

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

COVID Safety Plan

New York | Florence

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New York Film Academy, Florence Campus: COVID SAFETY PLAN

The purpose of the New York Film Academy, Florence Campus COVID Safety Plan is to establish clear guidelines for behavior and operational procedures that best promote safety and mitigate risk of illness spread.

The NYFA Florence COVID Safety Plan incorporates best practice guidelines recommended by the Centers for Disease Control and Prevention (CDC), the European Center for Disease Control and Prevention (ECDC), the Center for Infectious Disease and Research and Policy (CIDRAP), State and Local Public Health Departments, the American College Health Association (ACHA), state Departments of Education, the Association of Independent California Colleges and Universities (AICCU), the Occupational Safety and Health Association (OSHA), Tuscany Regional Health Agency (THRA), and industry protocols for film production. The research and deliberation invested in creating this protocol is testament to NYFA's deep and prevailing concern for the health and well-being of NYFA students, faculty and staff and its mission to align with national and global efforts to mitigate and suppress the spread of SARS-CoV-2, the novel coronavirus that causes COVID-19 disease.

Aligning with our mission to protect the health and safety of our community above all else, the New York Film Academy will only re-open for in-person instruction if permitted by local and state authorities for each campus, AND if the metrics for safe re-opening, as determined by appropriate authorities, are met.

NYFA acknowledges that the measures outlined in this document minimize but do not eliminate the risk for SARS-CoV-2 infection.

This is a living document. Guidelines may be revised in response to emerging information about the novel coronavirus and consequent updates to public health department directives.

Please read the protocol detailed below. Full compliance by all employees and students in order to enter NYFA facilities to work and/or attend classes is expected; noncompliance with the following guidelines may be subject to disciplinary action.

A. Preparation of Facilities and Policies for Reopening

1. Students and Employees at risk or living with someone at risk of severe illness are to request accommodations. To request accommodations, vulnerable employees and students are to report their needs to the Campus Director, prior to reopening.
2. Attendance policies and sick leave policies are liberalized and amended to foster compliance with health guidelines, respond to students and employees experiencing symptoms, awaiting COVID-19 diagnostic test results, undergoing recommended self-quarantine, and recovering from COVID-19 illness. Regarding students, however, NYFA is obligated to follow federal regulatory guidelines for attendance and withdrawal.
3. Ample supplies of Environmental Protection Agency (EPA) and OSHA cleaning and disinfecting agents are purchased.
4. Ample supplies of Personal Protective Equipment (PPE) are purchased.
5. Furniture in offices and classrooms is organized to ensure physical distancing prior to reopening. Ample supplies of Personal Protective Equipment (PPE) are purchased.
6. PRE-ENTRY TESTING: All students and employees are required to be tested for COVID-19 and submit confirmation of negative results to covidteamflorence@nyfa.edu prior to campus entry. Documentation of test results must indicate that an RT-PCR COVID-19 test was administered within 72 hours prior to the first day of campus entry and that the test result was negative.
7. Protective screens are installed prior to reopening to protect employees in reception areas and employees exposed to frequent contact with visitors and the NYFA community.
8. Restrooms, common areas, high touch surfaces, furniture (including upholstered) are thoroughly cleaned and disinfected according Tuscany Regional Health Agency (THRA).
9. Use of restroom facilities adjusted to accommodate physical distancing guidelines.
10. All High-touch surfaces (elevator buttons, hallway, classroom and bathroom door handles, faucets) are treated with Nanoseptic Sleeves and products prior to reopening.
11. Shared/frequently used appliances such as: refrigerators, microwaves, coffee makers, tea kettles, etc. are removed or made unavailable for use.
12. NYFA COVID Symptom Tracker App is designed and tested.
13. A NYFA COVID-19 Administrator will be identified and/ and trained to perform temperature scans, review data collected through the NYFA COVID Symptom Tracker App, perform contact tracing, comply with all privacy laws, respond to student and employee reports of symptoms, manage the operation of the Isolation Room, report COVID-19 positive test results to local public health departments, offer support and guidance to NYFA students and employees in self-quarantine and self- isolation, process and safely store student and employee COVID-19 diagnostic test results, respond to reports of noncompliance, and communicate observations and concerns to NYFA COVID-19 RESPONSE TASK FORCE members

B. Repopulation of Facilities: Expectations of Employees and Students

1. All employees and students residing in the region of the host campus must practice strict physical distancing and all CDC recommended personal hygiene practices for the 14 days prior to entering campus. Employees and students are to adhere to best practices for minimizing transmission of the virus prior to entering campus and each and every day during this time of public health emergency.
2. All employees and students arriving from regions outside of Europe must self- quarantine for 14 days prior to entering campus. For self-quarantine guidelines, see Appendix VII, Self-Quarantine and Self-Isolation Guidelines.
3. TRAINING: All employees and students are required to view and complete the COVID-19 Health and Safety Training Video posted to Paycom and The Hub.
4. All employees and students are required to sign agreements to strictly follow all NYFA directed safety protocols and acknowledge the potential risks posed by COVID-19. See Appendices II and III, COVID-19 Acknowledgement Agreement for Students and COVID-19 Acknowledgement Agreement for Employees, respectively.
5. SYMPTOM TRACKING: Employees and students are required to report symptoms via the NYFA COVID Symptom Tracker App, for each of the 14 days prior to the first day of class and each day that they are scheduled to appear on campus.
6. TEMPERATURE SCREENING: All individuals when entering any NYFA facility will be subjected to temperature screening, in compliance with Equal Employment Opportunity Commission (EEOC). Temperatures will be measured with touchless infrared thermometers by a Designated COVID-19 Team Administrator. Individuals with a temperature above 37.5 C (99.5 F) will not be granted entry and directed to pursue diagnostic testing for COVID-19.
7. WEARING MASKS: Only individuals wearing masks or cloth facial coverings are allowed entry. A supply of disposable coverings will be available for temporary replacement for individuals who forget to bring their own masks.
8. Individuals experiencing any **one** of the following symptoms (**unexplained or unrelated to known or diagnosed chronic and/or preexisting medical conditions**) will be prohibited from entering the building and directed to visit a COVID-19 testing facility near home or campus.
 - a. Cough, Fever (above 37.5 C), Chills, Shortness of Breath/Difficulty Breathing, Sore Throat, Fatigue, Headache, New Loss of Taste or Smell, Muscle or Body Aches, Congestion or Runny Nose, Diarrhea, Nausea or Vomiting
 - b. Individuals with symptoms who have been tested for COVID-19 must stay home and wait to receive their COVID-19 diagnostic test results.
 - c. Individuals who receive a positive test result will not be granted access to any NYFA facility until all of the following conditions are true: 1) Ten days have passed since the day symptoms first appeared (if asymptomatic, ten days have passed since day of diagnostic (PCR) testing); 2) Individual has been fever free for 24 hours since last fever without the use of fever-reducing medications; and 3) Symptoms are significantly improved.

