Dean’s Office Instructions on Using Studio-Workshop Zones
A Guide to the Safe Use of Teaching Spaces in the College of Architecture + Planning
Fall 2020

As many of you know, throughout the summer a group of your colleagues—faculty, staff, and students—worked to translate university guidance (from the “Project Marmalade” committee), state and local policies, and standards from the CDC to develop a series of recommendations on how as a college community we might come back to our building and hold at least some classes in an in-person environment. The recommendations from this “2-Meter Committee” served as the basis for a set of facility guidelines, which are available on the college website on the CA+P COVID-19 Resources page: http://www.cap.utah.edu/COVID-19/. To provide greater detail as to how to use these spaces, the Dean’s Office has generated the instructions below to follow-up on those guidelines. As with everything during COVID-19, we need to be adaptable, and so we will revisit how this works and recalibrate at the online intermission beginning September 28.

Central to all of this work was understanding how the college’s signature high-impact instruction could proceed safely in the studio-workshop spaces in our building’s 1st and 3rd floors, in the Bailey Gallery, and in the rooms we occupy in the Business Classroom Building (BUC). These investigations led to the creation of floor plans for those spaces, which are attached at the end of this document. As you can see from the plans, we have articulated two types of spaces: Studio-Workshop Zones and Meeting Pods. This document is focused on the use of the Zones, but most of what is articulated here is also relevant to the use of the Pods.

The first thing to emphasize is that the arrangement of furniture, as both as indicated on the plans and as laid out in the spaces, is designed to meet CDC and university standards for reducing the potential of infection. Of critical importance is the location of student stools and chairs, presenter/instructor areas, and room divider panels. The location of each of these items has been carefully calculated for maintaining physical distancing standards. Hence, we need everyone to adhere to this simple but very important rule: **DO NOT MOVE THE CHAIRS OR PANELS AND DO NOT ALLOW YOUR STUDENTS TO MOVE THEM.** Instructors can and should move the equipment within the presenter areas (i.e., the “blue zone” areas inside of the blue tape) as they see fit. Furniture outside of these areas, especially the chairs/stools and the panels, should stay put. If a compelling need arises to move these items, please discuss it first with Associate Dean Keith Bartholomew.

The presenter/instructor area of each Studio-Workshop Zone is equipped with a table, a rolling whiteboard, a pin-up space, a video monitor, and a canister of sanitizing wipes. These instructions aim to provide guidance on the use of this equipment.

**1. Sanitizing the Zone**

Before the beginning of each class session, the instructor and students are required by university and college policy to use wipes to sanitize all surfaces with which the instructor and students will likely come into contact during the class. This includes chairs/stools, tables, handles, and buttons (e.g., on the video monitors). The instructor should take responsibility for the “blue zone” presenter area and the students for their sitting area. Please monitor the supply of wipes in the canister that you find in your Zone and obtain a new canister from the front office when you notice the supply running low.
2. Connecting to the video monitor

The video monitor in each of the Zones is a standard flat-screen TV, like you might have at home. The best/easiest way to connect a laptop to these monitors is via an HDMI cable. For Apple computers, a converter (aka, dongle) is likely to be required. It is the instructor’s responsibility for providing their own HDMI cables and converters (if needed). To plug into the monitor, look for the HDMI port on the side or back of the monitor. HDMI ports have that distinctive clipped-corned rectangular shape and should be labeled as HDMI. In this example, there are two HDMI input ports; either will work.

Once the cable has been plugged in to both laptop and monitor, use the monitor’s remote control to select Source. From the Source menu, select “HDMI.” Sometimes, there is more than one HDMI option (the monitor pictured above probably has at least two HDMI options), so you might have to experiment. Remember to wipe down the remote every time you arrive in class.

To get the monitor to replicate what’s on your screen, you might need to tell your laptop to share the screen with the monitor. To do that on a PC, push the Windows button (the one with the Windows logo on it) and the letter “p” simultaneously. The dialog box that opens gives you several options for sharing your screen with the monitor. Both the Duplicate and Extend options will allow sharing between computer and monitor, but in slightly different ways. If you don’t already have a preferred option, test the two and find out which you prefer.

