



MASSART
MASSACHUSETTS COLLEGE
OF ART AND DESIGN

**RETURN TO LEARNING & MAKING
2020-2021**

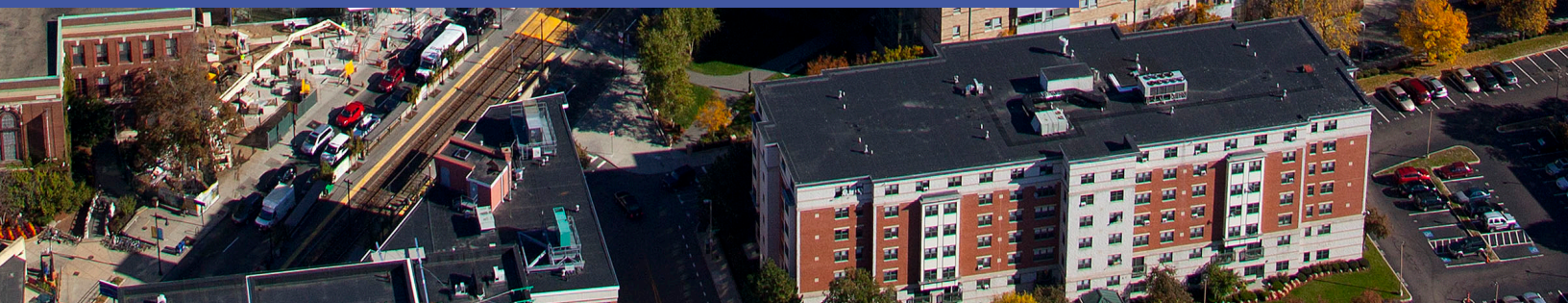


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LETTER FROM THE PRESIDENT



Dear MassArt Community:

Since 1873, MassArt has been an engine of ingenuity and perseverance. This continues to this day through one of our MassArt values: 'We believe artists and designers can transform our world.' Currently, our global public health crisis presents many challenges; nevertheless, our MassArt community is skillful at adapting to new ways of serving our next generation of artists and designers. Another MassArt value is that 'We pursue a just, compassionate, and equitable learning environment.' Our commitment to social justice and equity pushes creativity and innovation to shape a better future.

Dedicated to our students' success, our faculty and staff have been hard at work for months planning the best possible learning and making experience this academic year. Through creative thinking, problem solving, and professional development, our campus of artists and designers has reshaped our curriculum and environment. The high-impact and individualized curricula developed also teach students how to practice their art in diverse environments and with a range of materials.

The health and safety of our community members, on and off campus, are important to us. Therefore, MassArt's plans to repopulate our campus and implement a hybrid learning environment are guided by the [Centers for Disease Control & Prevention](#), the [Massachusetts Higher Education COVID-19 Control Plan](#), the [Massachusetts Department of Public Health](#), and the [Boston Public Health Commission](#). Respecting the safety protocols that we follow right now in our daily lives to protect ourselves and our loved ones will also be key to successful learning and making: wearing masks, washing hands, and physical distancing.

Here is a brief summary of the plan's sections:

- **Campus Health & Safety:** information on the new policies and procedures that promote the strength of three key habits: face masks, hand washing, and physical distancing. We will keep campus staff capacity low so the campus space can be maximized for student use
- **Housing & Dining:** there are new protocols in place for both housing and dining to ensure the safety of students while still keeping the community connected
- **Hybrid & Remote Learning:** a picture of what classes and campus life will look like, including hybrid and remote learning, academic space use, and course grids that illustrate traffic flow and campus occupancy based on each major
- **Resources:** descriptions of technology resources available, details about library collections, and links to organizations providing support and counseling

After a summer unlike any other, I know that we are all eager to come together, whether virtually or on campus. Thank you for your flexibility, patience, and commitment to doing your part to keep yourselves and our communities safe and engaged.

Stay well and stay positive,

Kymberly Pinder, Ph.D.
Acting President



MASSART 2020-2021 CONTINUITY TASK FORCE

The MassArt Continuity Task Force, coordinated by Maureen Keefe, Vice President of Student Development, was launched in late May. Made up of eight hubs, the task force is designed to better distribute collaborative work and information as the college strives to best meet the needs of our community in the next academic year.

Planning is done following the information provided by the [Centers for Disease Control and Prevention \(CDC\)](#), the [MA Executive Office of Education \(EOE\)](#), [MA Department of Higher Education \(DHE\)](#), and the [MA Department of Public Health \(DPH\)](#).

PRIORITIES

All considered through the lens of justice and equity:

- Safety and well-being of the campus community members
- Creative, engaging, impactful curricular and intra-curricular experience for students
- Financial model that supports priorities
- Attention to recruitment and retention
- Transparent and clear communication to community
- Identification of outside resources to support faculty, staff and students

Directives for the Continuity Task Force Hubs:

- Address their charge (please see below)
- Meet weekly, and be organized by a Project Manager (PM)
- Have at least one Cabinet member who will serve as a liaison to increase clear and efficient communication
- Attend to the inclusion of students for consultation or informing prior to any final recommendations are made
- Involve faculty, through a process that will be in consultation with the faculty union
- Identify and document resources needs related to their charge

Directives for Project Managers (PM):

- Be organizers and communicators who enable and support hub members to lead and perform their tasks, research, etc. in order to provide deliverables
- Meet weekly with Cabinet on Wednesday mornings for the start of Cabinet meetings to share updates on the hubs' work, progress, and questions

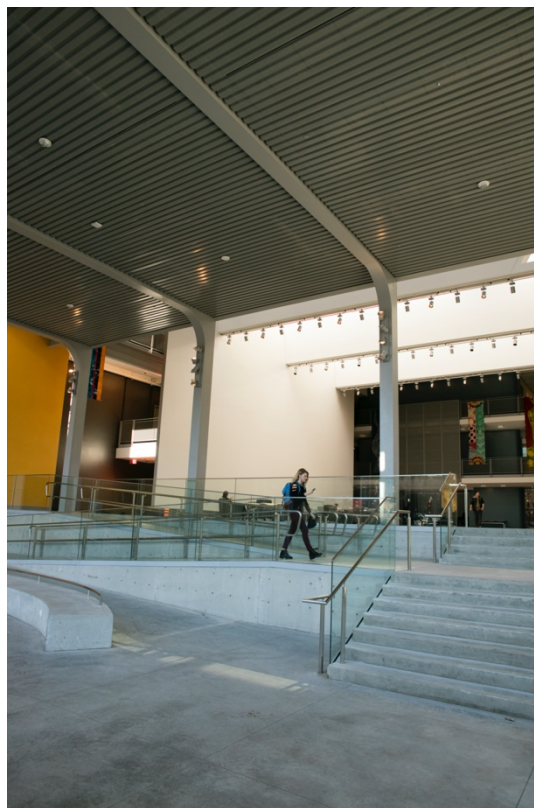


Directives for Cabinet:

- Meet weekly with the President's Cabinet to share updates on the hubs' work, progress, and questions
- Listen and review proposals and recommendations for decision making that come from the hubs
- Provide next steps / actions / recommendations to the hub PMs

President Pinder's Cabinet* consists of senior college leadership, including: Dan Serig, Bob Perry, Maureen Keefe, Marjorie O'Malley, Lucinda Bliss, Lyssa Palu-ay, Lauren Wilshusen, Susana Segat, Gina Yarborough, Ellen Carr, Ceci Méndez-Ortiz, and Kate Russell.

As our entire MassArt community has already shown, we are in an opportune moment to consider innovative ways of working. For example, hubs need not feel restricted by traditional ways of meeting, specifically that meetings are the only or primary way to meet objectives. There are many ways to gather information in order to inform and share among the group, and to develop proposals for the Cabinet.