- d. Individuals who receive a negative test result can return to campus EITHER three days after the day they were tested if all symptoms are significantly improved OR one day after they were tested if all symptoms are fully resolved.
 - If symptoms are not improved within 3 days or if new COVID-19 related symptoms have emerged, individuals are required to request a second COVID-19 diagnostic test to confirm the reliability of the first test administered.
9. Individuals who are in sustained or regular contact with persons confirmed with COVID-19 are not allowed building entry.
10. Employees and students who have recovered from suspected or test-confirmed COVID-19, will not be granted entry into the building unless all of conditions noted below are true:
 - a. Ten days have passed since the first day symptoms first appeared.
 - b. The individual has been fever free for 24 hours since last fever without the use of fever reducing medications..
 - c. The individual is no longer experiencing symptoms, or all symptoms are SIGNIFICANTLY Improved.
11. PHYSICAL DISTANCING: Physical distancing (at 2 meters) must be maintained in reception areas, lobbies, restrooms and all open areas in the facility.
12. Classrooms are designed to maximize distancing. As in all spaces, individuals must wear appropriate facial coverings at all times.
13. Individuals waiting to enter buildings, lobbies and elevators must stand 6 feet behind the person ahead and observe signage or markers
14. Employees and students are required to follow traditional traffic patterns in stairwells- those climbing stairs keep to the right; those descending stairs keep to the right.
15. VULNERABLE INDIVIDUALS: Individuals who have conditions/behaviors associated with severe disease (65 years and older, obesity, diabetes, hypertension, asthma, weakened immune system, cancer, lung disease, heart disease, renal failure) are strongly discouraged from entering any NYFA facility.
 - a. Such students will be permitted to study with NYFA remotely, and NYFA will attempt to the best of our ability to provide lessons in the remote environment.
 - b. Such employees will be accommodated if their work can be done remotely, and upon approval of their supervisor.
 - c. Any vulnerable employees are encouraged to disclose their health and safety concerns to HR for telework options.
 - d. Any vulnerable students are encouraged to disclose their health and safety concerns to the designated campus administrator to discuss options for online learning.
16. Employees and students are encouraged to avoid public transportation and travel to campus via alternative means (walking, cycling, driving in single occupancy cars).

C. Maintenance of Health and Safety Guidance

1. Guidelines for Safe Behavior:

- a. **WEARING MASKS:** Employees and students are required to wear NYFA masks or masks of comparable quality (3-layer cloth masks) for the duration of time spent on campus, except if and exactly when authorized by a NYFA staff or faculty member for a NYFA authorized purpose. NYFA will distribute to all students and employees one NYFA reusable mask with one set of PM2.5 replaceable filters. A supply of disposable coverings will be available for temporary replacement for individuals who forget to bring their masks.
- b. **PHYSICAL DISTANCING:** Employees and students must maximize physical distancing as allowed by the spaces occupied.
- c. **FREQUENT HAND WASHING/SANITIZING:** Employees and students must wash hands frequently with soap and water for a minimum of 20 seconds, and particularly after touching high-touch surfaces. Employees and students must use sanitizer available in dispensers placed throughout campus when access to soap and water is not readily available. Employees and students are strongly encouraged to carry their own travel supply of hand sanitizer to use when off- campus and on-campus, when accessing the dispensers on campus is not immediately possible. Do not use hand sanitizers containing methanol, per [FDA Advisory](#).
- d. Employees and students must sanitize or wash hands before and after use of any shared objects, such as computers, cameras, etc.
- e. **OTHER ESSENTIAL HEALTH AND HYGIENE PRACTICES:** Employees and students must be vigilant in practicing good personal hygiene on and off campus to safeguard their own health and safety. Beyond wearing masks, physical distancing and frequent hand washing/use of hand sanitizer, these practices include:
 - avoid touching eyes, nose, and mouth with unwashed hands.
 - cover coughs and sneezes with tissues (or sleeves) and throw tissues in covered, lined trash cans.
 - avoid close contact with people who are sick.
 - shower and wear clean clothes daily.
 - wash reusable masks daily.
 - do not share food and drink.
 - do not share personal belongings such as water bottles, make up, makeup applicators, cell phones, tablets, laptops.
 - do not share paper, scripts and other written materials should be shared digitally.
 - students and faculty are to maintain occupancy of one chair throughout the duration of class.

- employees and students must refrain from shaking hands or engaging in other close physical greetings with coworkers and peers.
 - students and employees are strongly encouraged to get vaccinated against the flu during fall semester, per public health departments' directives; the fewer people contracting the flu will prevent the overburden of hospitals and supply chains across the country. A combination of both viruses, or one after the other, may also negatively impact an individual's health, respiratory health and overall ability to recover.
- f. SYMPTOMS PROTOCOL: Employees and students experiencing any of the symptoms below will be required to immediately leave campus, pursue diagnostic testing for COVID-19: (If the symptoms below are unexplained and/or not known to be related to a chronic or preexisting medical condition) and report symptoms and testing outcomes to the Campus COVID-19 Administrator. Employees and students leaving campus to request testing must self-isolate until test results are received.
- Fever (above 37.5 C)
 - Cough
 - Chills
 - Shortness of Breath/Difficulty Breathing
 - Fatigue
 - Muscle of Body Aches
 - Headache
 - New Loss of Taste or Smell
 - Sore Throat
 - Congestion or Runny Nose
 - Diarrhea
 - Nausea or Vomiting
 - Employees and students who receive a positive diagnostic COVID-19 test result will not be granted reentry to any NYFA facility until all of the following conditions are true: 1) Ten days have passed since the day symptoms first appeared; 2) Individual has been fever free for 24 hours since last fever without the use of fever reducing medications; and 3) Symptoms are significantly improved.
- g. Individuals who receive a negative test result can return to campus EITHER three days after the day they were tested all symptoms are significantly improved OR one day after the day of testing and symptoms are fully resolved.
- If symptoms are not improved within 3 days or if new symptoms have emerged, individuals are required to request a second COVID-19 diagnostic test to confirm the reliability of the first test administered.

