



John C. Campbell Folk School's COVID-19 Safety Guidelines

The Folk School is committed to providing everyone with a positive experience of learning and sharing in a safe environment. As we prepare for reopening in May 2021, we are fulfilling our mission in a manner that makes the safety and well-being of students, instructors, guests, visitors, and staff our highest priority. In developing appropriate protocols and procedures, we are following the guidelines of the Centers for Disease Control and Prevention (CDC) and the North Carolina Department of Health and Human Services (NCDHHS).

These guidelines may be amended at any time at the sole discretion of the Folk School. Updates will be posted on the Folk School's website and reasonable efforts will be made to notify students and instructors prior to their class date.

The Folk School cannot guarantee that anyone will not contract COVID-19 while on the school's premises. By registering for a class, attending a program, or visiting the school, all guests voluntarily assume all risks related to COVID-19 exposure.

A. Program Participation Guidelines

Arrival

Please arrive healthy. If you're sick, have COVID-19 symptoms, or have recently been exposed to COVID-19, please don't come to the Folk School. If possible, consider practicing physical distancing or quarantine for two weeks prior to the start of your class. If you can get tested or vaccinated, please do so.

The Folk School strongly encourages all program attendees to remain on campus during the entirety of your stay. If you must travel to "town" we ask that you continue to wear your mask, practice physical distancing, and wash your hands often.

Mask Policy

We require all individuals over the age of two to wear appropriate masks while on the Folk School campus. We are wearing masks to protect you, so we ask you to wear a mask to protect us. Except for reasons noted below, masks must be worn in all buildings. Masks must also be worn in all outdoor locations on campus when physical distancing is less than 6 feet.

Masks are required for all individuals—even those who have had COVID-19 or been vaccinated against it—per the CDC's recommendation.

Mask Requirements

The following requirements must be met by everyone on the Folk School's campus.

- You must wear a mask with two or more layers of breathable fabric covering your nose and mouth. Masks should be snug against the sides of your face and under your chin for proper protection.
- For maximum protection, the CDC recommends wearing two masks—a disposable mask under a cloth mask. For specific guidelines, read [“Improve How Your Mask Protects You.”](#)
- Do NOT wear gaiters, face shields or goggles as a substitute for masks. These face coverings are not recommended by the CDC.
- Masks should be cleaned regularly between uses.
- Non-medical disposable masks are single use masks and are best used in situations where they are likely to get wet or dirty. As with a cloth mask, make sure your disposable mask fits close to your face without large side-gaps and completely covers your nose and mouth. Bring extra disposable masks with you in case you need to change out a dirty or wet mask.
- Do not wear masks that contain offensive, harassing, or discriminatory words or images.

Who should not wear a mask?

- The only exceptions to the face covering policy are guests who are under two years of age or who are unable to wear a mask pursuant to the Americans with Disabilities Act (ADA) and have arranged an approved adaptation with the Registrar prior to their arrival at the Folk School.
- A clear mask or cloth mask with a clear plastic panel is an alternative type of mask for people who interact with people who are deaf or hard of hearing or people with disabilities.

No mask is required in the following circumstances:

- When eating or drinking in designated areas.
- When the student or instructor is alone or with a travel partner in their personal, assigned room.
- When communicating with someone who is hearing impaired or otherwise disabled and where the ability to see the mouth is essential to communication, masks with clear panels are approved substitutes. Masks with clear panels are available for purchase in the Craft Shop.

B. Physical Distancing

As defined by the CDC, social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household.

Physical distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing masks, avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.

To help prevent the spread of COVID-19 while on the Folk School's campus, we ask that you practice the following physical distancing guidelines:

- Maintain at least 6 feet of physical distance while on campus, whether indoors or outdoors.
- Only students registered for workshops and programs will be allowed in studios and common spaces.
- Students and instructors will not be allowed to visit unassigned studios or houses.
- Avoid physical contact with others, including hand shaking or other greetings requiring physical contact.
- There should be NO gathering of more than 10 individuals in any interior room or outside gathering space.
- Students and instructors should utilize takeout meals and outdoor dining facilities when possible.
- Individuals will abide by all COVID-19 safety signage and directions on campus.

Individuals should use the following everyday preventive actions:

- Wash your hands frequently.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home or in your Folk School housing when you are sick and notify staff that you are ill.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Wear a mask when you go out in public.