Project managers will work with hub members to arrive at the best ways of working for each group. It's also important to note that this is not new work per se; much of this is bringing together and amplifying amazing work that is already happening. AchieveIt will serve as a project management tool and be used to communicate / post relevant links and materials for each hub.

HUB CONSTITUENTS

Academic/Curricular Programs Hub

Charge: Partner with departments to establish high quality instructional delivery in modalities that meet safety needs.

- Judith Anderson, Industrial Design Chair
- Beth Balliro, Art Education Chair
- Lucinda Bliss, Dean of Graduate Studies*
- Jim Cambronne, Fine Arts 2D Chair
- Jennie-Rebecca Falcetta, Liberal Arts Chair
- Steve Gentile, Animation Chair
- Rose Glennon, Director of Academic Operations (PM)
- Karen Hampton, Faculty (FA3D)
- Marc Holland, Studio Foundation Chair
- James Mason, Dean of Faculty
- James McLeod, Fine Arts 3D Chair
- Laura McPhee, Photography Chair

- Dana Moser, Studio for Interrelated Media Chair
- Saul Nava, Faculty (Liberal Arts)
- David Nolta, History of Art Chair
- Patrick O'Connor, CIO / Assistant VP Technology
- Ernie Plowman, Associate Dean, Academic Administration
- Joe Quackenbush, Communication Design Chair
- Patti Seitz, Architecture Chair
- Dan Serig, Interim Provost*
- Studio Manager
- Jennifer Varekamp, Fashion Design Chair
- Soon-Mi Yoo, Film/Video Chair
- Margot Zurakowska, Illustration Chair

Financial Hub

Charge: Provide budget parameters, receive and evaluate operational needs.

- Bob Perry, VP, Administration & Finance*
- Kathy Calnan, Executive Director of Advancement
- Peggy Maki, Executive Assistant, Administration & Finance
- Jack McDonald, Director Business Office & Operations (PM)
- Kristen Heintz-Perkins, Director of Institutional Grants
- Kathryn Riel, Acquisition & Serials Librarian
- Gina Spaziani, Associate VP, Administration & Finance
- Maryellen Schroeder, Director, Career Development
- Lauren Wilshusen, Dean of Admissions and Enrollment Management*



Facilities Hub

Charge: Ensure safety per State / City directives, including signage and sanitation.

- Kyle Brock, Assistant Director, Academic Planning
- Joe Connelly, Assistant Director of Facilities (PM)
- Eric Dusseault, Assistant Director, Academic Resource Center (ARC)
- Dwayne Farley, Chief, Public Safety
- Jim Gallivan, Facilities Manager, Capstone
- Kenlyn Jones, Assistant Professor, Fashion Design
- Howie Larosee, Assistant VP, Facilities Planning
- Claudia LeClair, Director, College & Visiting Events
- Charbra Parkman, Director, Capstone
- Bob Perry, VP, Administration & Finance*
- Ernie Plowman, Associate Dean, Academic Affairs
- Evelyn Rydz, Associate Professor, Studio Foundation

Student Engagement & Support Hub

Charge: Ensure opportunities for engagement that support success and retention. Assess and address emerging & emergency needs. Create processes that are equitable to access support.

- Dana Alsamsam, Annual Giving Coordinator
- Brenda Bailey, Assistant Director, Justice, Equity & Transformation (JET)
- Elena Belle White, Associate Director, Center for Art and Community Partnerships
- Alisa Chapman, Executive Director, Compliance
- Megan Cronin, Assistant Director, Alumni Relations
- Amber Davis Turlentes, Associate Professor, Studio Foundation
- Laura Flynn, Senior Director of Student Engagement
- Jocelyn Gomes, Associate Director, Student Financial Services
- Sophie Jampel, Assistant Director, College & Visiting Events (PM)
- Jennie Knott, Interim Director, Counseling & Wellness
- Lyssa Palu-ay, Dean, JET*
- Erica Puccio-O'Brien, Director, International Education Center
- Maryellen Schroeder, Director of Career Development
- Liz Smith-Freedman, Associate Dean, Academic Resource Center (ARC)



Employees Hub

Charge: Address issues/needs of remote work. Ensure support for our new work environment with health and safety as a primary focus.

- John Ashworth-King, Director of Client Services IT
- Corey Corcoran, Associate Director, Admissions
- Craig Evans, Administrative Services, AFSCME Steward
- Francine Femino, Director Facilities

- Carolyn Jackson, Administrative Assistant, CACP
- Susan McNeil, Studio Manager/Fibers, APA Representative
- Velda McRae-Yates, Executive Director, Human Resources
- Kathryn Oram, Director, Benefits & Payroll
- Jessica Petriello (JP), Academic Advisor
- Kathryn Riel, Acquisitions Librarian, MSCA Chapter President
- Susana Segat, Chief of Staff*
- Alice Stanne, Administrative Assistant/Academic Affairs, AFSCME Representative
- Gina Yarbrough, General Counsel*
- Chloe Zaug, Associate Director, MAAM (PM)

Residence Life Hub

Charge: Develop occupancy plan. Establish process for assignments and communication plan.

- Jamie Glanton Costello, AVP/Dean of Students
- Maureen Keefe, VP, Student Development*
- Howie Larosee, Assistant VP, Facilities Planning
- Danielle Licitra, Sr. Director Housing & Residence Life (PM)
- Charbra Parkman, Director, Capstone
- Ernie Plowman, Associate Dean, Academic Affairs
- Nathan Sherman, Administrative Assistant, Housing & Residence Life
- Gina Spaziani, AVP Administration & Finance
- Gina Yarbrough, General Counsel (advice on contracts/agreement)*

Communication Hub

Charge: As plans/information are ready to be delivered, create communication and delivery modes (emails, Town Halls, etc.).

- Ellen Carr, Executive Director, Marketing & Communications*
- Marie-Claire Dumornay, Administrative Assistant, ARC
- Nicky Enriquez, Associate Director of Digital Media, Marketing & Communications
- Candis Hilton, Administrative Assistant History of Art
- Ceci Méndez-Ortiz, Executive Director, Center for Art and Community Partnerships*
- Rebecca Morrison, Marketing Coordinator, Graduate Programs (PM)
- Marjorie O'Malley, VP, Institutional Advancement*
- Coleen Palencia, Administrative Assistant, Admissions
- Lisa Tung, Executive Director, MassArt Art Museum

Support/Documentation Hub

Charge: Serve as project management team utilizing AchieveIt and other information platforms.

- Julie Barrett, Director of Project Management, (PM)
- Karalynn Gau, Executive Director, IREP
- Jocelyn Gomes, Associate Director, Student Financial Services
- Hui-Ling Chen, Director of Reporting & Analytics, IREP
- Peggy Maki, Executive Assistant A&F
- Kate Russell, Director of Operations, President's Office*
- Susana Segat, Chief of Staff, President's Office*



DO YOUR PART





WEAR A MASK

Massachusetts College of Art and Design requires all people on campus, including faculty, staff, students, and contractors/visitors, to wear an [appropriate face mask](#) while inside campus facilities/buildings.

These requirements are based on [guidance from the Centers for Disease Control \(CDC\)](#) and [an order requiring face masks from Governor Baker](#) effective May 6, 2020.

Upon entry to campus, anyone not using a face mask will be asked to wear one by the staff at the entry desk.

We protect each other when we cover our faces. The mutual respect shown by wearing a face mask is a visual representation of MassArt's mission and values. We all wear because we all care.

Face masks are in addition to – and not a substitute for – physical distancing. The highest level of transmission occurs during direct, unmasked contact

of less than 6 feet of physical distance for more than 10-15 minutes.

