

Hope College
De Pree Art Gallery
Attendance Policies & Procedures for COVID-19

Hope College and the De Pree Art Gallery welcomes the ability to safely host attendees at the Senior Student Exhibition during the COVID-19 pandemic. The policies and procedures detailed in this document have been developed to ensure the safety of all students, employees, the greater Holland and Hope College communities, as well as any others in attendance at the event. They are guided by direction from the Centers for Disease Control and Prevention (CDC), Michigan Department of Health and Human Services (MDHHS), Michigan Occupational Safety and Health Administration (MIOSHA), Ottawa County Department of Public Health (OCDPH), and other relevant Hope College policies and procedures.

Hope College reserves the sole and final right to refuse entry or disqualify from attendance any person that does not comply with these policies/procedures or the direction of a Hope College representative. Any person who refuses to comply or is otherwise disqualified from attendance may be refused entry to future Hope College events.

Availability of Attendance

- Only participants of the Senior Student Exhibition taking place in the De Pree Art Gallery are eligible to bring family members for attendance under these parameters.
- A senior student may schedule up to two viewings with no more than one household present at any time. Additional visits due to family circumstances must be approved in advance by the Gallery Director and with no more than one household present at any time. For the purposes of this policy, “household” is defined by the [most current MDHHS Epidemic Order addressing gatherings](#)
- Hope College students, staff and faculty with current Hope ID are welcome to visit the gallery during normal open hours, 10:00am-6:00pm Monday-Friday.
- The maximum number of individual people in the gallery at any one time (student + single household family + faculty/staff) is 10.
- A named Hope College faculty, staff, or TA will be designated as the organizer overseeing the event. This person is responsible for ensuring that all aspects of these policies and procedures are followed, and contacting Campus Safety if necessary.
- Prior to their scheduled viewing, the student will submit the names of up to 8 family members living in the same household to the Gallery Director. The Gallery Director will inform the named Hope College faculty, staff or TA that is overseeing the viewing of those names. The named faculty, staff, or TA will ensure that only those family listed will be admitted.
- The student is responsible to communicate the complete details of this policy to their family members in advance of the visit.
- All admittance will be free of charge.

Event Procedures

- Admittance to the De Pree Art Gallery at the main entrance of the De Pree Art Center will be available to designated attendees at the start of the scheduled viewing.
- Hope College will ensure that all notices and signage required by [MIOSHA Emergency Rules](#) are properly posted.
- All non-student family members from the single visiting household will enter and exit through the main entrance of the De Pree Art Center (275 Columbia Ave). The faculty member overseeing the viewing will open those doors for the family members. The doors should remain locked at all times.
- Upon entering the building through the main doors, each person will be verified against the names of eligible attendees provided for that viewing. Proof of identification may be required. Visitors will then proceed to the De Pree Art Gallery.
- Hand sanitizer will be provided at the entrance to the De Pree Art Gallery. All attendees are asked to sanitize their hands upon entry.
- All gallery visitors to the De Pree Art Gallery are required to maintain 6 feet of distance from any other person, even if they are members of the same household.
- Hugging, high-fives, or other forms of touching are not permitted in the gallery by visitors.
- Sitting in the gallery is not permitted.
- During the event, compliance with this policy will be actively and continually monitored by the named Hope College faculty, staff, or TA overseeing the viewing. The designated monitor will give a warning if any part of the policy is not followed. If a visitor ignores the warning, they will be asked to leave or Campus Safety will be called, as appropriate.
- It is the responsibility of the student to inform their visiting family members of the policies and procedures in this document in advance of any visits.

Food and Drink

- No food or drink is permitted by visitors or students in the building, including items brought from outside.

Face Coverings

- A properly worn face mask consisting of tightly woven cloth or other multilayer absorbent material that closely covers an individual's mouth and nose must be utilized by all individuals at all times while in the building and gallery.
- With the exception of the medical intolerance situation detailed below, face shields may be worn in addition to, but not as a substitute for, a face mask.
- In the event a non-student attendee indicates they cannot medically tolerate a face mask, a properly worn full face shield completely covering the eyes, nose, and mouth may be utilized.
- For student attendees, only those with a fully approved accommodation request from Hope College Disability and Accessibility Resources (DAR) will be permitted to wear a face shield instead of a mask. The face shield must completely cover the eyes, nose, and mouth.

- Under no circumstance will any individual in attendance be present without either a face mask or a face shield that completely meets these requirements.
- While Hope College will not question the ability of an individual to tolerate a face mask, Hope College reserves the sole right to determine whether a particular face mask or face shield is being worn properly or meets the necessary requirements for attendance. Those who cannot or will not meet the requirements will leave the building immediately. If they do not leave, Campus Safety will be contacted to remove the person(s) immediately.

Post-Event

- All non-student family members will immediately exit the building at the conclusion of the viewing via the exit doors at the southwest corner of the building.
- After the viewing has finished, the visiting family will not seek out to interact with any other persons in the building and will immediately leave the building.
- With the exception of restroom use, an attendee is not allowed to enter any other room in the De Pree Art Center. Students are not allowed to take visitors into any other room in the building. Students are not allowed to take visitors on a tour through the building's hallways.

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