COVID 19 CA+P Facility Guidelines for Fall 2020

29 July 2020

CA+P Executive Summary:
The university is planning for a mixture of in-person and hybrid delivery of courses beginning August 24, 2020. Please visit https://returntocampus.utah.edu for the most up-to-date information on the rules for the larger campus. An important underlying premise is, to the degree possible, campus activities are to occur remotely. For CA+P spaces in Building 37 (the Arch Center) and our BuC classrooms, the following will be mandatory as stipulated by the university guidelines:

- **Face coverings over the nose and mouth are required** in all common areas in campus buildings, including classrooms, laboratories, studios, hallways, conference rooms, and restrooms. (Note that some exceptions may be necessary for individuals with certain approved medical conditions or in certain educational circumstances approved by EHS)
- The university will provide at least one face covering for every student, faculty, and staff member. Additional face coverings will be available for purchase by students, faculty, and staff. Note that the College will also be providing you with one washable face covering and the State of Utah will provide one free by visiting: https://coronavirus.utah.gov/mask/
- **Physical Distancing**: Students, staff, and faculty must maintain distance separation of six feet in shared spaces.
- **Disinfecting** (e.g. wipes) all classroom surfaces by faculty and students will be mandatory prior to each class meeting
- **Accommodation**: Faculty will need to accommodate the educational needs of students who may be quarantined or in self-isolation.

Below is further guidance organized by place (space + program):

**CLASSES**

Instructional Delivery Modes:
Courses on the Fall Course Schedule (https://student.apps.utah.edu/uofu/stu/ClassSchedules/main/1208/) have a “type” identification which will tell you how it is scheduled to be delivered. Here are the following descriptions we received from the Registrar:

- Hybrid- a mixture of in-person and asynchronous online modalities
- IVC (Interactive Video Conferencing)- A synchronous delivery using technology (class has a time, with canvas as the location)
- IVC-Hybrid- class is a mixture of in-person, and synchronous online modalities
- In-Person- fully in-person (course content must be available for students unable to attend)
- Online- class is free of time and place restrictions, and all content is delivered via technology. No synchronous meetings. Existing sections should keep their section number and list the instruction mode as online (no need to adjust to section 090 for fall).

The College has decided to adhere to the American College of Health Association Guidelines and therefore classes of a capacity of 30 or more will be taught remotely (Exception: those classes that meet the “college experience” goal of the university).
Lecture/Seminar Classrooms (ARCH 127, 128, 228, 229):
These are general university classrooms and will follow university rules (see above as well as https://returntocampus.utah.edu). Some desks will either be removed (if movable) or marked to be unoccupied (if fixed). Faculty should practice how to lecture with a face covering.

Studio/Workshop Spaces (ARCH 129, ARCH Third Floor, Bailey, AIA Space Downtown):
All the rules identified above apply, but these spaces will look and operate quite differently than you are used to. All desks have been removed and the teaching method will move to pin-up and discussion centered. There will be four studio/workshop zones on the 3rd floor, two in the Bailey and one in ARCH 129. Beyond this, there will be a number of small breakout pods around the perimeter of the 3rd floor, and by the window wall in the Bailey. Faculty will need to sign these pods out for use during studio/workshop use. Any faculty and students may sign out these spaces outside of studio/workshop times (MWF 2-5pm). The process for signing out spaces is being developed currently. Because of the limit on studio/workshop zones, your studio/workshop is guaranteed to meet in a studio/workshop zone only once per week either on Monday or Wednesday. Instructors will have the opportunity to sign out a zone on Fridays. At least once per week we anticipate studio/workshop classes to operate online.

Each studio/workshop zone will have pinup surfaces (think the panels in the Bailey), a whiteboard and a large video monitor as well as locations to stand to maintain 6 foot distancing. Pods will share movable whiteboards.

All reviews involving external reviewers should occur via Zoom or the like.

Independent Studies/Dissertation Classes:
We expect these in person synchronous experiences to be offered online via Zoom or the like. Students should check with their instructor.

FACULTY/STAFF & STUDENT INTERACTIONS

Student Success Center Advising:
All advising appointments may be scheduled and will occur online (http://success.cap.utah.edu). However, the Student Success Center will have limited drop-in hours for face-to-face advising that is to be scheduled. All mandatory stipulations (face covering, physical distancing, disinfecting) are to be followed.

College and Departmental Offices
Most transactions with the College and Department should occur online. If you are in the building and need help, please begin your efforts in the Dean’s Office, ARCH 235. All mandatory stipulations (face covering, physical distancing, disinfecting) are to be followed. Two people maximum may occupy an office at a given time.

Faculty Offices
Faculty and staff are still encouraged to work remotely as they are able. Student meetings in faculty offices are limited to one student at a time and both parties must physically distance and wear masks. All mandatory stipulations (face covering, physical distancing, disinfecting) are to be followed. The second floor Faculty Lounge will have a counterclockwise flow, entering through the West door and exiting through the East.
**Faculty Meetings**

All faculty meetings—this includes College Councils, unit faculty meetings, committee meetings—are to occur via Zoom. All conference rooms are not to be used for faculty or staff meetings but be made available as pods as described above.

**SUPPORT FUNCTIONS**

**Bathrooms**

All bathrooms in Building 37 will operate as single occupancy this fall. That means every bathroom will operate as unisex and have a privacy lock on the door. Please use the restrooms on the floor you are occupying. All mandatory stipulations (face covering, physical distancing, disinfecting) are to be followed. Students in the Bailey should use the bathrooms on the second floor.

**Plotter Room**

Plotting will be done differently this year with the Plotter Room being staffed. Students will send their plots to the Plotter Room (ARCH 131) which will be monitored by a Plotter Tech. Exact protocols will be developed. We are hoping that there will be increasing use of digital means for presentation/sharing. We will start the semester with free plotting (including paper) for College course related work. However, we reserve the right to revisit this and charge for paper if usage is beyond the norms or the intent is violated.

**Cafe**

Brio will be closed for the fall semester.

**Shop**

The Shop and the Fab Lab will have its availability significantly reduced. These spaces will only be open for class projects where the outcome is a product for the use of the entire class, such as a site model. Faculty will need to coordinate the scheduling of such activities with the Shop Manager no less than three weeks prior to the beginning of the work. No independent individual student projects will be completed utilizing the shop. Occupancy of the Shop is limited to six people maximum and protocols have been made more stringent. Entrance to the Shop will be through the exterior doors to the South and exit through the interior doors to the North.

**Corridors**

While building circulation was discussed in our 2m committee, we are asking you to follow some minimal guidance to assist with physical distancing. We are asking you to consider entering the building from the North doors (those closest to the Marriott Library) and exit via the South Doors (those closest to UMFA). Please consider the North stairwell as heading up and the South stairwell heading down. Additionally, we ask that as you traverse a corridor, you move **single file to the right hand side**. In places where flow is indicated by floor arrows or door signs, please adhere to those indications.

**Plaza**

The Plaza to the East of the building will have a tent as a staging area for between class transitions. It may also be signed out by faculty as a teaching space. Note that the Plaza to the West is under the purview of the College of Fine Arts.
Mailroom
Mailroom occupancy is limited to one person. All mandatory stipulations (face covering, physical distancing, disinfecting) are to be followed.

Computer Lab
The Computer Lab will be offline this fall as it will become the Plotter Room (see above).