College / Unit Operating Plans

College of Architecture, Planning and Landscape Architecture
Re-Entry Operating Plan
Final | July 15, 2020

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Operating Plan Overview

The CAPLA Re-Entry team identified six areas of focus for plan development as shown on the following table:

Team Members	A. Materials Lab/ Model Shop/HED and Research	B. Classroom, Computer Lab, and Studio Capacities and Teaching and scheduling strategies	C. Building circulation, toilets, cleaning for all areas, building technology, safety, security	D. Events and visitors (including visitor screening)	E. Work from home strategies and policies/ office separation and policies	F. Signage, Communications, and Culture of Compliance	G. Student Needs (Advising, Internships, International Student Enrollment, etc.), Wellness, and Equity
Brown, Kay		Task Lead					
Bryson, Barbara	Re-Entry Chair						
Buntin, Simmons						Task Lead	
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Guthrie, Lucas			Task Co-Lead		Task Lead		
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Robles, Carmen							
Romero, Emilio							
Vainer, David							
Weinstein, Beth				Task Lead			
White, Simon							
Zozaya, Luis							

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Description: Determine Student Numbers for Each Class
Responsible Person or Unit: Student advising and director
Schedule/Duration: 7/15/2020
Financial Considerations: N/A
Risk/Uncertainty: These numbers will fluctuate until the semester starts

Task 2:   Distancing guidelines
Task Name: Distancing policy for Materials Lab, Model Shop and HED Lab
Description: Distancing policy for Materials Lab, Model Shop and HED Lab derived from UArizona guidelines classroom and research guidelines. 50 sq.ft. matrix outlined on floor of labs. Face shields determined if they can be used to reduce distancing. Face shields purchased and developed, fabricated, purchased, supply numbers determined.
Responsible Person or Unit: Laboratory Manager
Schedule/Duration: 8/1/2020
Financial Considerations: N/A
Risk/Uncertainty: These numbers will fluctuate until the semester starts

Task 3:   Identify and create solutions or policies for in high traffic areas
Task Name: Identify and create engineering solutions or policies needed in high traffic areas
Description: Barriers, taped paths, require face shields etc. Wearing face coverings and face shield while in the labs, mandatory.
Responsible Person or Unit: Laboratory Manager
Schedule/Duration: 8/1/2020
Financial Considerations: N/A
Risk/Uncertainty: Compliance is a concern. Spacing judgements made based on participants wearing both masks and shields

Task 4:   Create and order signage
Task Name: Create and order signage
Description: Signage required -- No loitering, traffic flow established and marked out on the lab floors, 1-way areas with reminders of physical distancing, stay outside while waiting for a class.
Responsible Person or Unit: Laboratory Manager, Director IT/Facilities
Schedule/Duration: 7/15/2020
Financial Considerations: TBD
Risk/Uncertainty: Low risk

Task 5:   Remote access tools
Task Name: Development of remote access tools for working remotely
Description: Find and buy the appropriate noise canceling equipment to support remote work and remote supervision in the materials lab and model shop
Responsible Person or Unit: Laboratory Manager, Director IT/Facilities

Schedule/Duration: 8/1/2020
Financial Considerations: TBD
Risk/Uncertainty: Appropriate equipment not yet identified and may be expensive

Task 6:   Setup "sneeze" shields
Task Name: Setup "sneeze" shields for student desk in materials lab
Description: Fabricate shields for student desk in the materials lab.
Responsible Person or Unit: Laboratory Manager
Schedule/Duration: 8/15/2020
Financial Considerations: TBD
Risk/Uncertainty: Low risk

Task 7:   High touch surfaces
Task Name: Policies or signage reminders about High touch surfaces
Description: Create tool check out and cleaning procedures. Students to clean tools before
                and after leaving.
Responsible Person or Unit: Laboratory Manager
Schedule/Duration: 8/1/2020
Financial Considerations: TBD
Risk/Uncertainty: This is a high importance activity. Compliance is critical.

Task 8:   Air circulation/handlers/coolers
Task Name: Evaluate and improve air circulation/handlers in Materials lab and shop
Description: Contact FM for latest information/research and then work with FM to improve
                overall air quality by improving air circulation/handlers
Responsible Person or Unit: Director IT/Facilities, FM, staff
Schedule/Duration: 6/5/2020
Financial Considerations: TBD
Risk/Uncertainty: Staff and faculty understanding of air quality is a key driver for successful re-
                entry.