Face masks may be worn but are not required:

- inside one's own residence hall room or suite
- when alone in an enclosed space with a door
- in outdoor settings where physical distancing requirements (6 feet) are met

Anyone unwilling to wear a face mask when required must leave campus. Refusal to comply with the requirement will be addressed. Compliance will be monitored by health and safety officers, public safety security officers, and supervisors, among others.

Everyone on campus, including employees and visitors, must be prepared to provide their own face masks. Please also [read CDC recommendations regarding how to keep cloth face masks clean](#).

Anyone who is unable to wear a face mask for health reasons should request an accommodation:

- Students requesting an accommodation should contact Accessibility Advisor [Jessie Neikrie](#) at 617.879.7002 or Associate Dean [Elizabeth Smith-Freedman](#) at 617.879.7278
- Employees and contractors requesting an accommodation should contact Kathryn Oram, Director of Benefits and Payroll [Kathryn Oram](#) at 617.879.7908, or Executive Director of Human Resources [Velda McRae-Yates](#) at 617.879.7906

Thank you for your cooperation with this essential component of our campus health and safety plan. It reflects MassArt's commitment *to pursue a just, compassionate, and equitable learning and working environment*. These values are relevant more than ever now.

COVID-19 TRAVEL ORDER

Effective August 7, Massachusetts' new [COVID-19 Travel Order](#) instructs all people traveling from out-of-state (currently excluding CT, ME, VT, NH, NY, NJ, and HI) – including Massachusetts residents – to either self-quarantine for 14-days upon arrival in Massachusetts OR submit negative COVID test results from a test that has been administered at most 72-hours prior to arrival in Massachusetts. We recognize that some out-of-state students might have difficulties complying with this new state order, so we have made plans to support them by providing early arrival self-quarantine options.

Please contact [Maureen Keefe](#) with any questions regarding the travel order.





CAMPUS HEALTH & SAFETY

Your safety is our priority. Since March, the College has employed new and rigorous cleaning measures to prevent the spread of COVID-19. MassArt has also hired a COVID-19 Director to coordinate our internal COVID-19 response.

CAMPUS ACCESS

For the Fall 2020 semester, MassArt's campus spaces, facilities, and buildings are open only for official college business and are not open to the general public until further notice.

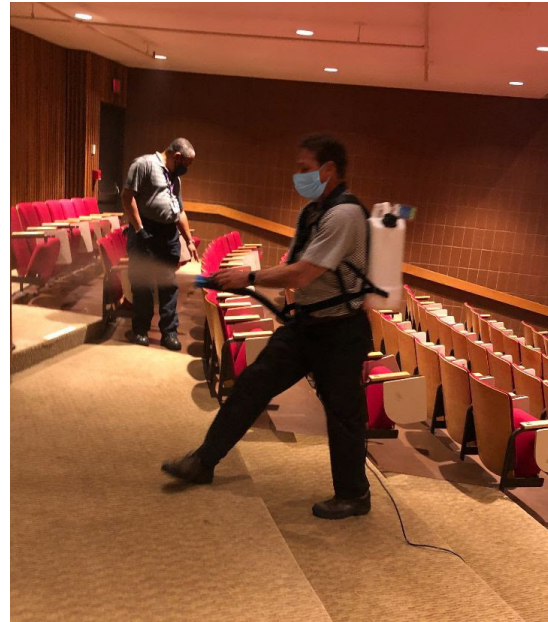
This includes, but is not limited to, the following:

- MassArt Art Museum (MAAM)
- Morton R. Godine Library
- All dining facilities

MassArt will not be hosting any on-campus events for the fall 2020 semester.

CLEANING MEASURES & FREQUENCY

- Cleaning and sanitizing common and high-touch areas will be done continually from 7:00am - 11:00pm daily
- Sanitization of occupied areas will be completed daily between 11:00pm - 7:00am
- Hand sanitization stations have been installed all throughout campus
- Paper towels are in every bathroom and hand dryers have been disabled



NEW EQUIPMENT

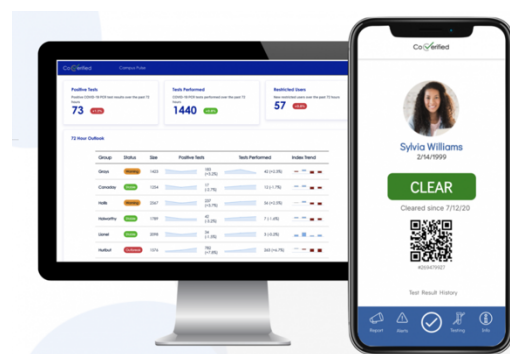
- Ultraviolet (UV) disinfecting wands, which kill 99.9% of bacterial will be used in areas where foggers and disinfectants are impractical
- Disinfectant handheld fogger machines will be used in office areas
- Backpack disinfection machines will be used in larger rooms, the Design and Media Center atrium, and the auditorium
- Wheeled disinfectant foggers will be used in hallways
- Air flow meters will be used to test air flow from all unit ventilators and air handlers
- Water testing equipment is being used in all buildings to test potable water
- Kaivac cleaning machines will be used to sanitize restrooms

- Sneeze guards are installed in reception, security, cash register, and food service areas
- All toilets are now self-flushing and all sinks are hands-free
- Hands free openers installed on many restroom doors
- UV lamps will be installed in the phone charging kiosks

VENTILATION

- Air flow meters will be used to test air flow from all unit ventilators and air handlers
- Outside air dampers will allow larger volumes of fresh air to enter our spaces
- HVAC systems will operate 24/7 for continuous air circulation
- New ventilation equipment installed in Collins building and Kennedy building allow digital control of temperature as well as outside air coming into the building (over 70 new units have been installed)
- High efficiency air filters have been installed in all air handling equipment
- Portable air filter units that have high efficiency filters in them to use in spaces that require additional filtered air flow

TESTING & TRACING



In addition to new cleaning measures, new equipment to enhance sanitization and disinfection of spaces, MassArt's Director of COVID Operations coordinates our internal COVID-19 response. The Director of COVID Operations is the COVID-focused MassArt point person for testing initiatives, the Colleges of the Fenway (COF)/US Healthy Work (USHW) coalition, Student Health Center, Office of Human Resource, Office of Housing and Residence Life, and other MassArt leaders to ensure smooth interactions and clear communications. This

director will also lead MassArt's internal contact tracing program and oversee all health and safety protocols.

TESTING

In consultation with [USHealthyWork](#), MassArt will be providing regular surveillance testing of students and employees this fall through the [Broad Institute of MIT and Harvard](#), a nonprofit academic research institution based in Cambridge, MA. Connecting more than 4,000 scientists across MIT, Harvard, and Harvard hospitals, Broad aims to improve human health by using genomics to advance our understanding of the biology and treatment of human disease,

and to help lay the groundwork for a new generation of therapies. Specifically, resident directors and resident assistants will be tested weekly.

All others – resident and commuter students, faculty, and staff – who frequent the campus regularly will be tested bi-weekly, or every other week. Testing will also be available to students showing symptoms. Employees who are symptomatic should contact their physician and not come to work.

Each day, MassArt community members visiting campus will be required to log any positive symptoms of COVID-19 using the [Co-Verified app](#).

No Symptoms

Only those who are without any symptoms will be given access to campus. On campus, everyone must wear a mask, sanitize hands, and practice physical distancing.

Positive for COVID-19 Symptoms

Community members who log positive symptoms for COVID-19 (Fever, loss of smell/taste, feelings of exhaustion, etc.) will be required to take a COVID-19 molecular test, the results of which will be available within 24 hours.



TRACING

A team of MassArt employees have completed the [John Hopkins University COVID-19 Contact Tracing Course](#) for effective public health intervention in order to track, trace, and prevent the spread of COVID-19 on campus. This team and the Director of COVID Operations will work with the [Boston Public Health Commission](#).