- h. **TESTING PROTOCOL WHEN SICK:** Students/employees reporting one or more COVID-19 related symptoms are required to seek and submit results for **RT-PCR COVID-19** diagnostic testing.
- i. Students/employees who are recovered from COVID-19 and who were diagnosed with COVID-19 within 90 days of symptom onset must self-isolate until symptoms are resolved but are exempt from getting tested for COVID-19 **IF AND ONLY IF** symptoms are not new and symptoms have a clear and identifiable cause. Students/employees who are recovered from COVID-19 and diagnosed with COVID-19 within 90 days of symptom onset and who report or experience **NEW** or **UNEXPLAINED** COVID-19 related symptoms must self isolate and seek medical consultation or get a RT-PCR COVID-19 diagnostic test. Students/employees recently recovered from COVID-19 and reporting or experiencing COVID-19 related symptoms will be permitted to resume participation in NYFA in-person classes or activities when permitted to do so by their COVID-19 Team Administrator.
- j. Students/employees having received one or two doses of vaccine and students/employees who have been recovered from COVID-19 for more than 90 days prior to symptom onset are required to self isolate, get an RT-PCR COVID-19 diagnostic test and report negative test results before resuming participation in NYFA in-person classes or activities.
- k. Individuals who receive a positive diagnostic COVID-19 test result will not be granted reentry to any NYFA facility until all of the following conditions are true: 1) Ten days have passed since the day symptoms first appeared; 2) Individual has been fever free for 24 hours since last fever without the use of fever reducing medications, 3) Symptoms are significantly improved; and 4) the individual has had no exposure to someone who has tested positive for COVID-19 within the past 14 days.
- l. **TESTING:** Students/employees will be to tested with a rapid antigen COVID-19 diagnostic test on days scheduled to attend on-campus classes or activities. Testing will be at no cost to students/employees. Participation in testing is mandatory for all students and employees attending in-person and on-campus activities.
 - i. Students/employees are exempt from participation in on-campus testing if their vaccination records demonstrate that their second dose of vaccine was administered at least 14 days prior to the day of scheduled surveillance testing.
 - ii. Students/employees are exempt from participation in on-campus testing a prior RT-PCR COVID-19 test result report indicates that they tested positive for COVID-19 more than ten days prior to and not beyond 90 days from the proposed date of on-campus surveillance testing.
 - iii. Students under age 18 will need parental consent to participate in mandatory on-campus surveillance testing.
- m. **NYFA TRAVEL GUIDELINES:** Until further notice, NYFA strongly discourages all nonessential travel. Students/employees needing to travel outside their campus region while classes are in session or will be required to self-quarantine for 10 days after the day they returned to their campus region and before participating in any in-person NYFA class or activity. Students/employees returning from travel are required to closely monitor their symptoms and

check their temperature twice daily for 14 days after return from travel. Students/employees who are fully vaccinated are not required to self-quarantine upon return from travel

- n. Failure to follow the guidelines above may result in losing on-campus privileges and other disciplinary action.
- o. Students and employees reporting a positive COVID-19 Antibody Test (indication of prior coronavirus infection) result remain accountable for following all guidelines noted above.

D. Guidelines for Safe Building and Environment Maintenance:

- a. Hand sanitizer receptacles are placed strategically throughout the building and are continually monitored and refilled, as needed.
- b. Soap dispensers in all bathrooms are monitored and refilled, as needed.
- c. Paper towel supplies in all restrooms are monitored and replenished as needed.
- d. Cleaning/Disinfecting activities are logged and reviewed daily.
- e. Employees are provided cleansers/disinfectants and encouraged to frequently clean the surfaces of their office spaces. Employees are required to unclutter desks to facilitate effective cleaning/disinfecting.
- f. A log of all students, employees and any other essential entrants to campus facilities is maintained and reviewed for contact tracing purposes.
- g. Floor markings to promote physical distancing are monitored and replaced as needed.
- h. Building ventilation systems are monitored to ensure optimum functioning.
- i. Microwaves, refrigerators, coffee makers, teapots are not available for use.
- j. Shared objects and equipment are disinfected after each use/class.
- k. Unauthorized visitors are denied entry to campus. Authorized visitors must complete symptom check and temperature screening.
- l. Any room not scheduled for use is locked, when possible, and prohibited from use.

E. Density Management

- 1. Campus occupancy will be less than 50% normal capacity at all times, accomplished accordingly:
 - a. Offices and workspaces onsite are arranged or staffed to maximize social distancing.
 - b. Lounges are closed.
 - c. Students eat meals off-campus, before and after scheduled class-time, except under special approved circumstances.
 - d. Employees can contact the designated COVID Team Administrator for campus specific spaces for breaks and meals.

F. Illness Response and Containment

1. Illness Response:

- a.** Employees and students feeling ill on campus are to immediately contact the Campus Designated COVID-19 Team Administrator to report symptoms.
- b.** The Campus Designated COVID-19 Team Administrator based on nature and severity of reported symptoms either directs student/employee to the nearest testing facility, and assists in accessing transportation, if needed, or sends the student/employee home to receive the necessary care/testing from the local health department.
- c.** The Campus Designated COVID-19 Team Administrator secures individuals contact information to follow up with outcome of assessment and/or testing. Is this necessary or do you already have.

2. Containment:

- a.** In the event the student or employee experiencing symptoms tests positive for COVID-19, Designated COVID-19 Team Administrator contacts the Public Health Department to report confirmed case of COVID-19 and receive direction.
- b.** Campus Designated Covid-19 Team Administrator contacts the Campus Director to report confirmed cases of COVID-19 of students, faculty, or staff.
- c.** Community is notified via alert eblast of potential exposure to SARS-CoV2
- d.** Designated COVID-19 Team Administrator, if directed by Public Health Department personnel, begins the contact tracing process.
- e.** If contact tracing is mandated, individuals suspected of having had close contact (within 6 feet or in a closed space for 15 minutes or longer, 48 hours prior to symptom onset) or with infected student/employee are notified of exposure and directed to self-quarantine. Students and employees will be contacted and directed to self-quarantine by the local public health department or the Designated COVID-19 Team Administrator. As per ADA regulations, the identity of the infected individual is not disclosed.
- f.** The Campus Designated COVID-19 Team Administrator contacts the student or employee who tested positive for COVID-19 to assist with contact tracing, access names of NYFA students and employees having had close contact with infected person, and determine if the person with COVID-19, if directed to recover at home, is able to live in isolation from others and access safe meal and medication delivery. If any individual needs assistance complying with self- isolation directives, the Designated COVID-19 Administrator seeks support from the local public health department and local resources
- g.** Students and employees who are directed to self-quarantine or self-isolate will receive, in addition to guidance that may be provided by the local public health department, a NYFA communication describing CDC guidelines for effective self-quarantine and self-isolation and lists of resources for access to testing or medical assistance.
- h.** Per public health department directives, buildings may be closed for 2-5 days for deep cleaning/disinfecting. Building reopens upon direction and approval of the local public health department. During any time of building closure, all classes are delivered via the online platform.

