

June 5, 2020

To: DAVE School Students and Employees

From: Dr. James M. Burkett, President, DAVE, FTC, and FTC-CE

Phase I Communication Memo – DAVE School Operations

On June 8, DAVE School will transition into Phase I of their Reopening Plan. **DAVE's active academic courses will be delivered via a blended format. The primary delivery will be via distance learning, while simultaneously deploying a rotational schedule to allow for on-campus access to approved face-to-face instruction, servers, render farm, studios, and necessary technologies.**

The *Academic Calendar for the Coronavirus (COVID-19) Emergency* will remain in effect.

DAVE employees may only return to campus with supervisory approval and must abide by established guidelines to ensure a safe work environment. DAVE will be adhering to the Governor's, CDC, and OSHA guidelines to maintain the safety of our faculty, staff, and students.

For your safety, we have implemented the following Campus Operation guidelines:

- Beginning June 8th, campus business hours will be 8:30a-8p MON-THUR. Access at any other time must be pre-approved.
- Beginning June 15th, face-to-face class hours will commence and vary between 8:30a – 8p utilizing staggered start times and a rotational day schedule so that a minimum of students are entering and leaving at one time. Students will sign in and out with MOD or staff upon entering or leaving the building, and logs will be kept for reference.
- DAVE School will use one primary entry/exit point. One area on the east side of the building will be for entry and another area on the west side for exit, to prevent close proximity and to control access. Hallways will be designated as one way traffic, starting from the east side of the building near entrance point, flowing to the west side of the building for exit. The elevator will be available for use, but is limited to two persons at a time.
- Security will activate only the badges of employees/students who should be granted access. Anyone without an activated UO badge will be referred to the MOD, as well as Universal Security for approval to enter the facility. Security will also be screening and taking temperature at all access points to the backlot.
- Face coverings will be required to enter the facility. Once at their desks/offices, a face covering is only required if the social distancing guidelines of 6' cannot be met; though will be strongly recommended. The face covering does not have to be a mask, but should meet the recommendations by the CDC. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- If an employee/student does not have a face covering one will be provided, if available. If not available, the employee/student will be denied access until they obtain one.
- All students must report to their scheduled classrooms. Once the students are dismissed, they must exit the building. Common areas will not be open at this time in order to avoid group gatherings.

Our number one priority is the safety of our faculty, staff, and students. I encourage you to continue to follow the CDC and other local, state, and federal government recommendations for social distancing, health, and safety until we see this pandemic behind us.