401 | 203 ART496 and DES496 Senior Proposal
DES420 Advanced Graphic Design

Entrance and Egress

For studio spaces that have more than one doorway, follow the designated path of entrance and egress (in and out):

- HWAC 221
- HWAC 301
- HWAC 321
- HWAC 401
- HWAC 420

General Notes

- There will be no events in the Draewell Gallery this fall, as it will be used as a studio space. We plan to resume Gallery programming in the spring.
- As usual, the department will not be liable for any losses or damages to personal property incurred in any studio spaces.
- Personal belongings should not be left in spaces that are used by more than one group of students (HWAC 301, 321), or that cannot be locked (Draewell Gallery, Atrium). Do so at your own risk. Spaces that are used by more than one group of students will also be cleaned more regularly. Anything left may be disposed of.

HWAC 401

- 2nd - 4th year Graphic Design students may reserve a desk for the year, and will have the option of checking out a monitor to outfit their residence hall, or home studio, for the duration of the fall semester.
- To allow for increased physical distancing, not every desk will be available. Students may only select from available desks.
- Students will be responsible for cleaning their own areas, as well as common areas and equipment as they use them (e.g. cutting table, printers, etc.).

Equipment and Tools

Letterpress and Printmaking Annex - HWAC 153

- Gloves must be worn **at all times** while in the Letterpress and Printmaking Annex.
- Use a **new** pair of gloves for each session. Dispose of them when you are finished cleaning the press area after printing.
- You must also use a new pair of gloves if you leave and return to the press area for any other reason during a printing session (e.g. restroom break, phone call, etc.).
- The total number of students allowed in the printing annex will be limited to two (2). This can be either one (1) person on the letterpress, and one the intaglio press, or two (2) people at the same press during any given session.
- In order to use the presses outside of class, you must register in advance.

Printers - HWAC 301 and 401

- Sanitize your hands both **before and after** using any of the scanners or printers, using the sanitizer provided.

iMacs- HWAC 153, 301, and 401

- Each student who needs to use a lab computer will be assigned a keyboard and a mouse for the duration of each term. Use only your designated units.
- After each session, unplug, and leave them in the assigned storage area.
- If you are using more than one space, you may have more than one unit assigned.
- **Do not** remove keyboards or mice from any studio space.

Easels, tables, and taborets - HWAC 217, 305, 317, 404, and 416

- Studio furniture will be dedicated to each student for the duration of each term. Only use the pieces that are assigned to you.
- In order to maintain proper physical distancing, students may not move any furniture or equipment, or relocate to another station, without the instructor's explicit instruction.

Cameras and Tripods

- Students in photography courses will be allowed to check out cameras and tripods from the main campus library for the duration of each semester if they do not have their own equipment, and assume full liability for damages as usual.

Community Tools

- Collections of basic tools and supplies, such as cups of random pens and pencils, office supplies, staplers, tape, etc. **will no longer be available** in the studio spaces. E-Xacto blades will still be available, but not knives. Still, we recommend that every student secure their own blades, and **be prepared to bring their own office supplies**.
- Each student will be supplied with their own box of push pins for critiques, since it will not be possible to leave communal supplies such push-pins, tape dispensers, staplers, and other standard office supplies out for general use (e.g. the cutting tables in 153 and 401). **These should not be shared**.

Physical coursework(s)

More coursework may be digital than in previous academic years, but physical work (printed materials, drawings, paintings, etc.) will still be essential to many courses. Each faculty will implement procedures to limit their own contact with any such works. These will be tailored to their schedules, and the nature of their courses. For example, you may place projects in a box and that will sit for a few days before grading, or you may pin up work so it can be graded without ever being physically handled by the professor.

Studio Fees

Fees will still be charged as usual, and will be spent in a variety of ways to enhance online learning, (e.g. departmental Slack account), and sanitation, health, and safety (e.g. gloves). Expenses related to online coursework are different than face-to-face courses, but not necessarily less. Resources often simply shift from physical infrastructure to technology infrastructure.