MASSACHUSETTS COLLEGE OF ART AND DESIGN

HOUSING

The Housing and Residence Life staff, in collaboration with Capstone Property Management and other members of the institution, have focused primarily on creating safer environments with specific protection measures that will be strictly enforced. At the core of these measures will include physical distancing practices, limited residential gatherings for activities and adjusted policies including new behavioral norms. Students will need to demonstrate agency in social responsibility, and mutual respect for the health & well-being of others within their community/suite/bedroom.



Following public health guidelines, we will only be able to offer single and limited double-occupancy housing units, so our overall housing capacity will be reduced.

The below are adjustments that we are confident will remain in place throughout the fall semester. There are likely to be additional expectations that will be outlined and shared with you prior to your commitment to on-campus housing. Additionally, what is planned for now may change at any given time. Unfortunately, we all must ask students to remain flexible and patient as we continue to adjust to new information and guidelines.

DO YOUR PART

Due to the public health challenges related to COVID-19, students in MassArt residence halls will experience a new way of campus life and engagement. Our goal is to create a safer environment that contributes to decreased exposure and avoiding infection.

DOWNLOAD THE NEW RESIDENCE GUIDELINES

NEW GUIDELINES

- Guests will not be allowed into buildings. The number of students within a building will be restricted to visit suites/units and no resident will be allowed to stay overnight in another resident's suite/apartment or room
- Physical distancing policies will be strictly enforced and include the expectation of wearing masks outside of the unit/apartment/suite
- Hallways/stairways will be considered "one-way" foot traffic
- Residence Life and Capstone staff members will work together to monitor community spaces. Limited access in workrooms and lounges will be planned for a low-density occupancy. However, if we move to a higher-density occupancy, it is likely that some workrooms/lounges will be off-line. In either case, lounge/workroom space will be off-line after the cleaning staff leave. Once they return, common area spaces will be reopened. If we find that residential students are having difficulty with following physical distancing guidelines, lounges may be taken off-line. As an alternative, a sign-up system may be instituted for common area space usage to ensure that social

distancing is being practiced

- Elevators will be restricted to 2 persons at a time. Stairs are encouraged
- No personal belongings will be allowed in bathrooms
- Residence Hall Policy Handbook and Community Standards will add an addendum specifically addressing community health protocols, expectations, and policies
- Kitchenware should be kept to a minimum. It will be left up to residents in the space to come up with a plan on shared use and cleaning expectations
- Students will be limited in what they bring on-campus. Please plan for packing only 1 sedan or SUV. If we need to evacuate and separate students, having less belongings to pack and move will benefit the student/family and operation

DINING

Chartwells has created a dining plan for The Colleges of the Fenway with physical distancing and pre-packaged solutions with the ability to evolve as necessary. The impact to service models, required equipment, hours of operation, safety enhancements are highlighted below. The basic safety standards will not vary, but will be used across all campus venues.

All Chartwells Dining Halls are now equipped with:

- Sanitizer stands
- Plexi health shield barriers for cashiers
- Associates clad in gloves and masks
- Appropriate signage detailing protocols
- New card readers for students to swipe in (low-contact)
- One-way traffic patterns
- Cutlery in pre-wrapped kits
- Disposable & to go packaging
- An attended allergen station to assist with dietary needs
- No self-service at *any* stations
- Pre-portioned cereal, hand fruit
- Pre-packaged ice cream novelties
- Bottled beverage only (no fountain beverages)
- Online ordering through Chartwells BOOST



Each guest will be required to

- Sanitize hands prior to entrance to facility
- Wear a mask

MASSART SCHEDULE

Cafeteria

Monday - Friday

Breakfast: 7:30am - 10:30am

Closed for Cleaning: 10:30am - 11:30am

Lunch: 11:30am - 3:00pm

Closed for Cleaning: 3:30pm - 4:30pm

Reopen 4:30pm - 8:00pm

Saturday, Sunday, Holiday & Snow Days: CLOSED

Peet's Coffee

Monday - Friday: 7:30am - 6:30pm

Closed for Cleaning: 3:00pm - 3:30pm

Open: 3:30-6:00pm

Saturday, Sunday, Holiday & Snow Days: CLOSED



THE ACADEMIC EXPERIENCE

FALL 2020 PLANNING

Academic Department planning has been guided by dedication to the health and safety of our community, continuing our high-quality education, and being a sustainable university.

We will open the fall semester in two stages:

STAGE I

- Wednesday, September 2 is the first day of class
- Coursework for all classes for the first two weeks (September 2-15) will be delivered remotely
- This change only affects hybrid courses
- Studio materials kits will be available for pick up or sent to students before September 2. These kits will complement all instruction and enable students to optimize their time on and off campus



STAGE II

- On Wednesday, September 16, all hybrid courses will then initiate their hybrid class schedule
- 204 of our fall undergraduate courses are classified as hybrid, while the other 321 are remote; 14 of our graduate courses are hybrid and 44 are remote

We are starting the semester fully remote to provide more support and flexibility to our community members, including:

- Giving students moving to Boston enough time to get their entry COVID tests, comply with state travel restrictions, and settle into their new environment
- Implementing a student-based access system to assign and schedule spaces for work and study
- Providing more time for onboarding COVID testing and health and safety training
- Giving our staff more time to physically prepare the campus as a resource for students.

ON CAMPUS

All academic areas are planning to offer a hybrid model this fall that includes a mix of on-campus and remote teaching and learning. When on campus, students can engage in a mix of instruction and use the facilities as a resource for their projects.

- Unlimited WiFi and study spaces will offer on-campus options for remote learning, if needed
- Remote instruction provides flexibility and opportunities to make work in diverse environments, with a range of materials, and whenever you can
- The Adobe Creative Suite, for example, will be available to all students and faculty at no charge
- All faculty will receive professional training to better prepare their hybrid classes and remote teaching
- Students will also have opportunities to learn how to best use remote learning opportunities and time management within the hybrid model

We are reconfiguring many campus spaces to provide scheduled access for all students to:

- Studios
- Equipment
- Resources
- Individual study spaces

We are committed to providing a range of learning and making spaces for our students to thrive and achieve their artistic goals.

DEPARTMENT NOTES

Studio Foundation - Professor Marc Holland, Chair

Most First-Year Studio Foundation courses will use a hybrid model with some instruction happening on campus. Some sections will be completely remote with access to work space on campus. This plan allows for a safer learning environment for all. Our classrooms will be structured using measures for physical-distancing while maintaining the rigor and history of our studio program. In addition, upon arrival to campus in September, all First-Year Students will receive pre-assembled "studio artist kits." These kits include the basic tools and materials that all First-Years will need to begin their journey at MassArt in Drawing, 2D, 3D and 4D required courses.

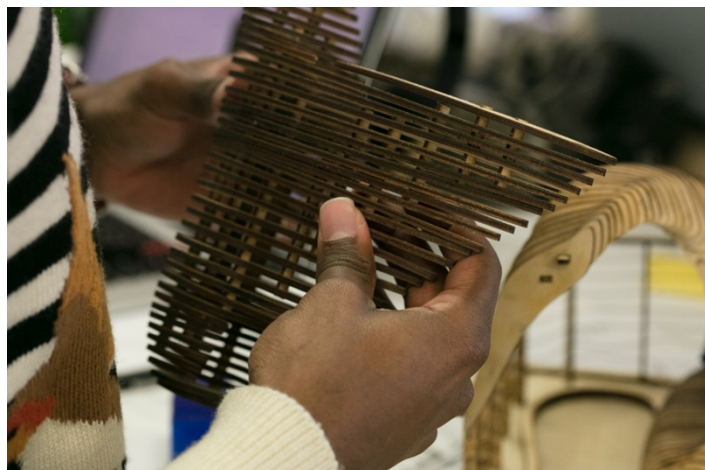
Liberal Arts - Professor Jennie-Rebecca Falcetta, Chair

The Liberal Arts department will offer its fall 2020 curriculum remotely. Courses will be thoughtfully and intentionally designed in alignment with best practices for remote instruction. Faculty will use a range of digital resources including Moodle, Google Classroom, Zoom, and other technologies to facilitate student learning and engagement according to individual subject areas and course outcomes.