On an Apple:

1. Click the Apple icon in the top left of the screen.
2. Click System Preferences.
3. Click on Displays, on the second line.
4. Click the Arrangement tab.
5. Check the “Mirror Displays” checkbox in the bottom left of the window.
3. Audio

Because the Zones are quite large, instructors might need to use some method to amplify their voice so that students at the back of the Zone can hear adequately (and so the instructor doesn’t have to shout). We recommend that instructors use Zoom for this function.

a. Instructor Headset

For this to work, the instructor will need a headset (with a microphone). To increase user satisfaction, it is best for instructors to purchase a headset that they like (i.e., that fits their head and has the audio quality that they like). The college has purchased a limited number of headsets that instructors can use, if they don’t have one of their own. The instructor will need to plug their headset into whatever device they choose for running Zoom—either their laptop or smart phone.

b. Student Headphones/Ear Buds

Using Zoom also requires students to have headphones or ear buds, which they then plug into either their laptop or phone. [If students play the audio on their device’s speakers (i.e., without headphones/ear buds), feedback will likely result.] Instructors will need to notify their students of their need to bring a laptop or phone (with Zoom installed) and headphones or ear buds. Please remember the issue of audio feedback so if a class is doing this, equipment availability must be uniform.

c. Zoom Options

Instructors will need to schedule a Zoom meeting for the class session. This is best done through the course’s Canvas page (which automatically generates meeting invites for all the students in the class). Clicking on “Recurring meeting” allows instructors to set up Zoom meetings for the entire semester at one time. When setting up the meeting, instructors should select “Screen Share Only,” if possible, to save on WiFi bandwidth. Note that this will allow students who may be joining the meeting from home to see whatever is on the monitor as well as hear the instructor. Once the meeting has started, students in the room should click off the video option on their devices, also to save on bandwidth. Also note that Zoom should be the method the instructor uses to put images on the monitor (through Share Screen).

4. White Board

a. Analog

Each Studio-Workshop Zone and most Meeting Pods have a white board. They do not, however, have markers or erasers. This is intentional. To reduce possible coronavirus transmission through physical touching of objects (aka, fomite transmission), instructors need to bring their own markers and erasers. The college is creating packets of these supplies for those instructors who want them. The packets will be available in the college front office starting August 17.

b. Digital

The college is experimenting with Miro whiteboard software as a platform for facilitating digital white board functions (both for in-person and online applications). We are currently experiencing

---

1 Information about Canvas and Zoom is scattered about various University webpages, but here’s a good place to start: https://utah.instructure.com/courses/608526.
administrative hurdles in securing that platform. In the meantime, Zoom provides a whiteboard function that is already available to everyone. To find out how to use it, go to: https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard. If you’re using Kaltura to create online videos, it also has a whiteboard function: https://knowledge.kaltura.com/help/draw-on-your-kaltura-digital-whiteboard. These are the whiteboard functions recommended by TLT.

5. Pin-Up

Each Studio-Workshop Zone and Meeting Pod has a pin-up surface at the front of the room. Many also have pin-up surfaces at other locations around the perimeter of the Zone or Pod (e.g., in the back). Please use the pin-up area in the front of the Zone/Pod; it is already at a distance from the student sitting area that meets the recommended CDC standard. Most of the other pin-up areas do not meet this standard. If students are doing the pinning-up, please stage manage the process so that the physical distance standards are maintained—i.e., invite students to come up one at a time and give them room. Students and instructors need to bring their own supply of push-pins. The college has limited packets for instructors and students in case someone forgets to bring their own. These, too, will be available at the college front office starting August 17. However, we recommend that instructors and students purchase their own pins, and bring them to each studio meeting. At the end of a teaching session, instructors and students should take their pins with them.

6. Sample Syllabus Language

We recommend that instructors include in their syllabi and on course Canvas pages language directing students on the key areas covered in these instructions. Here is some sample language to accomplish this:

This class will be meeting in Zone XX in the XXX of the XXX floor of the Architecture Building/BUC (see attached floor plan). This Zone has been set up to comply with university, local, state, and federal standards to optimize for student and faculty health and safety. It is extremely important that students not move the furniture in the Zone. Please leave all chairs, stools, and panels where you find them. When you arrive in the Zone, please take a sanitizing wipe from the canister and wipe down the seat you plan to use.

So that everyone in the Zone can hear adequately, we will be using Zoom as a closed-loop audio system for all of our class sessions in the Zone. You will need to bring to each session either your laptop or smart phone with Zoom downloaded to that device, plus a set of headphones or ear buds. For days when you are pinning-up, you will also need to bring your own push pins, which you will need to take with you when your pin-up session is done.
Architecture Building
1st Floor - Fall 2020

- Studio/Workshop Zones
- Meeting Pods
- Up Stairway
- Down Stairway
- Pin-up Wall
- Presenter Area
- 6 ft.