

## **Personal Conduct & Social Distancing Policy**

Safety of staff and students is a priority at the Arrowmont School of Arts and Crafts ("Arrowmont"). To that end, this Personal Conduct & Social Distancing Policy ("Policy") has been adopted to foster a safe learning environment during the coronavirus ("COVID-19") pandemic. Before coming to campus, please review the materials and bring a signed copy of the acknowledgement at the end of the Policy with you.

Except where specifically provided, this Policy applies equally to all students, staff, contractors, volunteers, guests, and any other person present on Arrowmont's campus ("Covered Individuals").

We want to note that while we are doing our best to create a safe art experience on campus, any interaction with the general public poses an inherent risk of exposure to COVID-19. People who show no symptoms can spread COVID-19 if they are infected. COVID-19 is an extremely contagious disease that can lead to severe illness and death. The CDC advises that older adults and people of any age who have underlying medical conditions are especially vulnerable to severe illness from COVID-19.

### Masks:

While on Arrowmont's campus, Covered Individuals over two years of age MUST wear appropriate masks while indoors. Except as specifically noted below, masks must be worn in all Arrowmont buildings. We ask all Covered Individuals to review the points below when selecting a mask before arrival. The following rules apply to Covered Individuals:

- You must wear a mask with two or more layers of breathable fabric covering your nose and mouth. Masks should be snug against the sides of your face and under your chin for proper protection.
- Masks should be cleaned regularly between uses.
- Do NOT wear masks that contain any offensive, harassing, or discriminatory words or images.
- Do NOT wear masks intended for healthcare workers, such as N95 respirators, or masks with exhalation valves or vents as these allow virus particles to escape.
- Do NOT wear gaiters or face shields. They do not comply with Arrowmont's mask requirements and the CDC does not recommend the use of them.
- If a Covered Individual suffers from a medical condition that prevents the use of a mask in accordance with this Policy, that Covered Individual must seek an accommodation from Arrowmont prior to arrival and pursuant to the Americans with Disabilities Act ("ADA"). Medical documentation may be required in accordance with the ADA.
- No mask is required in the following circumstances:
  - When eating or drinking in designated areas;
  - When the Covered Individual is alone in their personal room;
  - When communicating with someone who is hearing impaired or otherwise disabled and where the ability to see the mouth is essential to communication.
  - Outdoors

### Social Distancing:

While we want all Covered Individuals to enjoy their time on campus with us, we ask that all Covered Individuals use best efforts to maintain the following social distancing and rules while on campus:

- Maintain at least six (6) feet of physical distance while on campus indoors.
- NO extra guests should accompany a Covered Individual to Arrowmont's campus. Only those students registered for workshops, programs, or events will be allowed on Arrowmont's campus. Workshop registration is non-transferable from student to student.
- Avoid physical contact with others, including hand shaking or other greetings requiring physical contact.
- We recommend that there are no large social gatherings indoors. Social groups are encouraged to congregate outdoors whenever possible.
- Covered Individuals will abide by all COVID-19 and safety signage and directions on campus, including social distance markers where applicable.

### Student Travel:

To mitigate the risk of a COVID-19 outbreak on campus, Arrowmont strongly encourages students, guests and other program attendees to remain on campus for the entirety of their stay and to avoid crowded places in Gatlinburg and Pigeon Forge. We understand that you may want to explore the areas surrounding Arrowmont's campus, including Pigeon Forge and Gatlinburg, but we ask that you do so after completion of your course(s). If you do need to leave campus, we ask that you continue to wear your mask, wash your hands often, and maintain recommended social distancing.

### General Safety Guidelines:

We expect that all Covered Individuals use best efforts to comply with the following generally applicable safety guidelines:

- **Hand Washing:** frequent hand washing with soap and water for at least twenty (20) seconds, especially after you have been in a public place, or after using the restroom, eating/drinking, blowing your nose, coughing or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- **Contact:** avoid physical contact with others, including hand shaking or other greetings requiring physical contact.
- **Sharing:** supplies and equipment, such as headphones, PPE, writing utensils, tools, etc. should not be shared, and should be sanitized before and after each use. Use of shared electronic and other equipment, such as printers, copiers, computers, phones, etc. should be limited to the greatest extent possible.
- **Self-Assessment:** monitor your health closely. If you are feeling ill or are experiencing any COVID-19 symptoms (e.g., fever, chills, cough, muscle pain, fatigue, loss of taste/smell, sore throat, or shortness of breath), stay isolated and communicate your situation with appropriate Arrowmont staff. If you or anyone in your household experiences these symptoms, we ask that you do not come to campus. If you are enrolled in a workshop or event, please call the front office for further instruction about cancellation.
- **Medical Advice:** follow advice of medical professionals and/or contact tracers if you have been exposed to COVID-19 or test positive for COVID-19. If you have been exposed or test positive prior to your arrival on Arrowmont's campus, please stay home.

Enforcement:

**Students who fail to comply with this Policy will be asked to leave Arrowmont and will not receive a refund of fees paid.**

Governing Rules:

This Policy may be amended at any time in the sole discretion of Arrowmont. Reasonable efforts will be made to notify Covered Individuals of changes prior to their effective date. In the event state or local law is or becomes more restrictive with respect to any component of this Policy, state or local law shall control.

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Covered Individual Acknowledgment:

I, \_\_\_\_\_, acknowledge that I received a copy of Arrowmont's Personal Conduct & Social Distancing Policy, dated \_\_\_\_\_ and I read it, understood it, and agree to comply with its terms. By signing below, I specifically agree that I will abide by Arrowmont's mask and social distancing requirements and that I will use best efforts to remain on Arrowmont's campus for the entirety of my stay. I understand that failure to comply with the Policy may result in my expulsion from Arrowmont without a refund of fees paid.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date