Animation - Professor Steve Gentile, Chair

All MassArt Animation courses will be conducted remotely for the fall semester. Curriculum and learning goals remain largely the same, while the delivery modes will be customized for each course in question. The use of scheduled class time will vary, but in general students can expect a mix of real time critique of student works in-progress, both in class and out of class screenings and conversation, lectures, student work time, assignment explanation and demonstrations. Asynchronous feedback and communication will occur between class meetings as needed either through written or recorded feedback. The actual act of teaching and learning remotely will be incorporated into course offerings as an ongoing lesson on how to more effectively work remotely in the field of animation.

**Architectural Design - Professor Patti Seitz, Chair**

We are recasting our fall semester in Architecture as a combination of in studio and remote instruction. We see the studios and hands-on making courses having a larger component in person, while other courses may have a broader online presence. Overall, we are looking to collaborate across all of our courses, bringing in visitors, reaching out to organizations and practitioners, developing dialogues on issues that are relevant to the profession and our current lives. We

are envisioning the end of the semester as connecting us all together in a conference of our work and experiences, supplementing traditional reviews. Students will take leading roles in these conversations. We are providing tool/material kits for all of the studio classes. We hope to bring all of our students, faculty and visitors together through interrelated studios casting safety and security in design through a social, political, cultural and racial lens: looking at housing, shelter, education, healthcare, civic and public spaces, thereby preparing students to participate in designing for a more equitable and just future.

Art Education - Professor Beth Balliro, Chair

The Art Education Department will offer most of its pedagogy courses remotely in the fall. Student Teaching Practicum/internship & Seminar will include students going to their internship sites whenever deemed safe and feasible by MassArt and the MA Department of Education, while the seminar instruction will be remote. The Art Education Department will offer some of its studio courses as hybrid and others remotely. All of our courses will be designed thoughtfully, using best practices for remote teaching to ensure student learning. They will all have real-time teaching, though some may include asynchronous learning. Faculty will use a range of digital resources including Google Classroom, Zoom, and other technologies to engage our students. We will also use virtual platforms so that our students can observe classroom instruction when it's not feasible to go to schools for fieldwork.

Communication Design - Professor Joe Quackenbush, Chair

The MassArt Communication Design program plans to offer classes remotely in the fall. For students to succeed in the fall, they will need a laptop (PC or Mac) capable of running Adobe Creative Suite. MassArt will offer students a free subscription to the Creative Suite. We also strongly recommend students consider purchasing a basic color ink-jet or laser printer and

multi-port adapter for in-process work. Most assignments will be delivered digitally, though we hope to be able to support print delivery of finished project work.

Fashion Design - Professor Jenn Varekamp, Chair

The Fashion Design Department intends to offer mostly hybrid style courses that will involve both an on-campus and remote learning structure. We do have some courses that will run in a completely remote format. We are looking at providing structured studio access to enable students to work at designated times. During these times students will have access to sewing machines, dress forms, drafting tables, and irons. Fashion will be putting together “kits” of drafting and construction supplies. For innovative use of virtual space, some classes are looking to include guest lecturers, collaborative learning modules, demos, webinars from the industry, small group exercises, access to WGSN, and other online resources pertinent to the industry. As plans become more concrete we will be sharing updates with you.



Fine Arts 2D - Professor Jim Cambronne, Chair

FA2D, Painting and Printmaking is in the process of creating a hybrid plan for fall 2020 that will require all syllabi to have the flexibility to be taught from 50 to 100 percent remotely depending on the nature of class and the collective and individual health risk to students, faculty and staff. Material, tool, resource, and technology “kits” will allow students and faculty to adjust the ratio of remote to hands-on learning as conditions evolve. Health, safety and learning outcomes are our priority. FA2D’s on-campus hybrid plan will foreground our students’ safe access to undergraduate and graduate major studios.

Fine Arts 3D - Professor James McLeod, Chair

At this time, the faculty, studio managers and administration are working diligently to create a plan that allows a safe return into the studios, shops and classrooms of 3D. We are hoping to accomplish this through opening up new spaces for physical distancing by shifting many courses to remote or hybrid remote/on-campus formats. We are working on creating scheduled opportunities for faculty, staff and students to be on-campus. Many of the processes in 3D require strict personal protective gear and protocols that align well with those for protection against COVID 19. As these plans become more concrete, we will be sharing all of our thoughts, ideas and concerns with all of you. If you have any questions at this time, please feel free to reach out.

Film/Video - Professor Soon-Mi Yoo, Chair

Film/Video is actively exploring pedagogical methodologies that will best prepare our students for the post-pandemic world. The health and safety of our community members are a high priority. Equally important is providing access to the tools necessary to meet our teaching and learning goals. In order to ensure the success of hybrid classes, we are currently researching and testing remote technologies, including Virtual Desktop, and working to provide cloud-based software services such as Wipster, Celtx and Editshare, among others. We are assembling production equipment kits for each class year and course. Students will have scheduled access to equipment as well as production and editing studios.

History of Art - Professor David Nolta, Chair

As our primary concern is safety, our courses will be taught remotely, with the hope that at some point soon we will be triumphantly welcomed back to our classrooms in the flesh. Several of us will accentuate an asynchronous model, while most of us will be doing at least some real-time teaching via Zoom, GoogleMeet, etc. All of us will use and be available for our assigned class periods. And as local museums reopen, we will be working with them to return safely for class visits and firsthand study of works of art.

Illustration - Professor Margot Zurakowska, Chair

The Illustration Department strongly supports the belief that everything hinges on solid traditional and digital skills. To meet the mission and high standards of the curriculum, the current plan for all fall 20 semester courses is to offer them in two models, remotely as well as hybrid (on campus with potential live streaming for both on-campus and remote access). The departmental curriculum committee carefully selected courses appropriate for remote teaching and courses that require a hands-on, on campus presence.

Industrial Design - Professor Judith Anderson, Chair

The Industrial Design Department is working through various teaching scenarios for the in-person engagement aspects of our curriculum and for maintaining our user-centered design philosophy. We are developing hybrid classes to deliver studio-based learning, while incorporating remote class meetings, as well as asynchronous instructional resources where possible. The hybrid courses will meet both on-campus and remotely with the actual schedule dictated by the course calendar and occupancy load on the studio and will support students that wish to engage totally remotely. Several of our courses can accommodate a full migration to remote delivery. We are working to offer scheduled studio spaces for all students to access on campus when not in class as well as a virtual platform to support community building between students, faculty, and industry. Essential tools and technology requirements will be outlined and provided prior to the start of the semester with ongoing assistance throughout the semester to assure effective course work engagement when off-campus. Also, design materials kits will be created to support each student based on their level in the program and their curricular needs.



Photography - Professor Laura McPhee, Chair

The Photography Department will teach classes remotely while making the labs and studios available to students on a scheduled basis who choose to use them. Using the labs will not be required for the curriculum so that we do not penalize students who prefer to limit their time on campus. We will continue using the platform Basecamp as our departmental avatar and we will continue to connect with students individually and collectively as

much as possible via Zoom and Hangout. We are developing ways of having prints made remotely and we will provide kits with supplies as necessary. For the fall semester, the curriculum will not require use of darkrooms but they may be available for student use.