C. COVID-19 Guidelines

Any student or instructor actively enrolled in a class and experiencing COVID-19 symptoms will be required to suspend class participation, isolate safely, and report symptoms to the Registrar. Students or instructors who have symptoms or test positive for COVID-19 during a class will not be allowed to return to the class or any other program. Until the individual can vacate campus or return home, the student or instructor will be relocated to a quarantined room on campus and meal room service will be provided.

Contact Tracing

Contact tracing is the process of notifying people (contacts) of their potential exposure to COVID-19, providing information about the virus, and discussing their symptom history and other relevant health information. In addition, instructions for self-quarantine and monitoring for symptoms, and support and referrals for testing, clinical services, and other essential support services are provided.

If a student or instructor self-reports COVID-19 symptoms, a member of the Folk School Staff Safety Team will use interviews to perform contact tracing and evaluate necessary precautions that need to be taken. If a confirmed positive COVID-19 case is identified on campus, the Folk School will coordinate with the Cherokee County Health Department to determine the next steps for communication with students, staff, and instructors, and decide whether the cancellation of classes and/or closure of buildings and facilities is necessary.

D. Registration

Student and Instructor Check-in

Arrival check-in has been modified to accommodate necessary physical distancing. Students will be notified of the check-in location prior to their arrival date. While waiting for check-in, students and instructors will be required to wear masks and observe physical distancing.

Any student or instructor needing assistance with housing, registration, or payment may do so in the Main Office. Service is limited to one student at a time.

Student check-in is 3–5:45 p.m.

Instructor check-in is 2–3:45 p.m.

E. Withdrawal/Cancellation Policy

Cancellation Due to COVID-19

To prioritize our campus and community's safety, we have revised our cancellation policy to provide flexibility for COVID-19-related cancellations. For any student with a positive diagnosis, symptoms, or exposure to COVID-19 within two weeks of a class starting, we have waived the cancellation fee and can issue a full refund up to the day a class begins. Students should contact the Registrar immediately so we can process the refund.

General Cancellations

Because of registration costs and other services, including faculty contracts, material acquisitions, and housing arrangements, the Folk School is required to charge cancellation fees to students who change their itineraries. As we reopen, it will help us immensely if students avoid cancelling at the last minute except in the case of illness or similar emergency. Our standard cancellation procedure includes the following:

- Cancellation or transfer more than 30 days prior to the first day of a class results in a cancellation fee of 50% of the deposit.
- Cancellation or transfer within 30 days prior to the first day of a class results in a cancellation fee of 100% of the deposit.

Missed Class Time Due to COVID-19

In the case of missed class time because a student or instructor experiences a positive COVID-19 test or the Folk School suspends or cancels a class, the amount of missed class time will be pro-rated as credit toward future classes. Once the class begins, there will be no refunds or credits for early departures, late arrivals, or missed class for any other reason.

The Folk School is not responsible for non-refundable airline tickets under any circumstances.

F. Studio Experience

The Folk School will continue the tradition of small group experiences in each studio and will consider safety measures our highest priority for everyone. Physical adjustments to our studios as well as altered procedures will remain in place until safety restrictions are adjusted or lifted by the CDC, the NC Governor, and the Folk School's Administration.

- All class enrollments will be limited to 4–9 students and up to 2 instructors, not to exceed a maximum of 10.
- Each student and instructor will have a clearly marked work area.
- Plexiglass barriers will be used to designate personal workstations where possible.
- Work areas that involve group participation or shared stations will have procedures and products for sanitizing between each use.
- For many classes, students will receive sanitized tool kits for independent use.
- Students and instructors will not be allowed to visit other studios while in session.
- Staff visitors will be limited to Programming, Housekeeping, Maintenance, and the JCCFS Safety Team each of whom will be required to follow all safety procedures.

Sanitization

- Sanitizing stations stocked with masks, gloves, hand sanitizer, sanitizing wipes, disinfectant spray bottles, and towels are located at the entrance of each studio.
- Housekeeping staff will clean door handles, light switches, common spaces, and communal bathrooms daily.

Studio Demonstrations and Communications

- When possible, studios will have a designated and physically distanced demonstration space separate from the individual workstations.
- When possible, studios will use video monitors, cameras, and microphones for increased visibility and sound during instructor demonstrations.
- To increase workspace and physical distancing, some classes may be held in non-traditional studios or facilities.
- When weather permits, instructors and students will be encouraged to use outdoor spaces such as studio porches, Open House, and Festival Barn.

Tool Use

- Students will be asked to bring their own tools when possible.
- The Folk School will provide individual tool kits when possible. Prior to class, students will be informed if specific tools will not be provided by the Folk School.
- Sanitizing solutions appropriate for a variety of specific studio materials and equipment will be provided.