G. Communications and Trainings

1. Communications:

- a. **Health guidance to reflect emerging and updated information regarding virus transmission, symptoms of concern, diagnostic testing, self quarantine and self isolation guidelines, and best practice recommendations to mitigate community spread is published to the HUB, reviewed daily and revised when needed.**
- b. Employee and student symptoms are communicated via the COVID Symptom Tracker App to NYFA staff trained to observe ADA and FERPA privacy laws. NYFA Staff monitors employee and student compliance with required communication of symptoms
- c. Records indicative of positive symptoms are reviewed daily by the Designated COVID-19 Team Administrator. The Designated Team COVID-19 Administrator contacts employees and students reporting positive symptoms to confirm that individuals with symptoms are not entering NYFA facilities and are seeking testing, as directed.
- d. The Designated COVID-19 Team Administrator follows-up with employees and students seeking testing in response to reported symptoms to provide support to individuals needing to self-quarantine while awaiting test results, and to secure test results once received.
- e. An electronic handout outlining CDC and public health department guidelines for self-isolation, self-quarantine, seeking urgent medical assistance, and when it is safe to terminate self-quarantine and return to campus is included in this document and distributed to students and employees before reopening and if and when students and employees are directed to self-quarantine in response to exposure to COVID-19 or self-isolate in response to testing positive for COVID-19. See Appendix VII, Self-Quarantine and Self-Isolation Guidelines.
- f. Monitoring congregate reports of COVID-19 symptoms, the COVID-19 Team Administrator notifies the COVID-19 Task Force of any remarkable spikes of symptoms of illness within NYFA populations or within any NYFA housing facility, where applicable. If it is decided that immediate transition for one of more programs from a IN-PERSON to an exclusively online learning environment is necessary, students and instructors are informed of said decisions by COVID-19 Response Task Force members (Campus Director).
- g. Should a student or employee test positive for COVID-19, the Designated COVID-19 Team Administrator calls the Public Health Department for guidance and, if advised, proceeds with contact tracing within the NYFA community.
- h. The Campus Director sends out a Health Alert notifying the community of exposure and immediate closure of facilities.
- i. The Campus Director alerts the community when it is safe to repopulate campus facilities.

2. Trainings:

- a. Students and employees must complete an online training course to educate the community on best practice strategies to promote individual health and safety and mitigate community spread of COVID-19 and, in particular, the expectations of safe behavior as outlined in the NYFA COVID Safety Plan.
- b. Health and Safety practices during a pandemic will be addressed in Student Orientation.
- c. Posters are displayed in strategic areas throughout campus providing instruction on washing hands effectively, maintaining physical distance, and best practice guidance on wearing and washing masks.

H. Suspension or Shutdown of On-Campus Activities

NYFA is fully prepared to transition, if and whenever necessary and for as long as necessary, from In-Person to hybrid and to 100% online study. All faculty and staff are trained and prepared to adapt readily to an online platform, which NYFA has been using since March 16, 2020 to date.

1. Operational Activities:

- a. In the event of a spike, as determined through analysis by the COVID-19 Team Administrator, in COVID-19 symptoms reported by students of one cohort or multiple cohorts within one program, students in that cohort or program (department) and all associated instructors will transition from a hybrid to an exclusively online platform until test results confirm that it is safe to return to campus. Employees performing essential administrative tasks are provided directives on whether to remain on campus to perform their duties or work remotely.
- b. In the circumstances noted above, instructors of said programs may be present on campus to teach their courses within the online environment, if and only if cases of COVID-19 have not been confirmed and/or the premises have been adequately disinfected.
- c. If the positivity rate in the NYFA Community across any number of cohorts or departments at any time exceeds the acceptable positivity rate of the region in which a campus is located, the campus will shut down for an indefinite period of time and all instruction delivery will transition to an exclusively online platform.
- d. All facilities will shut down in response to directives from local and state governments or health agencies.
- e. Should NYFA be a hotspot of transmission within a community not evidencing wide community spread, a NYFA shutdown may be temporary; no campus will reopen, however, without guidance and approval from local public health departments.

I. Noncompliance and Disciplinary Measures

To support one another and maintain an environment conducive to learning and reaching our potentials as artists, students, and educators, the best practice guidelines for promoting health and mitigating risk of illness, as presented in the NYFA COVID Safety Plan, will be strictly enforced. Noncompliance with the health and safety guidelines contained in the NYFA COVID- 19 Safety Plan will be viewed as conduct that potentially threatens the health and safety of our community. Any student or employee found responsible for failing to comply with the health and safety guidelines noted in this protocol may be subject to suspension or expulsion from their programs or termination of employment.

It is the responsibility of each member of the NYFA community to kindly and gently remind peers and colleagues to comply with safety guidelines. If a safety concern is not readily resolved through the initial and respectful request of compliance, reports of violations are to be immediately directed to the on campus Designated COVID-19 Team Administrator. The NYFA COVID-19 Team Administrator will take immediate appropriate action and/or process the violation per NYFA policies.

Responding to one another with kindness, sensitivity and respect remains paramount, especially during this time of fear and uncertainty. Behaviors of bullying, harassment, or discrimination will be considered violations of NYFA Student and Employee Codes of Conduct and NYFA institutional discrimination policies and will be processed accordingly.

APPENDIX I:

COVID-19 Health and Safety Guidelines for NYFA Physical Productions

Each student, faculty and staff member on a NYFA student production, including Acting for Film shoots, Production Workshops or Student Film Projects, has a role and responsibility to ensure the health, safety and wellbeing of themselves and their fellow cast and crew. It is important that all faculty and students understand their obligations to eliminate or minimize the possibility of exposure to COVID-19 while on set.

These recommendations are the result of the consensus among NYFA Production Safety Committee members across NYFA's three campuses of New York, Los Angeles, and Miami and outline guidance regarding protective measures to be considered and used during preproduction and production, in addition to safety compliance and education.

NYFA Production Safety Committee recognizes that COVID-19 Pandemic is unprecedented and many of the policies are currently being discussed and updated by the Industry and Health organizations. Therefore, it considers the present document as a *living document* subject to further discussion and engagement between NYFA administration, staff, faculty and students and continued monitoring of industry and public health officials' updates. We are acutely aware that evolving guidelines issued by SAG, Film LA, and the Mayor's Office (NY) may impact productions requiring permits and the use of union actors (please see supplemental document). As circumstances change, and new policies are issued, the guidance and protocols under which production occurs may be adjusted accordingly.

A. Pre-Production

1. Greenlight Process:

- a. All production planning must happen remotely.
- b. It must be updated with the new safety measures.
- c. A Digital Greenlight Form must be created for all Departments and all projects.

2. Casting:

- a. Casting must be conducted remotely, most casting services already offer virtual casting or are preparing to set up for this new need.