Studio for Interrelated Media - Professor Dana Moser, Chair

The Studio for Interrelated Media will continue to be a laboratory for traditional and innovative methods in the presentation of contemporary artwork. This fall, instead of a single "Big Show" SIM Department exhibition, the department is expanding its production experiments to embrace the online, virtual exhibition space in a series of hybrid productions using a variety of webcast technologies. Most of the SIM elective courses will be delivered remotely. A distributed training in techniques for sound studio, performance, graphics, programming and concept development will continue, supported with the necessary software and hardware "kits". Content created in the elective courses will contribute to the hybrid productions of the Major Studio course, which may include periodic on-campus recording of sets and performance with small numbers of students, faculty and staff, assuming this can be done safely.

Graduate Programs - Lucinda Bliss, Dean

In graduate studies, the current plan is to have our five residential MFA programs (Photography, Film/Video, 2-D, 3-D, and Dynamic Media) as well as our Master of Architecture and Master of Design Innovation programs return to campus using a hybrid approach. The campus will be considered a facilities resource, to be used for studio and lab support and/or for classes where the face-to-face or hands on approach is a necessity. Our Low residency MFA will be fully online, as is standard for the programs in the fall semester. For our TPP certification, MA, and MAT programs, students will be primarily learning remotely. Student Teaching Practicum and Saturday Studios will be online. For fall 2020, we are considering an alternating studio schedule for graduate students, giving each student scheduled access each week and allowing for physical distancing and regular sanitizing of the space. We will continue to monitor CDC and state-wide health and safety guidelines and adapt our studio access plan accordingly. We are committed to keeping our students, faculty, and staff safe while supporting the academic and artistic progress of our graduate students.

HYBRID & REMOTE LEARNING

All of our efforts for the fall term have centered around two important, concurrent and competing needs, both of which required balanced and thoughtful consideration:

Health and Safety

Including safe physical distancing, de-densification of campus, minimizing direct contact, contact tracing, cleaning and disinfection, and equitable access



Making campus available as a learning and teaching resource

Including: class time, studio access, access to tools/equipment, and study spaces All courses have been given a designation to help students understand the nature of the course, Remote or Hybrid. These designations help clarify whether a course is offered completely online as 'Remote,' or whether there is some portion of the class that requires on campus delivery as 'Hybrid.' Those courses that could be offered remotely without impacting teaching and learning

have been given the 'remote' designation to allow for the space and time needed to address 'hybrid' needs on campus.

Remote Learning

MassArt has chosen to use the term 'remote' rather than 'online' learning because online teaching and learning connotes a student only interacting with a screen. Remote encompasses a more multimodal approach wherein students are being challenged to engage with content, materials, and their environment in new and innovative ways. Faculty are creating imaginative new approaches to their courses. They are taking advantage of various remote platforms, software, and materials that can be used off campus to offer students the opportunities necessary to achieve the high expectations and learning goals we have for them. And, we are using creating virtual access to digital spaces in ways we have never done before.

Hybrid Learning

All courses scheduled on-campus will have some combination of hybrid delivery, meaning part of the course will be offered on campus, and part of the course will be delivered remotely. Hence, the term 'Hybrid'. In many cases, studio-based courses and instruction are inextricably bound to studios and equipment, but some components of the course can be delivered in less traditional ways through remote access in real time or as asynchronous content. In this way, the time spent on campus is centered around access to the tools and resources needed to complete classwork or projects.

HYBRID COURSE GRIDS

The links below provide information regarding hybrid courses categorized by department. Each grid lists the rooms being used in the left column and the timing (morning, afternoon, evening) at the top. Courses will be listed by number in the grid that corresponds to the room and time. The cell with each course will also have time that the course is registered to meet. Please note the following:

- Some departments are completely remote; they do not have grids. The grids are only for hybrid courses that will include some on-campus instruction
- The grids do not indicate the frequency you will be meeting on campus for the course. Some will meet every other week, some once a month, and a few may meet every week. You will receive this information from the department chair and/or course instructor
- Most grids provide a sense of access times for scheduled studio blocks. We are working on a process for other access, especially for one-time and short-term requests. More information will be shared in the weeks to come
- Course information changes are frequently made during the summer months and do not remain static. Please be sure to check Self-Service regularly to ensure the most up to date information on your fall courses



GRIDS BY DEPARTMENT

- Architecture
- Fashion Design
- Film/Video
- Fine Arts 2D
- Fine Arts 3D
- Industrial Design
- Illustration
- Studio for Interrelated Media

CAMPUS AS A RESOURCE

We understand the need for access to tools, equipment and other resources that is separate from in-class instruction. We have worked to create a flexible model for access that allows each individual, whether student, faculty or staff, the opportunity to engage with campus. And, we are addressing a variety of needs and circumstances and structuring access to allow individuals to maximize their time on campus while also minimizing commuting time and exposure times on campus.

WHAT'S DIFFERENT, WHAT REMAINS THE SAME

Within the access described above, there are significant changes needed to comply with City, State and Federal health and safety requirements for COVID-19, and to promote a safe and supportive working environment for all members of our community. With this new hybrid program, access and use of all spaces will be very different than what it has been in the past. In every one of our spaces we must take into consideration the following:

- Time for cleaning and disinfecting
- Time for air circulation and purification
- Safe physical distancing and revised room capacities
- De-densification of the number of people on campus at any one time
- Safe and controlled traffic patterns and minimized movement across campus



All of the above factors guide how classrooms, studios, shops, and other spaces across campus can be used, and how they space can be re-envisioned in new ways to support necessary on campus functions in a safe way that minimizes the health risks of those involved. Some of the changes you can expect are:

Studio and Shop Access

In most cases you will see the friendly, familiar face of your Studio Manager, only with a mask on. But, your access to these spaces will be structured and scheduled. Sometimes the access will be built-in as part of your class time, in some cases it will be blocks of time assigned to majors in their respective areas, and in other cases it will be time requested for one-time

access to a resource or tool. In all situations, the number of people in a space and the way spaces are configured and used will be reconsidered for physical distancing and other requirements.

New Space Uses

We are using campus spaces in new ways to meet department and curriculum needs, within the new safety requirements, to take advantage of every available spaces across campus. Galleries, meeting spaces, and offices will be used as studios, classrooms, and extensions of studio space.

In virtually all spaces and cases, the College's standard for room occupancy will be far less than those given to us by City, State and Federal regulations.

Academic Schedule

The morning, afternoon, and evening academic schedule we are all used to will remain in place as a familiar structure that courses and other access will occur within. Classes for certain, and most other access, will be scheduled [within this existing grid](#) (even remote classes). If you are scheduling studio or shop access, study time, or other access, it will be done within this three-block system.

In some cases, with morning/afternoon conflicts, we introduced a cohort solution that alternates courses between one week on-campus and one week remote in an opposing schedule. This creates equitable access to spaces, but also allows for cleaning/sanitizing and settling of air in spaces.

We realize this structured and scheduled access to spaces marks a significant change of culture for our campus. In the past we have enjoyed much more open and relaxed access to campus and resources.

NEW TOOLS

The following tools are helping MassArt plan the Fall 2020 semester:

Grids

We've created a new set of schedule grids for hybrid courses across campus to give students to a tool for envisioning their own individual schedules. Each grid was created working directly with Chairs and Studio Managers to determine the best solutions for maximizing access given other uses/needs and health and safety guidelines.

Heat Mapping Tool

Our partners in MassArt's Institutional Research, Planning and Effectiveness office (IREP) created a heat map that helps us to understand space use patterns and identify areas of the campus where de-densification or other strategies for limiting occupancy need to be employed. This amazing tool takes our real course data and gives us several dynamic visual



viewpoints into space use, campus activities, and other patterns and behaviors across campus.

We continue to develop more sophisticated uses of the College's space use data to advise and direct decision making in all areas of the campus.



