



John C. Campbell Folk School's COVID-19 Safety Guidelines, updated 5.10.2022

The Folk School is committed to providing everyone with a positive experience of learning and sharing in a safe environment. Since our reopening in May 2021, we have fulfilled our mission in a manner that makes the safety and well-being of students, instructors, guests, visitors, and staff our highest priority. In developing our safety protocols and procedures, we are following the guidelines of the Centers for Disease Control and Prevention (CDC). We are also considering the Folk School's unique environment of many people coming together to learn in our studios and live on campus.

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, please do so.

Vaccination Policy

All employees, instructors, contracted staff, students, resident artists, hosts, work study students, and all other associates and members of the Folk School over the age of 5 are required to be fully vaccinated against COVID-19. Unvaccinated children under the age of 5 are not allowed to participate in Folk School programs or accompany a registered student or staff member. This policy complies with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention (CDC) and local health authorities.

Students are required to verify vaccination status by emailing a photo or copy of their complete vaccine cards to healthinfo@folkschool.org or fax (828-837-8637) five business days prior to their class start date. **Students who do not send in their vaccination cards five business days prior to their class start date will have their enrollment canceled.** The vaccine cards must indicate full vaccination (two shots for Moderna and Pfizer, and one shot for Johnson & Johnson). The date of the final shot must be at least two weeks prior

to the class start date. Boosters are not required at this time. The Registration staff will send email confirmations to all students upon receipt of proof of vaccination.

Mask Policy

We require all individuals over the age of two to wear appropriate masks inside all Folk School buildings. We are wearing masks to protect you, so we ask you to wear a mask to protect us. Except for reasons noted below, masks are required for all individuals.

Mask Requirements

The following requirements must be met by everyone at the Folk School:

- 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.
- 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.
- Outdoors when occupying outdoor structures such as Open House and Festival Barn.
- 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. General Guidelines

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

- Only students registered for workshops and programs will be allowed in studios, houses, and the dining hall.
- Visitors are only allowed in Keith House, Craft Shop, and History Center.
- Students and instructors will not be allowed to visit unassigned studios or houses.
- 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.
- Stay at 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.
- 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 will take place in Keith House Community Room. While waiting for check-in, students and instructors will be required to wear masks.

Any student or instructor needing assistance with housing, registration, or payment may do so in the Main Office.

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.

- Students and instructors will not be allowed to visit other studios while in session.
- Studio visits will be limited to necessary staff, 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.

Studio Demonstrations and Communications

- All studios will have access to video monitors, cameras, and microphones for increased visibility and sound during instructor demonstrations.

- To increase workspace, 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.

Safety Measures

- We expect everyone at the Folk School to follow basic illness prevention measures.
- 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 the weather permits.

G. Social Gatherings and Events

- The following events are currently held in Open House or Festival Barn
 - Student Orientation
 - Closing Ceremony
 - Concerts and Dances
 - Morningsong
 - Instructor Gatherings

H. Services

Meal Service

- Family-style dining will resume on June 5, 2022.
- Beverages are self-serve and meals will be served by staff.
- All meals and beverages will be available for takeout.
- All used dishes and cutlery will remain on the dining tables and will be used by Dining Hall staff.

Dining Hall Seating

- Outdoor seating will be provided in designated areas near the Dining Hall, Keith House and the History Center.

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 travelling together will be assigned rooms in the same house when possible.
- 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 help@jccfs.on.spiceworks
- The use of masks and gloves will be required during all cleaning and maintenance procedures.
- Maintenance staff will provide guests with advance notice of room entry.

- Visitors will not be allowed in housing to which they are not assigned.
- Filter systems have been installed on HVAC units in houses and studios.

I. Campus Facilities

Craft Shop

The Craft Shop will be open to students, instructors and visitors. All visitors will be required to wear a mask. Masks and a sanitization station will be provided. The 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. 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

Visitors are encouraged to use the sanitization station inside the History Center entrance and avoid touching any objects or surfaces during their visit.

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 mask wearing requirements.
- Signage will be posted to remind and encourage visitors to follow best practices when engaging with staff or students.
- Studios, student houses, and the dining hall are closed to visitors.
- Visitors are encouraged to 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.