3. Locations:

- a. Planning for adequate holding areas (green rooms on outdoor shoots when weather allows it) and restrooms to accommodate Actors and Crew members when they are not on the main set. (Students will be required to provide an explanation of on set protocol and ways for cast and crew to maintain physical distancing whenever possible).
- b. Planning for location must clearly indicate how many people are allowed per square footage as per the NYFA COVID Safety Plan.
- c. Indoor residential locations must be vacated for the entire duration of the shoot when applicable.
- d. Scout: The number of people accessing the location scout will be in relation to the approved amount of square footage of 113 sq. ft. per person per crew member.
- e. Tech Scout: DP, Gaffer, and any other personnel must carry out the tech scout in groups of max 3 people. No more than two crew members at a time, must enter an interior location, always maintaining physical distance.
- f. Locations considerations must include:
 - i. Is the location used by other people, is it open to the general public? Indoor locations must be vacated after each day's wrap.
 - ii. Can exclusive use of work areas be arranged for prep and shoot? Can the space accommodate the approved amount of square footage, 113 sq. ft., per person per cast/crew member?
 - iii. Can it be thoroughly cleaned before and after all work commences?
 - iv. If residential, is the location inhabited and are any residents in a vulnerable category?

- v. Can multiple locations be as close to one another as possible to limit moves? (Cast & Crew either move themselves in their own vehicle or are moved by vans large enough to accommodate physical distancing).
- vi. Is there a location's specific COVID-19 Management Plan that we should be aware of?

4. Communications:

- a. Production Meetings must be conducted only remotely.
- b. Self-Health screenings will include questions in regards to "individuals posing a risk" (e.g. have you recently arrived from a foreign country?). This information will be collected by either a NYFA Designated COVID-19 Team Administrator or a compliance officer.
- c. Digital Delivery: Script must be delivered digitally (via Google Drive or Google Classroom) and with appropriate software for script breakdown.

5. Budgeting Safety Measures:

- a. Including safety measures in Budget/Schedule.
- b. Minimizing the total on-set population.
- c. Including required supplies (e.g. renting collapsible trash cans).
- d. Hiring a compliance monitor (if using SAG actors).

6. Scene Cheating:

- a. Intimate scenes must be addressed as we usually do for stunts and a storyboard and shot list must be created to prove how to cheat them. Any physical contact will be restricted unless following Safe Way forward Guidelines.
- b. Actors must be 8-feet apart when not wearing a mask and wearing N95-like masks during rehearsals
- c. Consider hiring people who are cohabitating for intimacy and/or proximity scenes, provided they can provide proof of co-occupancy (proof of address).

B. Production

1. Cast and Crew limitations:

- a.** Individuals admitted to location at any particular time, must be limited to essential personnel only.
- b.** Non-NYFA Cast & Crew must sign an Acknowledgement and Waiver of Liability (Visitor) form.
- c.** The SAFE WAY FORWARD - A Joint Report of the DGA, SAG-AFTRA, IATSE and Teamsters' Committees for COVID-19 Safety Guidelines defines production zones as A, B, C, where "A" is the perimeter within which performers work on set with ***no protection*** alongside crew.
 - i.** Only essential personnel must be present. Everyone else must watch in remote viewing when possible, practice physical distancing and use PPE. People's access to the filming zone must be cleared and names must be on a checklist for COVID-19 tracing.
 - ii.** Entrance to, and movement between, production zones must be monitored by the Compliance Officer.

2. Infection Control:

- a.** Cast and crew must report symptoms via the COVID Symptom Tracker App.
- b.** Cast and crew must have been screened for temperature before being allowed to enter location. Compliance Officer checks the temperature.
- c.** Cast and crew must enter and exit on clearly indicated one-way corridors and be guided by visible physical indicators (e.g., cones, duct tape or signage) marking 6 feet of distance must be placed in areas where people must congregate, such as bathrooms, eating/meal areas, make-up and costume holding rooms.

3. Infection Protection:

- a.** Cast and crew must practice physical distancing which involves maintaining a distance of at least 6 feet from any other person at all times, except when doing so is incompatible with one's job duties.
- b.** Cast and crew must avoid physical touching including greeting styles such as hand-shake, elbow or fist, hugs or high-fives.
- c.** Cast and crew must wear masks or facial coverings and gloves when touching the equipment.
- d.** Production must have an approved plan for PPE equipment for Cast and Crew.
- e.** PPE and any other individual item will be placed in designated areas to minimize risk of cross contamination.

- f. Holding Areas for Actors and Crews will be properly cleaned and disinfected before and after use.
- g. The Safety and Infection Protection Rules must be clearly readable on signage on Locations.
- h. Cast and crew have to be provided with the opportunity to frequently wash and sanitize hands.
- i. Trash cans for disposing of PPE must be provided.
- j. Equipment must be cleaned and disinfected prior to use and cleaned and disinfected regularly, per this NYFA COVID Safety Plan.
- k. Shared Equipment must be cleaned between individual uses. If such frequent and careful cleaning practices are not practical (that is, if sanitization between users cannot be ensured and monitored by Compliance Monitor or 1st AD), specific solutions must be accorded on a one-on-one basis.
- l. Department specific guidelines
 - i. **Camera, Grips and Lighting:**
 - 1) Prohibit students outside of the lighting department from handling lighting equipment.
 - 2) Prohibit students outside of the grip department from handling grip equipment.
 - 3) Prohibit students outside of the camera and grip department from handling camera equipment.
 - 4) Restrict view finders to individual use only.
 - ii. **Sound:**
 - 1) Boom microphones should be used whenever possible. If lavalier microphones are absolutely necessary, actors must affix the microphone to themselves.
 - 2) Prevent swapping of wireless microphone belts and pouches between cast members.
 - 3) Prohibit handling of sound equipment by anyone outside of the sound department, other than lavaliers as per point 1 above.
 - 4) Dispatch sound cards or drives (cleaned with disinfectant wipes) to the data wrangler as infrequently as possible.

- m. Actors must do their own hair and makeup using either their own products or the production can provide each actor a personal makeup/hair kit. In the case of special make-up (like fake blood, prosthetics) that may require personnel working with actors where physical distancing cannot be maintained, personnel must wear a shield /visor in addition to the mask.
- n. Wardrobe/costumes must be sanitized overnight when possible. Spray fabric disinfectants COVID-19 compliant must be provided.
- o. Props - must to be sanitized as often as possible and according to this COVID Safety Plan.
- p. **NOTHING must be shared.**

4. Workday/Craft and Meals:

- a. Cast & Crew who wish to bring their own food must store it in a separate place. Food and drink cannot be shared.
- b. Buffets must not be permitted. All meals must be delivered as single serving portions with individually wrapped, disposable utensils only - and distributed in such a fashion as to avoid surface contamination. All drinks must be in single serving containers, ie. water bottles and cans.
- c. No overtime. Shoot Days are limited to 10 hours, including lunch and anticipate activities taking longer to accomplish than in the past.
- d. Meals breaks:
 - i. Small crews could take breaks at the same time and seating must be arranged to promote distancing, and in prescribed room/space so that at-work groupings are maintained on breaks (as opposed to be exposed to other working groups);
 - ii. Medium and large-size crews - staggered lunches when necessary for crews over 10.

