

SELF-EVALUATION

I pledge to perform a self-evaluation at home before each to class:

- I will take my temperature before class: If I have a fever of over 100.4, I will not come to class
- If I have a new onset of two or more of the following symptoms, I will not come to class:
 - Cough, Sore Throat, Shortness of Breath, Runny Nose, Muscle Aches, Loss of Taste or Smell, Headache, Nausea, Vomiting, Diarrhea

If I have a fever over 100.4 or if I experience a new onset of two or more of the above symptoms, I will not come to class. Instead I will call my primary care physician immediately.

WEARING A FACE COVERING

I pledge to wear a face covering when entering CVAC:

- I do this as a sign of my HUMILITY: As I do not know if I have COVID and it is clear that people can spread the disease before they have symptoms.
- I do this as an act of KINDNESS: As I do not know if the person I am near has a family member battling cancer, or cares for the elderly parent. While I might be fine, they might not.
- I do this out of respect for my COMMUNITY: As I want my community at CVAC to thrive and to stay open. I want CVAC's faculty, staff, volunteers and students to stay healthy and not be placed uncomfortable situations.

PRACTICING SOCIAL DISTANCING

I pledge to always distance myself by 6 feet from my fellow CVAC patrons, within reason.

CLEANING OF WORKSTATIONS AND EQUIPMENT

I pledge to clean my workstation and borrowed equipment at the end of each class.

ZERO TOLERANCE POLICY

I pledge to uphold CVAC's Zero Tolerance Policy:

CVAC is committed to a safe environment for all of our students, visitors, instructors, and donors. CVAC has a Zero Tolerance Policy to ensure the security and creative freedom for all.

ZERO TOLERANCE POLICY:

In order to provide students, members, visitors, and staff with a safe and supportive environment, CVAC has adopted zero tolerance policy for our classroom and gallery spaces. This policy includes the attempted, threatened, or actual conduct done by a person that causes or is likely to cause injury to another student, member, visitor, faculty, or staff member. It includes:

- **Physical assaults** • **Threats or intimidations** • **Any type of discriminatory behavior** • **Bullying or abuse** • **Gestures of a violent or inappropriate nature** • **Any other behavior that might reasonably give a student cause for fear or create a hostile environment**

Acts of this nature will not be tolerated and will be responded to with the immediate removal of the person from CVAC. CVAC reserves the right to refuse registrations to any student if administration or faculty deem the student to be disruptive or dangerous.

CUYAHOGA VALLEY ART CENTER SAFETY MEASURES

The below listed safety measures have been set in place by the Cuyahoga Valley Art Center (CVAC) to promote the safety of faculty members, CVAC students, volunteers and patrons. It is understood that the below listed safety measure will aid CVAC in promoting an atmosphere of safety inside of CVAC's facility.

Safety Measures in place as of 07/06/2020 until further notice:

- **Faculty, Students, Volunteers & Staff will stay home when sick until recovered.**
 - They may be asked to leave CVAC's facility if they exhibiting extreme signs of illness.
- **Faculty, Students, Volunteers & Staff will take their temperature before coming to CVAC to ensure that it is under 100.4 degrees.**
 - They understand that they will stay home if their temperature is over 100.4 degrees and then contact their medical physician immediately.
- **Faculty, Students, Volunteers & Staff understand that a face covering must be used when entering and moving about CVAC.**
 - They understand that it is highly recommended that their face coverings remain on when inside of CVAC and in close proximity to others.
- **Faculty, Students, Volunteers & Staff will clean their workstation at the end of each class/shift.**
- **Faculty, Students, Volunteers & Staff will clean their hands often either by: washing hands with soap and water for at least 20 seconds or via the use of hand sanitizer.**
- **Faculty, Students, Volunteers & Staff will limit close contact with other people by practicing social distancing whenever possible.**
- **Faculty, Volunteers & Staff will take their temperatures upon arrival to CVAC and record their findings.**

CLASS POLICIES

CLASS CANCELLATIONS:

Insufficient Class Sign-ups:

Entire classes may be postponed or cancelled when enrollment minimums are not met. CVAC will notify students of a cancellation prior to the start of each class, this could be done at the last minute. Students will be notified by e-mail or phone of any cancellations. If a class is cancelled by CVAC, students may opt to receive a credit for future CVAC classes, or the full tuition will be refunded by check and mailed within thirty days.

Class Canceled By CVAC Instructor:

If an instructor must cancel an individual class due an outside conflict, the instructor is required to provide an opportunity to the class to make-up the lost time. No refunds nor credits will be issued for missed classes canceled by the instructor if an opportunity has been presented to the students to make-up missed time.

SCHEDULED AND EMERGENCY CLOSINGS:

Classes will not be held on most national holidays or during extremely inclement weather. CVAC tries to follow the decisions of the Cuyahoga Falls School System regarding weather-related closings. Students can check CVAC's website or social media posts for updates on closures. Classes cancelled due to snow or other emergencies will not be refunded.

MISSED CLASSES:

No refunds, credits or make-ups will be given for classes missed by the student (i.e. a student "no show"). The class a student signs-up for, day and time, is the class the student is permitted to attend. No student will be permitted to 'float' in between classes.

CLASSROOM POLICIES:

- No student will be permitted to arrive to a class more than 15 min before the classes start time. Students arriving earlier will be asked to wait in the gallery or leave until permitted to enter the classroom space.
- No student will be permitted to bring additional people with them to class. This includes additional people loitering the gallery or classroom space for the duration or even a portion of class time.
- CVAC reserves the right up update their classroom policies at any time as warranted, without incurring obligations.

DROPPED CLASSES:

Tuition is refundable for classes as follows:

Requesting to drop a class 7 or more days before the start of class:

If a student wishes to unenroll in a class 7 or more days before it is scheduled to start, they will have their paid tuition refunded or credited minus their \$25 deposit.

Requesting to drop a class 6 or less days before the start of class:

If a student wishes to unenroll in a class 6 or less days before it is scheduled to start, 50% of their tuition payment be refunded or credited minus their \$25 deposit.

Requesting to drop a class after it has started:

If a student wishes to unenroll in a class that has already started, no refund nor credit can be issued.

CREDITS:

Credits are good for one-year past the date of purchase and may be used towards any of CVAC classes or workshops.

DEPOSITS:

Deposits are; non-refundable, they may be credited towards another class, they are only valid for one year after their initial purchase date.

POLICY CHANGES:

The administration reserves the right to alter policies pertaining to courses, fees and other notices on the CVAC website and/or newsletter, as deemed necessary, for the proper functioning of CVAC. The administration also reserves the right to cancel classes, workshops and open studios, and alter scheduling/staffing.

MY SIGNATURE BELOW INDICATES:

I have read and I understand Cuyahoga Valley Art Centers current, Safety Measures, Student Pledge and Zero Tolerance Policy as they have been enacted for my safety and the safety of Cuyahoga Valley Art Centers staff & volunteers.

I acknowledge that an inherent risk of exposure to COVID-19 exists in any public place where people are present.

PRINTED NAME: _____

DATE: _____

SIGNATURE: _____

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