Safety Measures

- We expect everyone at the Folk School to follow basic illness prevention measures.
- Shared tools should be treated as if contaminated. Students should sanitize their hands prior to and following use.
- You will be asked to help in maintaining a clean and safe environment throughout your class. At the end of each teaching day, students and instructors will sweep the floor, clean tools, and wipe common surfaces.
- Studio windows and doors should be open when weather permits.

G. Social Gatherings and Events

- Social gatherings will be limited to 10 students and instructors.
- Larger group events such as orientations and closing ceremonies may be suspended or will take place in well-ventilated facilities or, weather permitting, at outdoor locations that allow for adequate physical distancing, such as Festival Barn.
- Concerts and dances are suspended until further notice but will resume as soon as possible under safe conditions.
- Morningsong and other limited-capacity activities will continue in physically distanced interior facilities or, weather permitting, in open-air facilities such as Open House and Festival Barn.

H. Services

Meal Service

- Family-style dining is suspended for 2021.
- Beverages and meals will be served by staff in a physically distanced serving line.
- All meals and beverages will be available for takeout.
- If enrollment warrants, staggered mealtimes will be considered.
- Folk School staff will not dine with students and instructors.
- All used dishes and cutlery will remain on the dining tables and will be used by Dining Hall staff.

Dining Hall Seating

- Inside seating will be limited and physically distanced.
- Outdoor seating will be provided in designated areas near the Dining Hall and at various picnic tables around campus.

Housing

On-campus housing will continue to be based on the standard housing structure, but the following changes will provide increased safety:

- Members of the same family or individuals traveling together will be assigned rooms in the same house when possible.
- The use of shared bathrooms for Level 1 and Level 2 housing will be limited when possible.
- Dorm room capacity will be limited to no more than 3 students per room.
- Rooms will be thoroughly sanitized between each guest's stay
- Heavy cleaning will be performed in housing common areas and community spaces on campus between sessions.
- Housekeeping will clean common areas routinely throughout the student's stay.
- Room cleaning will be available upon request. Students may request cleaning and towel exchange by email at helpdesk@folkschool.org.
- Common areas may be altered to ensure physically distanced seating.
- Safety training will be required by all housekeeping staff, hosts, work-study students and other staff involved with cleaning procedures and guest engagement.
- The use of masks and gloves will be required during all cleaning and maintenance procedures.
- Pre-packaged bedding and towel packs will be provided.

- “Do Not Disturb” door hangers will be available.
- “Clean Room” door seals will be used.
- Maintenance staff will provide guests advance notice of room entry.
- Visitors will not be allowed in housing in which they are not assigned.
- Filter systems will be installed on HVAC units in houses and studios.

I. Campus Facilities

Craft Shop

The Craft Shop will be open to students and instructors with limited hours and a maximum capacity of 10, including staff. All visitors will be required to wear a mask. Masks and a sanitization station will be provided. Hours will be Monday through Saturday, 10 a.m.–5 p.m., and on Thursdays until 6 p.m. Shoppers can also find a selection of items available for purchase online at craftshop.folkschool.org.

Keith House and Main Office

The Main Office will be open to students, instructors, and visitors with access limited to the reception counter and one visitor at a time. Use of the Copy Room will be restricted to staff who can assist students with making copies or metering postage. Instructors should arrange photocopy needs with Programming staff in advance of needed time.

History Center

The History Center will be open at the limited capacity posted at the entrance. Visitors are encouraged to use the sanitization station inside the History Center entrance and avoid touching any objects or surfaces during their visit. Physical distancing of at least 6 feet between visitors should be maintained.

Staff Offices

Until further notice, staff offices are limited to staff members. Email and phone calls are encouraged, and guests may schedule appointments with staff.

J. Visitor Services

We ask for visitors’ cooperation to help protect the health and safety of our community. Visitors must comply with all protocols outlined in these guidelines, the Folk School’s website, registration information, posted signage, and staff instructions. The Folk School reserves the right to refuse or revoke entry to any visitor for failing to comply with protective measures.

- Visitors must follow appropriate physical distancing requirements.
- Signage will be posted to remind and encourage visitors to follow best practices and physically distance when engaging with staff or students.
- All studios and housing are closed to visitors.
- Visitors are encouraged to wash hands regularly with soap and warm water and use hand sanitizer located inside the entrance of all buildings.
- Restrooms for visitors are located in Keith House Community Room.
- Facility rentals are suspended until further notice.