C. Safety Compliance & Education

- 1.** Compliance officers for non-SAG films: one crew member must assume this position. (among their tasks: checklist on safety protocols submitted as a daily production report).
 - a.** They must be trained in all measures contained in this NYFA COVID Safety Plan, infection Protection, disinfection, testing locations, social distancing, and proper use of PPE (personal protective equipment).
- 2.** Safety Concerns: It is each individual's responsibility to kindly and respectfully remind peers and colleagues (cast and crew) to comply with safety guidelines. NYFA Students should report unresolved safety concerns to the Department Chair and Designated COVID-19 Team Administrator.
- 3.** Failure to Comply: NYFA students failing to comply with all protocols of Appendix I of the NYFA COVID Safety Plan may be subject to disciplinary action. The student director is responsible for ensuring that outside cast and crew members comply with safety guidelines. A student director who does not enforce such guidelines of outside cast and crew may be subject to disciplinary action.
 - a.** A daily COVID-19 compliance report is recorded by the Compliance Officer and submitted to the Producer or 1st AD. All submitted compliance reports will be collected and included in the Production Binder.

Source Materials:

[The Safe Way Forward](#)

[IWLMSC Task Force White Paper](#)

[County of Los Angeles Department of Public Health - Reopening Protocol for Music, Television and Film Production](#)

APPENDIX II:
COVID ACKNOWLEDGMENT AGREEMENT
(Student)

In light of the global COVID-19 pandemic, the New York Film Academy asks all students, faculty, staff and visitors to do their part to protect themselves and other members of the campus and surrounding communities. As part of this effort, we ask all students who plan to enter the New York Film Academy campus (Premises) or to participate in any NYFA in-person activities (Activity), to read, and acknowledge, and agree to the following:

1. I understand the hazards of COVID-19 and I am familiar with the Centers for Disease Control and Prevention (“CDC”) and the relevant state and local guidelines regarding COVID-19 (the “Guidelines”). I acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, the Guidelines are regularly modified and updated and I accept full responsibility for familiarizing myself with the most recent updates. I understand that NYFA regularly distributes to its community updates to health officials' guidelines and, in turn, to NYFA's policies and procedures. I understand that these updates are distributed through NYFA's email service and are posted on NYFA's Student Hub.

2. I pledge to provide NYFA with my full cooperation while I am on the Premises and/or participating in the Activity and when I am off campus, so as to minimize COVID-19 health and safety risks to NYFA students, staff and visitors and abide by the safety guidelines promulgated by NYFA. This will include, but not be limited to, wearing a NYFA mask or facial covering of comparable quality (three layer cloth mask that covers both my nose and mouth) at all times while on the Premises or Activity and when off campus in public spaces in the presence of others; maintaining physical distancing from others, not sharing my food, drink, and personal belongings with others; submitting to temperature checks and completing the daily symptom tracker before entering the Premises and/or participating in the Activity; reporting any COVID-19 related symptoms and refraining from entering the Premises or participating in the Activity if I am exhibiting any COVID-19 related symptoms. I understand that if I break my pledge - if I fail to adhere to the aforementioned guidelines either on campus or off campus - I may face disciplinary action, up to and including revocation of permission to attend on-campus classes and activities, suspension or expulsion from NYFA.

3. While I understand that NYFA has put into place numerous safety measures to reduce the risk of contracting COVID-19 on the Premises (including lowering the density of the campus, offering hybrid instruction for all programs, and disinfecting the facilities and equipment), I also understand that there are still risks associated with COVID-19, and I hereby willingly choose to enter the Premises or participate in the NYFA Activity. I have also been offered the option to attend my program fully online.

4. Because of the uncertainty regarding COVID-19 and whether there will be another “wave” or increased community infection rate later in 2020 or at any other future time while I am a NYFA student, I understand and acknowledge that approval given to me by NYFA to attend and physically be present on the Premises or participate in the Activity is conditional and may be withdrawn by NYFA at its discretion at any time as based on any changed Guidelines.

5. I acknowledge that due to health and safety concerns related to the COVID-19 pandemic, NYFA may offer parts or all of its program online depending on changing conditions and public health guidance. In such instances, NYFA's physical campus or the Premises may be partially or fully closed. I hereby accept such alternative teaching arrangements until NYFA, at its sole and absolute discretion, deems it prudent to move all or parts of the program to in-person instruction. I understand that NYFA shall not be obligated to return any tuition or other payments it received as a result of a change from in-person to online instruction or a blend of the two methods of instruction.

BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Agreement, understand it, and pledge to follow its terms.

Dated: _____

Signed: _____

Print Name: _____

FOR MINORS (UNDER AGE 18 AT THE TIME OF EXECUTION)

This is to certify that I, as parent/guardian, with legal responsibility for _____, have read and explained the provisions in this Agreement to my child/ward including the risks of presence and participation and his/her personal responsibilities for adhering to the rules and regulations for protection against communicable diseases. Furthermore, my child/ward understands and accepts these risks and responsibilities.

Dated: _____

Signature of parent/guardian

Print name of parent/guardian

APPENDIX III:

**COVID ACKNOWLEDGMENT AGREEMENT
(Employee)**

In consideration for receiving permission to BE ON PREMISES at a NEW YORK FILM ACADEMY CAMPUS (hereinafter the "Premises"), I hereby acknowledge and agree to the following:

1. I understand the hazards of the novel coronavirus ("COVID-19") and am familiar with the Centers for Disease Control and Prevention ("CDC") and the relevant State guidelines regarding COVID-19 (the "Guidelines"). I acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, the Guidelines are regularly modified and updated and I accept full responsibility for familiarizing myself with the most recent updates.
2. I enter the Premises knowing the risks associated with COVID-19.
3. I will provide New York Film Academy ("NYFA") with my full cooperation while I am on the Premises so as to minimize COVID-19 health and safety risks to NYFA students, staff and visitors and abide by the safety guidelines promulgated by NYFA. This will include, but not be limited to, wearing a mask (that covers both my nose and mouth) at all times while on the Premises, staying at least six feet away from others, not sharing my food or drink with others, submitting to temperature checks and complete daily symptom tracker before entering the Premises, reporting any COVID-19 related symptoms and refraining from entering the Premises if I am exhibiting any COVID-19 related symptoms.
4. Because of the uncertainty regarding COVID-19 and whether there will be another "wave" or increased community infection rate later in 2020 or at any other future time, I understand and acknowledge that approval given to me by NYFA to physically be present on the Premises is conditional and may be withdrawn by NYFA in its discretion at any time as based on any changed Guidelines.
5. I acknowledge that due to health safety concerns related to the Covid-19 pandemic, NYFA's physical campus or the Premises may be partially or fully closed. The employee hereby accepts such alternative work arrangements until NYFA, in its sole and absolute discretion, deems it prudent to open its physical campus or the Premises.
6. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of New York.

BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Agreement for full, adequate and complete consideration fully intending to be bound by same.

IN WITNESS WHEREOF, I have signed this Agreement under seal on this day of July, 2020.

_____ L.S.
Print Name: _____

APPENDIX IV:

ACKNOWLEDGMENT AND WAIVER OF LIABILITY (Visitor)

In consideration for receiving permission to BE ON PREMISES at a NEW YORK FILM ACADEMY CAMPUS (hereinafter the "Premises") or participate in a NYFA run or student run production (hereinafter the "Activity"), I hereby acknowledge and agree to the following:

1. I understand the hazards of COVID-19 and I am familiar with the Centers for Disease Control and Prevention ("CDC") and the relevant State guidelines regarding COVID-19 (the "Guidelines"). I acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, the Guidelines are regularly modified and updated and I accept full responsibility for familiarizing myself with the most recent updates.
2. Notwithstanding the risks associated with COVID-19, which I readily acknowledge, I hereby willingly choose to enter the Premises and/or participate in the Activity.
3. I will provide New York Film Academy ("NYFA") with my full cooperation while I am on the Premises and/or participating in the Activity so as to minimize COVID-19 health and safety risks to NYFA students, staff and other participants. This will include, but not be limited to, wearing a mask (that covers both my nose and mouth) at all times while on the Premises and when practical while participating in the Activity, maintaining physical distancing from others, not sharing my food, drink, and personal belongings with others, submitting to temperature checks and complete daily symptom tracker before entering the Premises and/or participating in the Activity, reporting any COVID-19 related symptoms and refraining from entering the Premises and/or participating in the Activity if I am exhibiting any COVID-19 related symptoms.
4. Because of the uncertainty regarding COVID-19 and whether there will be another "wave" or increased community infection rate later in 2020, I understand and acknowledge that approval given to me by NYFA to physically be present on the Premises and/or participate in the Activity is conditional and may be withdrawn by NYFA in its discretion at any time as based on any changed Guidelines.
5. I acknowledge and fully assume the risk of illness or death related to COVID-19 arising from my being on the Premises and/or participating in the Activity and hereby RELEASE, WAIVE, and DISCHARGE NYFA, any of its affiliates and subsidiaries, and any of their owners, officers, directors, agents, employees and assigns (the "RELEASEES") from any liability related to COVID-19 which might occur as a result of my being on the Premises and/or participating in the Activity.
6. I shall indemnify, defend and hold harmless the RELEASEES from and against any and all claims, demands, suits, judgments, losses or expenses of any nature whatsoever (including, without limitation, attorneys' fees, costs and disbursements, whether of in-house or outside counsel and whether or not an action is brought, on appeal or otherwise), arising from or out of, or relating to, directly or indirectly, the infection of COVID-19 or any other illness or injury.
7. It is my express intent that this Agreement shall bind any assigns and representatives, and shall be deemed as a RELEASE, WAIVER, and DISCHARGE the above-named RELEASEES. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of New York. **I HEREBY KNOWINGLY AND VOLUNTARILY WAIVE ANY RIGHT TO A JURY TRIAL OF ANY DISPUTE ARISING IN CONNECTION WITH THIS AGREEMENT. I ACKNOWLEDGE THAT THIS AGREEMENT WAS EXPRESSLY NEGOTIATED AND IS A MATERIAL INDUCEMENT FOR THE PERMISSION GRANTED BY RELEASEES TO BE ON PREMISES AND PARTICIPATE IN THE ACTIVITIES.**

BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of

age and fully competent; and I execute this Agreement for full, adequate and complete consideration fully intending to be bound by same.

IN WITNESS WHEREOF, I have signed this Agreement under seal on this ____ day of July, 2020.

_____ L.S.

Print Name: _____

FOR MINORS (UNDER AGE 18 AT THE TIME OF EXECUTION)

This is to certify that I, as parent/guardian, with legal responsibility for _____, have read and explained the provisions in this Agreement to my child/ward including the risks of presence and participation and his/her personal responsibilities for adhering to the rules and regulations for protection against communicable diseases. Furthermore, my child/ward understands and accepts these risks and responsibilities.

Dated: July, 2020

_____ L.S.

Name of parent/guardian:

APPENDIX V:

**Daily COVID-19 Symptom Attestation Form
(Visitor)**



**DAILY COVID-19 SYMPTOM ATTESTATION FORM
For visitors and non-NYFA participants in events**

If I am exhibiting any COVID-19 related symptoms as listed below, or if I believe I may be infected with COVID-19 or may have been exposed to someone infected with COVID-19, I will not enter the premises or participate in a New York Film Academy student production, class production, class, or other event.

Date/Time

Name (First and Last Name)

Phone

Recent travel to CDC
designated Affected
Countries/Areas

Yes No

Close Contact* with person
diagnosed with coronavirus
disease

Yes No

Please check all of the symptoms noted below that you are presently experiencing and not caused by a known and diagnosed preexisting condition or chronic illness:

Cough Yes No

Difficulty Breathing/Shortness of Breath Yes No

Fever (above 99.5) Yes No

Chills Yes No

Fatigue (unexplained) Yes No

Headache Yes No

Muscle or Body Aches Yes No

New Loss of Taste or Smell Yes No

Sore Throat Yes No

Congestion or Runny Nose Yes No

Diarrhea Yes No

Nausea or Vomiting (unexplained) Yes No

Signature

* Close Contact is recent (less than 15 days) face to face interaction for 15 minutes or more, or simply having been in a closed space for 2 hours or more with someone who has since tested positive for COVID-19.

APPENDIX VI:

Reasons for Denial of Campus Access

NYFA reserves the right to deny access to any person who has not followed the COVID Safety Plan measures put in place, or who has not successfully passed the required health checks.

Reasons access may be denied to campus could include, but is not limited to:

- Incomplete COVID Acknowledgement Agreement: Acknowledgement must be read, signed and submitted before the first day of return to campus.
- Incomplete COVID Symptom Tracker: Tracker must be completed to gain access to campus on days scheduled to work, attend class or any NYFA sponsored activity.
- COVID Symptom Tracker records “Yes” to one or more of the symptoms noted on the symptom tracker checklist, indicating the individual does not feel completely well that day.
- Not scheduled to be on-campus and does not have pre-approval from Campus director.
- Non-compliance with mask policy and all health precautionary measures as contained in this document or as directed by NYFA.
- Fever registered as above 37,5 C.
- Student or employee is sharing a household with someone who has suspected or confirmed COVID-19.
- Fourteen days have not passed since directed to self-quarantine.
- Fourteen days have not passed since directed to self-isolate or conditions for reentry after receiving negative COVID-19 test result are not met.
- Conditions for safe return after receiving COVID-19 positive result are not met.