Faculty Professional Development

Academic Affairs is providing two professional development opportunities for faculty over the summer months, including recorded options. Each opportunity consists of three sessions, one per week, with each session lasting 90 minutes. The first is a group of sessions focusing on Designing Online Learning for Student Engagement led by Laura Saunders, Associate Professor at Simmons University School of Library and Information Science.

The second group of sessions focuses on Studio Teaching and Learning in a Remote Environment led by Clara Lieu, critic in the Division of Experimental and Foundation Studies at RISD. As of July 20, 143 faculty have signed up to participate in these sessions.

Kits

Most, if not all departments, remote and hybrid, are developing 'kit' solutions for students to ensure that no matter where they are, they have the materials at hand for learning and making progress in their education, assignments and projects. Departments are developing these kits with professional practices

training in mind, and to prepare students for whatever curve balls might happen with future access to campus resources. Departments will be in touch with their majors with more information about their kit solutions.

Video and Live Streaming Support

One of the most consistent requests we have received is the need for equipment and support for incorporating video and live streaming into curriculum, in both remote and on-campus applications. We are working on a robust set of campus tools for this, from dedicated video recording stations to standard classroom equipment that give faculty (and students) the tools to expand upon classroom content delivery and access.

GUIDE TO REMOTE LEARNING

Below are tips and tricks to help you succeed in learning remotely. Artists and designers are innovative and creative, and we believe in your ability to achieve your goals - from Boston and beyond.

GOING TO YOUR REMOTE CLASSROOM

- Make sure that anyone who shares your space knows when you will be in class. Request that you aren't interrupted during those times, if possible
- Have all your materials close by. Remote studio classes will include time to create and critique work, so be prepared before you log in
- Pay attention to what time zone you are in and the time zone in which your class is taking place. If you live in a time zone that makes it very challenging to attend class during its scheduled time, let your instructor know
- Close all additional programs running on your computer to increase bandwidth to help Zoom, Google Meet, or other platform function in the most optimal way
- Be aware of your immediate environment. Noise can be unavoidable in group living spaces and in the city in general, so put yourself on mute whenever possible
- Put your phone away and block notifications, so it does not make noise or distract you during class



MANAGING YOUR TIME WHILE LEARNING REMOTELY

- Create a weekly schedule with consistent wake-up and sleep times. You can do this through a calendar app or using a [blank weekly schedule from the ARC](#)
- Using the weekly schedule, include time for homework, studio work, and non-school activities like jobs, friends, and family. What specific things do

you want or need to achieve? How will you break your work down into smaller, manageable pieces?

- Break your day into 30-minute or 1-hour increments, with a specific activity devoted to each one. We often think that we'll be more productive working in big chunks of time, but research shows the opposite is true
- Act like you're going to class. Rather than waking up and firing up the laptop, schedule some time to prepare mentally for class
- Don't forget to schedule breaks for eating, exercise, and socializing. Research shows that sleep and exercise actually help you learn
- Time management is tough, but don't give up! Get started by [making an appointment](#) with a Success Coach or a Peer Advisor at the Academic Resource Center

CREATING YOUR LEARNING SPACE

- Wherever possible try to create a dedicated space for your work
- If you share space with others, set up a schedule for when each of you will use the space or ground rules for using the space together
- Clear off surfaces and keep supplies nearby. If you share space, think about getting a box to store your supplies after class or studio time



- Protect equipment and belongings from messy art supplies, or move them when you're working
- Communicate to those around you about your need to focus
- Understand that some challenges are out of your control. Many students share bandwidth, devices and child care with family members. Reach out to faculty and the ARC to discuss options
- When you are working in your workspace, sign out of social media, turn off notifications, and turn on blocking apps
- Most, if not all, practicing artists work independently in spaces they create. Establishing good habits now will help you in your future career!



RESOURCES

MASSART LIBRARY

Library Access

Starting in September the Library will have a service desk open on campus in a centrally located and well-ventilated area (TBD).

- Hours: Monday-Thursday 11:00am to 3:00pm, Friday 11:00am to 1:00pm
- The physical Library will not be open to patrons
- Books and DVDs that have been requested for check out will be brought down and available for pickup
- Students, Staff, and Faculty may also request non-circulating items (artists' books, special collections, print magazines, zines, etc.) to be brought down to the service desk for onsite use
- Most reference and instruction will continue to be done online. See contact information and hours below



Contact

Library staff can be reached from Monday-Friday, 9:00am to 5:00pm at library@massart.edu. Or contact a [specific library staff member](#).

Research Guides

The Godine Library is enhancing research guides to include more links to online resources. Among these are:

- [General Online Resources](#)
- [Making Artists' Books or Zines at Home](#)
- [Racism, Diversity, and Protest](#)
- [Resources for Teaching Online](#)
- [Thinking, Making, Writing](#) (useful for anyone doing general research)

Reserves

We will not be providing access to physical Reserves during fall semester. We are trying to make all required readings and videos available online.

For questions about book reserves, please get in touch with Abi at asweeney@massart.edu. For questions about DVD reserves get in touch with Chrissy at chartman@massart.edu.

Interlibrary Loan

We will offer interlibrary loan service to the best of our ability. With so many libraries closed or open on a very limited basis, books and articles that we are able to locate may take 3 to 4 weeks to arrive. [Fill out a request](#) or contact Damian at dlavoice@massart.edu.

Checked Out Library Materials

Checked out materials can be left at the Library book drop by the Tower Building entrance facing Evans Way Park. Overdue fines will not accrue until the Godine library is able to resume regular operations. If you get an automated notice saying you owe fines, contact Gabrielle

at gabrielle.reed@massart.edu to remove the fines for you. Everyone is still responsible for lost items.

Our Neighbors

Unfortunately we don't believe MassArt students, staff, and faculty will have access to the libraries or collections of our Fenway Library Organization (FLO) neighbors. Should this change we will let you know.

TECHNOLOGY

Google Collaboration Tools

MassArt uses Google's G Suite for Education service to provide tools for email, document creation and sharing, and collaboration via videoconference and chat, and other services. Please refer to the Technology department's [Google G Suite for Education article](#) for an overview of services, tools and applications, and links to user documentation and training resources for them.



Adobe Creative Cloud

Adobe has announced its intention to provide free access to Adobe Creative Cloud applications for students impacted by COVID-19. Please refer to the Technology department's [Resources for Remote Instruction article](#) for additional details.

FOOD RESOURCES

- View the [MassArt wiki](#) for food resources around the city
- The [Greater Boston Food Bank](#) allows you to search by zip code
- Additionally you may qualify for [SNAP Benefits](#): SNAP provides nutrition benefits to supplement the food budget of needy families so they can purchase healthy food and move towards self-sufficiency. SNAP operates in all fifty states and United States Territories. For more information local to you, you should access your town/city website for up to date information available to you.

ART SUPPLIES

Dick Blick is offering curbside pick-up. Creating a wish list on dickblick.com allows you to choose which store you would like to pick up at after creating a profile. You may also email blickfenway@dickblick.com with a list of items.

RESOURCES TO ADDRESS SOCIAL ISOLATION FOR THE LGBTQ+ COMMUNITY

[Massachusetts Commission on LGBTQ Youth](#)

This is the Commission's interactive map of local resources throughout Massachusetts. Contacting these organizations directly using the information found in our resource map is the best way to stay up-to-date on virtual offerings they have during this time.



[Q Chat Space](#)

Find and give support, have fun, connect around shared interests and get good information. Chat with like-minded peers in live chats designed for you & by you, facilitated by folks who care. Q Chat Space provides online discussion groups for LGBTQ+ teens ages 13 to 19. It is not a forum. It is live and chat-based; there is no video or audio. Everyone is chatting during the same pre-scheduled time.

