



[17 July 2020]

## **Excited to welcome back our students**

We are excited to see our first student group back at campus next week. The Creative Academy has put in a lot of effort to make the campus a safe and healthy environment for our staff who will conduct their duties at campus and our students who are returning for in-person classes. We rely on your cooperation to help us keep everyone safe.

Our academic staff has done an amazing job with emergency remote teaching since the coronavirus outbreak, and they will continue to support students who are not returning for in-person classes yet. We thank them for that.

Your campus experience will be a bit different than what you are used to. But we hope the personal interaction we all craved during lockdown will provide the social connectedness we've been missing for the past four months.

The Creative Academy is subject to government regulations pertaining to institutions of higher education. We have compiled a Covid-19 Campus Protocol that guides all decisions and actions during the pandemic and which was made available to all on Classroom. In returning, you undertake to abide by the rules, acknowledge that you are aware of the risks associated with the Covid-19 pandemic and agree not to hold the company liable for any viral infection that may be associated with it.

### **Protocols at campus**

Protocols have been put in place to limit any risk of spreading infection. Therefore, the following procedures must be followed at campus by all students and staff:

1. Do not come to class if you feel unwell. Email Thandi, explain your symptoms and she will inform your lecturer. You must also inform Thandi immediately if you had been in contact with someone who has tested positive for Covid-19. In that instance you must also stay at home.
2. Before leaving the house for campus, you must complete the online Covid-19 Campus Screening Questionnaire.  
[\[https://www.cognitofrms.com/CreativeAcademy1/COVID19CampusScreeningQuestionnaire\]](https://www.cognitofrms.com/CreativeAcademy1/COVID19CampusScreeningQuestionnaire)
3. Please be at campus at least 30 minutes before your class as it will take a while to go through the access control. This will ensure your class starts on time.
4. It is mandatory to wear a mask in public and you will be expected to wear a face mask/shield the whole time at campus.
5. When arriving at campus for class, you have to report to the Point Person (Thandi) at the entrance of the Silo building. Only students who have permission will be allowed to enter.

If there is a queue, safe distancing must be followed by standing 1,5m apart from each other. Refrain from touching the handrails.

6. We know you have missed your friends, but no hugging is allowed.
7. At the entrance, Thandi will check your Screening Questionnaire and take your temperature. This will be recorded on the form. If you have a temperature of 37,4% or over, you will be taken to a care room. If your temperature is normal, you will be allowed to enter the building.
8. You must sanitise your hands before entering. A foot-pedal sanitation station will be available at the entrance.
9. Go directly to your assigned studio. While walking and climbing the stairs, distance must be kept as indicated on the floor decals. You are not allowed to use the lift.
10. Wipes and sanitisers will be available in the studios. Use these to wipe down the work surface and computer/photography equipment you will be using. At the end of class, repeat the sanitation process.

### **Campus Class Schedule**

During Alert Level 3, only final-year students and Photography students (no more than a third of our students) are allowed to return for in-person classes. Therefore a blended mode of teaching will be followed, with theory-based courses continuing online and practical courses presented in-person as well as online to accommodate all students. No student will be penalised for continuing with online classes.

Students who attend an in-person class followed by an online class will be allowed to attend the online classes in dedicated studios at campus. Only selected studios and spaces may be used. Please follow the guidelines that will be provided. Studios will be cleaned after each session.

### **Library**

The Library will be off-limits for browsing. Books can be loaned by booking on the UMS. The Library Assistant will issue the book on certain days/times. Returned books will be quarantined for 48 hours before being put into circulation again, as this is the safest way to disinfect them. Liquid sanitisers are harmful to books and must under no circumstances be used.

### **Cafeteria**

The campus cafeteria will not be open yet. Students are advised to bring their own refreshments if they are at campus over lunchtime.

When Alert Level 2 is announced, another third of our students may return. This date is obviously uncertain but the Creative Academy's decisions on the return of students will be based on the most suitable procedures to ensure the health and safety of our students and staff. No due-dates or procedures can be accurately predicted or finalised in advance. We will keep you updated.

All the best.

**Francisca Gebert**  
**CEO**