APPENDIX VII:

NYFA Self-Quarantine and Self-Isolation Guidelines

NYFA values the health and safety of all members of its community, always and especially now, during this time of global illness and uncertainty. If you are arriving to campus from a region outside of your campus location, or if you have been exposed to someone who has tested positive for COVID-19, you will be required to self-quarantine for 14 days. If you have symptoms suggestive of COVID-19 or if you test positive for COVID-19, you will be required to self-isolate. The guidelines below for both self-quarantine and self-isolation are endorsed by the Centers for Disease Control and Prevention (CDC) and local and state public health agencies as best practice for mitigating risk of community transmission of illness.

Please carefully read the guidelines detailed below. For assistance, please contact NYFA Staff (contact information provided under NYFA Resources).

A. GUIDELINES FOR SELF-QUARANTINE

1. Limiting Exposure to Others:

- a. Do not report to campus for at least 14 days. If you develop symptoms, additional days for self quarantine may be required.
- b. Stay home and avoid contact with others. Leave the home only for essential outings (grocery stores, pharmacies) and solitary, recreational exercise.
- c. Do not take public transportation, taxis, or ride-shares during the time you are in quarantine.
- d. Avoid crowded places (such as shopping centers and movie theaters) and limit your activities in public.
- e. Practice physical distancing by keeping 6 feet (2 meters) distance from others at all times.
- f. Wear a mask whenever you leave the home and are unable to strictly maintain physical distancing guidelines.
- g. Do not visit friends and family members who are at [high risk](#) for developing severe illness--older adults, individuals with weakened immune systems and/or chronic illnesses.
- h. Avoid sharing household items, including drinking cups, eating utensils, towels or bedding. Wash these items thoroughly after using.

2. Practicing Effective Personal Hygiene:

- a. Wash your hands often with soap and water for at least 20 seconds; if soap and water are not available, use an alcohol-based hand sanitizer.
- b. Avoid touching your eyes, nose, and mouth with unclean hands.
- c. Avoid close contact with people who are sick.
- d. Avoid shaking hands and other close physical greetings with others
- e. Clean and disinfect frequently touched objects and surfaces in your home, such as door and refrigerator handles, keyboards, tablets, phones, remotes, counter tops, light switches, kitchen and bathroom faucets, etc.
- f. Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, cover your cough or sneeze with a sleeve (not your hands).

3. Monitoring for Symptoms:

- a. Take your temperature with a thermometer two times each day.
- b. Watch for symptoms and keep a daily record of your temperature and the symptoms you experience.
- c. Stay home, except to seek medical care and/or diagnostic testing if you have a fever of 99.5 or above OR if have ONE of the symptoms noted below.

4. Feeling Sick:

Should you feel sick or not quite well, seek testing or contact your medical provider should you experience any one of the following:

- Fever (Temperature above 99.5)
- Cough
- Difficulty Breathing or Shortness of Breath
- Loss of Taste or Smell
- Chills
- New Loss of Taste and/or Smell
- Fatigue
- Muscle or Body Aches
- Sore Throat
- Congestion or Runny Nose
- Nausea or Vomiting
- Diarrhea

B. GUIDELINES FOR SELF ISOLATION FOR WHEN YOU HAVE SUSPECTED OR CONFIRMED COVID-19 (OR IF REQUIRED BY STATE ORDINANCE)

1. Limiting Exposure to Others (see above)

2. Practicing Effective Hygiene (see above)

3. Additional Precautionary Measures:

- a.** Separate yourself from others by staying in a separate room and using a separate bathroom, if possible. Additional guidance is available for living in [close quarters](#) and [shared housing](#).
- b.** If sleeping in a separate room is not possible, sleep in a separate bed, maintain a 6 feet (2 meter) distance between beds, sleep head toe, and keep a window open or a fan operating to bring in or circulate air, if possible.
- c.** If using a separate bathroom is not possible, clean and disinfect frequently touched surfaces in the bathroom after each use.
- d.** Have meals delivered to your room and eat separately from members of your household.
- e.** Do not prepare and share food with members of your household.
- f.** Follow the directives provided by the test administrator or health care professional.
- g.** Continue to monitor and keep a daily record of your symptoms.
- h.** Contact your medical provider to report any symptoms that are severe or concerning to you.

4. Monitoring Symptoms and Seeking Emergency Care:

Seek Emergency Medical Attention immediately – Call 9.1.1. or call ahead to your local emergency facility and notify the operator that you may have COVID-19- if you experience any of the following symptoms:

- a.** Severe Difficulty Breathing
- b.** Persistent Pain or Pressure in Chest
- c.** New Confusion
- d.** Inability to Wake or Stay Awake
- e.** Bluish Lips or Fac

5. Testing Positive For COVID-19

1. Follow [CDC guidelines](#) and [local public health directives](#) for [Isolation](#), should you test positive for COVID-19.
2. **Contact your campus Director for assistance in accessing medical care, adhering to isolation directives, and arranging meal and pharmaceutical deliveries (offered in some cities at no cost by local public health agencies). NYFA Accept and follow all communications received from the Tuscany Regional Health Agency (THRA). The THRA will assess your needs and provide the support needed to ensure that you can safely and appropriately follow self-quarantine or self-isolation guidelines.**

6. Ending Quarantine or Isolation: Entering or Returning to Campus:

You may attend classes or report to work when ONE of the following conditions is completely true:

- a. You have been in quarantine for 14 days and you have not experienced any of the symptoms of concern, noted above.
- b. You have been in quarantine for 14 days AND you experienced one or more symptoms of concern AND upon getting tested for COVID-19 you received a NEGATIVE test result AND you have experienced no new symptoms of concern AND the symptoms you did experience have been fully resolved for at least 24 hours.
- c. You tested positive for COVID-19, you developed symptoms, and at least 10 days have passed since you first experienced symptoms AND you have been fever free without the use of fever-reducing medication for at least three days AND all of your symptoms have significantly improved.
- d. You tested positive for COVID-19, you never developed symptoms AND you have remained in quarantine for 10 days beyond the day you were tested.

C. MEDICAL AND CAMPUS RESOURCES

1. **Where to Go To Get Tested for COVID-19: PLEASE CONTACT THE CAMPUS DIRECTOR FOR INFO**
2. **Where to Go For Medical Care:**

OSPEDALE SANTA MARIA NUOVA – PRONTO SOCCORSO

Piazza di Santa Maria Nuova, 1, 50122 Firenze FI
Phone Number 055 69311

Thank You for Doing Your Part In Keeping Yourself and Our Community Safe!