[It Gets Better](#)

Connects young LGBTQ+ people with the global LGBTQ+ community by providing access to a vast collection of inspiring stories of hope and resilience. The It Gets Better Project builds community by creating a network of international partners that support LGBTQ+ youth in their home countries, engaging with young LGBTQ+ people both on and offline, and connecting them to local community service providers that can provide on-the-ground assistance.

[The Trevor Project](#)

24/7 suicide prevention & support line for LGBTQ & GNC youth. The Trevor Project Lifeline offers phone calls with trained counselors, while Trevortext connects by text with a specialist. If you need someone just to chat with Trevor Chat is free and confidential. TrevorSpace is an online forum and social network for LGBTQ+ youth and their allies under 25. You can also call 866.488.7386.

[GLBT Near Me](#)

Find the largest collection of gay, lesbian, bisexual, and transgender resources on the web. Find the closest social and support resources, the closest community centers, the closest youth groups, and much more! All you have to do is type in your zip code, the distance you are willing to travel, and choose from 26 categories of information including bisexual, transgender, crisis, recovery, youth, etc.

[LGBT National Help Center](#)

The LGBT National Help Center provides vital peer-support, community connections, and resource information to people with questions regarding sexual orientation or gender identity. Utilizing LGBT volunteers, they operate three national hotlines, LGBT National Hotline, LGBT National Youth Talkline, and LGBT National Senior Hotline. They also offer private volunteer one-to-one online chat, that helps both youth and adults with coming-out issues, safer-sex information, school bullying, family concerns, relationship problems and a lot more. They run weekly moderated chat rooms for LGBT youth and teens to find support and community.

[Trans Life Line](#)

The Trans Lifeline offers direct emotional and financial support to trans people in crisis - for the trans community, by the trans community. Additionally, they have a living library that contains multiple tables, holding info ranging from Federal down to specific county information per state about name changes & gender marker changes on IDs.

ANTI-RACISM RESOURCES

MassArt pursues a just, compassionate, and equitable learning environment. Anti-Racism practice means to put yourself outside your comfort zones, check biases daily, self-reflect, and make adjustments.

The Office of Justice, Equity, and Transformation has curated the following list of resources which covers BIPOC (Black, Indigenous, People of Color) Self Care, Supporting Black Owned Businesses, Protesting, Alternative Actions (White People, Non-Black POC, LGBTQ+, Children), In the Workplace, Voting and Local Engagement, Policing, Philanthropy, and Additional Resources.



[**VIEW RESOURCES**](#)



FOR FACULTY & STAFF

WORKPLACE HEALTH AND SAFETY

MassArt has a minimal number of our faculty and staff working on campus, continuing our efforts to provide a safe and healthy workplace by adhering to strict health and safety protocols to mitigate and manage COVID-19 on campus and in our city. To do so, we follow the guidance provided by the Massachusetts [Reopening Advisory Board](#) and the [Commonwealth of Massachusetts Mandated Safety Standards](#) established by Governor Charlie Baker.

These safety standards include, but are not limited to:

- Assessing academic/workspace configurations for a de-densified campus
- Planning pedestrian traffic flows
- Practicing physical distancing
- Implementing hygiene protocols
- Signage requirements



CLEANING AND DISINFECTING

- Following strict safety standards, best practices for cleaning and disinfecting are in place. For details on these practices, please see:

- [Commonwealth of Massachusetts COVID-19 Office Spaces Checklist](#)
- [Commonwealth of Massachusetts COVID-19 Control Plan](#)
- [Commonwealth of Massachusetts Compliance Attestation](#)
- [MassArt Face Mask Policy](#)

WORK PLANS

We continue to prioritize campus spaces for students and our academic mission. Therefore, MassArt promotes the continuation of remote work for employees who can do so productively and effectively. Each staff member should determine, in discussion with their supervisor, whether

their work plan requires them to be on campus. Staggered shifts, telework, and alternating schedules are some options we employ to help ensure a safe and healthy workplace.

Any employee who has concerns if their supervisor requests their return to on-campus work is encouraged to discuss these concerns with their supervisor, who will then consult with Human Resources. We continue to evaluate input from employees regarding any concerns they may have related to on-campus assignments.

Employees who seek reasonable accommodations under the criteria in the Americans With Disabilities Act (ADA) policy may contact Human Resources at hr@massart.edu. While MassArt reserves the right to make the determination regarding accommodations, faculty and staff may otherwise consider the alternative leave options available.

TESTING, TRACING, AND TRAINING

MassArt's Director of COVID Operations oversees testing, contact tracing, and health and safety training. In consultation with our medical consultant [USHealthyWork](#), MassArt is providing regular surveillance testing of students and employees this fall through the [Broad Institute of MIT and Harvard](#), a nonprofit academic research institution based in Cambridge, MA. Connecting more than 4,000 scientists across MIT, Harvard, and Harvard hospitals, Broad aims to improve human health by using genomics to advance our understanding of the biology and treatment of human disease, and to help lay the groundwork for a new generation of therapies.

The final protocol and plan on testing frequency will be posted soon.

Training

Faculty and staff returning to campus are required to complete training and acknowledge the community health and safety guidelines. This includes important health and safety protocols identified within the Governor's Reopening Plan.



Training topics include:

- What to do if not feeling well:
 - Stay at home when sick and contact your physician
- When on campus:
 - Wear a face mask
 - Maintain physical distance of at least 6 feet
 - Wash hands regularly and practice good hygiene
 - Follow signage guidance

RESOURCES

LEAVE BENEFITS

Please stay home if you are sick to care for yourself and protect our campus and surrounding communities. The [Families First Coronavirus Response Act \(FFCRA\)](#) provides new paid leave benefits to employees. These include paid sick leave for COVID-19-related reasons (e.g. quarantine, isolation) and expanded family and medical leave (e.g. to care for a self-quarantining or isolating household member or to address lack of childcare due to COVID-19). The provisions of FFCRA are currently in effect through December 31, 2020.

Employees may also be eligible for leave benefits under the Family Medical Leave Act (FMLA), as well as other [leave programs](#) as detailed by Human Resources.

WELLNESS AND SUPPORT

Our employees' well-being is a priority. During this public health crisis, it is even more important to ensure that our faculty and staff have the support they need. Whether telecommuting, balancing responsibilities, or caring for others, the pandemic impacts everyone.

Mass4You Employee Assistance Program

The Employee Assistance Programs (EAP) available to our GIC benefits-eligible employees and their families is [Mass4You](#), a place to find easy access to a comprehensive suite of free, confidential support available around the clock.

- Three in-person or Tele-EAP (virtual) counseling visits per issue per year - at no cost
- 30-minute telephonic or in-person legal or mediation consultation per issue per year- at no cost
- Guidance from a financial advisor to help with debt, foreclosure, financial planning and more
- Get referrals for a variety of Work-Life convenience services: child care, elder care and more
- Access to Optum's 24/7 confidential Substance Abuse Treatment Helpline and a licensed clinician



VISIT GIC

Human Resources Event Series

Human Resources has created a series of events to assist you in working remotely successfully. Events include:

- Cultivating Mindfulness
- Making the Most of Your Working
- Managing Remote Workers
- The "New" New Normal; Life After COVID-19

VIEW UPCOMING EVENTS

TECHNOLOGY RESOURCES

As MassArt faculty and staff work remotely and in virtual environments, the Technology Department, Academic Affairs, and Human Resources have been identifying digital tools and resources to facilitate online teaching and administrative work:

- [Working at Home FAQs](#)
- [Using Zoom](#)
- [Using Google Meet](#)
- [Free & Discounted Resources for Teaching and Learning](#)

MASSART
MASSACHUSETTS COLLEGE
OF ART AND DESIGN

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massart.edu/fallreturn