



John C. Campbell Folk School's COVID-19 Safety Guidelines, Effective 11.20.2022

The Folk School is committed to providing everyone with a positive experience of learning and sharing in a safe environment. The following guidelines may be amended at any time at the sole discretion of the Folk School and based on current pandemic conditions and other factors. 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.

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 you can get tested in advance of arrival, please do so, whether or not you do have symptoms. It could help you and others avoid unnecessary disruption while you're here on campus.

Vaccination Policy

Effective Sunday, November 20, the mandatory vaccination policy instituted in late 2021 will end. Students, instructors, employees, resident artists, hosts, work-study students, contractors, and all other participants at the Folk School are no longer required to be vaccinated against COVID-19 to teach, work, or attend a class and/or indoor event at the Folk School. Masks are not required but are recommended in all locations as a means to reduce the spread of COVID.

The exception is 2022 Winter Dance Week, which will follow previously established protocols, in line with recommendations from dedicated dance organizations. For Winter Dance Week students and instructors, detailed information can be found on our website here: <https://www.folkschool.org/2022/11/02/winter-dance-week/>

We understand that comfort levels around COVID vary greatly and encourage you to reach out to the following contacts with any questions or concerns.

For Students: Registration
registration@folkschool.org

For Instructors: Programming

programming@folkschool.org

Mask Policy

Masks are optional in all locations at the John C. Campbell Folk School, including studios, the Craft Shop, Dining Hall, and at Olive's Porch in downtown Murphy. This policy change applies to instructors, students, staff, Resident Artists, and visitors. Mask use is still recommended as a means to reduce the spread of COVID.

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 are allowed in studios. Only students and their registered guests are allowed in assigned housing and the dining hall.
- Visitors to campus who are not registered are only allowed in Keith House, the Craft Shop, the History Center, and outdoor locations.
- Students and instructors are not allowed to visit unassigned studios or houses.
- Takeout meals from the Dining Hall and outdoor seating are available for those who prefer it.
- Individuals will abide by any COVID-19 safety signage and directions on campus.
- If you become symptomatic, stay at home or in your Folk School housing and notify staff that you are ill.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

In the Event of COVID-19 Symptoms or Positive Test

Symptomatic and/or Positive Individuals

Any student or instructor actively enrolled in or teaching a class and who is experiencing COVID-19 symptoms or otherwise has tested positive for the virus must report symptoms and/or test results to the Registrar immediately. The Registrar will require the individual to suspend class participation and fully isolate until they can vacate campus or return home. *No one who has symptoms or tests positive for COVID-19 during a class will be allowed to return to the class, Dining Hall, or any other program on campus for the duration of the session.* Please note:

- Symptomatic or positive individuals will be relocated to a quarantined room on campus as may be needed and meal room service will be provided for the duration of the isolation.
- Any registered roommate of the affected individual also will be removed from class and/or required to isolate for the duration of the class session.

- If an instructor must be removed from the classroom, every attempt will be made by the Folk School to find a replacement. If a replacement cannot be found, class may be canceled entirely. Please see Cancellation Policy below for more details.

Direct Contacts

In the event of a symptomatic or positive case on campus, Folk School staff will conduct contact tracing by interviewing the symptomatic or positive individual(s). Contact tracing is the process of identifying and 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 symptoms monitoring and support and referrals for testing, clinical services, and other essential support services may be provided.

With the exception of roommates, direct contacts will not be required to isolate or to leave class or campus. Instead:

- Direct contacts will be asked to refrain from Family Style Dining and to get take-out from the dining hall instead.
- Direct contacts will be asked to wear masks while attending special events outdoors and/or when congregating in other common outdoor spaces.

Communication with the Folk School Community

If a confirmed positive COVID-19 case is identified on campus, the Folk School will communicate with all students and staff in a timely manner. COVID Task Force will determine the next steps for communication with students, staff, and instructors, and will decide whether a class must be canceled or other actions must be taken. Communication will be disseminated at the studio level, and at events and meals as may be applicable.

If a student or instructor notifies the Folk School that they have tested positive within five days after a class has ended, the Folk School will notify all other students that had attended that class so they can monitor for symptoms or test as well.

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.

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. 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.

Class Cancellations Due to COVID-19

The Registrar may require that a class be canceled if a replacement cannot be found for an instructor who is symptomatic and/or who tests positive for COVID. This may occur before or after a class has commenced. Cancellations may also occur if there are special or unusual COVID-related circumstances, such as multiple confirmed positive cases in a studio at one time

In the event the Folk School suspends or cancels a class under these circumstances, the amount of missed class time will be pro-rated as a credit for the student to use toward future classes. 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 or other travel expenses related to a class cancellation under any circumstances.

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. This is to minimize potential exposure in the event contact tracing is necessary.
- 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, and disinfectant spray bottles 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.

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

Services

Meal Service

- The Folk School has re-instituted Family-Style Dining for those dining in.
- Beverages are self-serve.
- All meals and beverages are available for takeout.
- Outdoor seating is provided on the screened porch and in other designated areas near the Dining Hall, Keith House and the History Center.

Housing

On-campus housing will continue to be based on the Folk School's stated 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.

- Students may request 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.

Campus Facilities

Craft Shop

The Craft Shop will be open to students, instructors and visitors. 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 and instructors 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.

Visitor Services

We ask for non-student 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.

- 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 and wear complimentary masks located inside the entrance of all buildings.
- Restrooms for visitors are located in Keith House Community Room.
- Facility rentals are suspended until further notice.