Task 9:   Alter Lab Layout
Task Name: Alter Lab Layout
Description: Determine which tables and tools are needed and which can be moved out in
                addition to tables to create more space.
Responsible Person or Unit: Laboratory Manager
Schedule/Duration: 9/1/2020
Financial Considerations: N/A
Risk/Uncertainty: Based on faculty syllabi

Task 10:   Remove tools
Task Name: Remove tools

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Description: Based on newly developed curriculum remove all unnecessary equipment to create space in labs.

Responsible Person or Unit: Laboratory Manager

Schedule/Duration: 9/1/2020

Financial Considerations: N/A

Risk/Uncertainty: Based on faculty syllabi

Goal 2: Scheduling

Task 1:   **Contact faculty for fall class equipment requirements**

Task Name: Contact faculty for fall class equipment requirements

Description: Faculty communicate the materials, tools, and time requirements they anticipate for fall courses, by 7/15 physical space requirements

Responsible Person or Unit: Laboratory Manager

Schedule/Duration: 6/5/2020

Financial Considerations: N/A

Risk/Uncertainty: Based on faculty syllabi and materials lab capacity

Task 2:   **Establish independent research lab use**

Task Name: Establish independent research lab use

Description: Faculty and students contacted for fall lab requirements, times needed, etc.

Responsible Person or Unit: Laboratory Manager

Schedule/Duration: 8/1/2020

Financial Considerations: N/A

Risk/Uncertainty: Limited access for graduate student research-first come first serve

Task 3:   **Establish scheduled class use**

Task Name: Establish scheduled class use

Description: Spreadsheet sent to all faculty to be filled out with their anticipated class schedules, times, dates, projects due, etc.

Responsible Person or Unit: Laboratory Manager

Schedule/Duration: 8/1/2020

Financial Considerations: N/A

Risk/Uncertainty: Integrated with college class schedule

Goal 3: Protocols and procedures

Task 1:   **Minimize contact and reduce crowding**

Task Name: Minimize contact and reduce crowding

Description: Reduce instances of close physical contact among students, faculty, staff, and visitors during on campus activities in Materials Lab

Responsible Person or Unit: Laboratory Manager

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Schedule/Duration: 9/1/2020
Financial Considerations: N/A
Risk/Uncertainty:

Task 2:   **Flexible participation plan**
Task Name: Set up a flexible participation plan which allows for reduced lab capacities.
Description: See below: flexible planning alternatives
Responsible Person or Unit: Laboratory Manager
Schedule/Duration: 9/1/2020
Financial Considerations: N/A
Risk/Uncertainty:

Task 3:   **Using safe distancing guidelines**
Task Name: Using safe distancing guidelines mark out visuals in labs
Description: In model and materials lab make out on floor using plans overlay matrix actual 6'
marks painted on lab floors throughout.
Responsible Person or Unit: Laboratory Manager
Schedule/Duration: 9/1/2020
Financial Considerations: N/A
Risk/Uncertainty:

Task 4:   **UArizona Safe Workforce Early Return Team (SWERT)**
Task Name: UArizona Safe Workforce Early Return Team (SWERT)
Description: Follow the guidelines of the UArizona Safe Workforce Early Return Team
(SWERT)
Responsible Person or Unit: Laboratory Manager, Faculty, Students, Staff
Schedule/Duration: 9/1/2020
Financial Considerations: N/A
Risk/Uncertainty:

Task 5:   **Class loading process**
Task Name: Class loading process. Instructors of large courses should start and/or dismiss
classes in a staggered manner.
Description: Instructors of large courses should start and/or dismiss classes in a staggered
manner for a less congested flow of students into and out of the labs. This time
can be made up with online instruction. Faculty will work on the scheduling and
the design of their classes to accommodate appropriate contact hours.
Responsible Person or Unit: Laboratory Manager, Faculty, Students, Staff
Schedule/Duration: 9/1/2020
Financial Considerations: N/A
Risk/Uncertainty:

Task 6:   **Pre-class procedures/behaviors**

Task Name: Pre-class procedures/behaviors – Student social Distancing
Description: Students should be advised to maintain social distancing while waiting for class to begin. Students would wait outside the building until 5 minutes prior to class. Signs developed and posted to advise this procedure by Facilities
Responsible Person or Unit: Laboratory Manager, Faculty, Students, Staff, FM
Schedule/Duration: 9/1/2020
Financial Considerations: TBD
Risk/Uncertainty:

Task 7:   All students will be required to wear face-coverings.
Task Name: All students will be required to wear face-coverings.
Description: All students will be required to wear face-coverings. Signs developed and posted by facilities.
Responsible Person or Unit: Laboratory Manager, Faculty, Students, Staff, FM
Schedule/Duration: 9/1/2020
Financial Considerations: TBD
Risk/Uncertainty:

Task 8:   All instructors and students will wear Clear shields, provided by CAPLA
Task Name: All instructors and students will wear Clear shields, provided by CAPLA, while in the labs.
Description: Clear shield glasses attachment developed and produced by CAPLA or purchased.
Responsible Person or Unit: Laboratory Manager, Faculty, Students, Staff
Schedule/Duration: 9/1/2020
Financial Considerations: TBD
Risk/Uncertainty:

Task 9:   Students will take a sanitizing wipe upon entering the labs
Task Name: Students will take a sanitizing wipe upon entering the labs to wipe down their seat and work areas and any tools used, including HED lab.
Description: Wipes provided by UArizona. Spray for tools provided at tool stations though out labs. Signs posted.
Responsible Person or Unit: Laboratory Manager, Faculty, Students, Staff
Schedule/Duration: 9/1/2020
Financial Considerations: TBD
Risk/Uncertainty:

Task 10:   Instructors provided with sanitizing wipes and gloves
Task Name: Instructors will be provided with sanitizing wipes and gloves for disinfecting their teaching station.
Description: Instructors will be provided with sanitizing wipes and gloves for disinfecting their teaching station by UArizona

Responsible Person or Unit: Laboratory Manager, Faculty, Students, Staff
Schedule/Duration: 9/1/2020
Financial Considerations: TBD
Risk/Uncertainty:

Task 11:   **HED and Heliodon Procedures**
Task Name: Set up access procedures for HED lab and heliodon
Description: Work with faculty to determine how materials, tools, and equipment in the HED lab will be accesses including Heliodon
Responsible Person or Unit: Laboratory Manager, Faculty
Schedule/Duration: 8/1/2020
Financial Considerations: TBD
Risk/Uncertainty:

Task 12:   **Materials Lab, Model Shop and HED Lab Cleaning**
Task Name: Labs will be cleaned and sanitized daily according to SWERT protocols.
Description: Monitors and staff trained in correct cleaning protocols.
Responsible Person or Unit: Laboratory Manager, Staff
Schedule/Duration: 9/1/2020
Financial Considerations: TBD
Risk/Uncertainty:

Task 13:   **Lab staff to stay home when not feeling well.**
Task Name: Lab staff to stay home when not feeling well.
Description: Lab staff to stay home when not feeling well. Staff trained to self-evaluate for symptoms.
Responsible Person or Unit: Laboratory Manager, Staff
Schedule/Duration: 9/1/2020
Financial Considerations: N/A
Risk/Uncertainty: Messaging and support is critical here to ensure this outcome.

Task 14:   **Implement a visitor protocol**
Task Name: Implement a visitor protocol to control movement and numbers in the labs
Description: Implement a visitor protocol to control movement and numbers in the labs. Staff trained and signs posted by facilities.
Responsible Person or Unit: Laboratory Manager, Staff, FM
Schedule/Duration: 9/1/2020
Financial Considerations: TBD
Risk/Uncertainty: Low

Task 15:   **Implement a student use protocol for HED lab.**
Task Name: Students trained in proper cleaning before and after using the HED lab equipment. Signs posted with cleaning procedures on entrance door.

Description: Students trained in proper cleaning before and after using the HED lab equipment. Signs posted with cleaning procedures on entrance door.
Responsible Person or Unit: Director IT/Facilities, Faculty
Schedule/Duration: 9/1/2020
Financial Considerations: TBD
Risk/Uncertainty: Low

Task 16:   Set a scheduling procedure for HED lab.
Task Name: Set a scheduling procedure for HED lab.
Description: Access determined by energy doctor class scheduling availability and posted on lab door. Key to access HED lab signed out by student with times for use and return from staff in main office. Catcard will be given to access the key along with phone contact.
Responsible Person or Unit: Faculty
Schedule/Duration: 9/1/2020
Financial Considerations: TBD
Risk/Uncertainty: Low

Goal 4: Flexible class participation plan

Task 1:   Follow RII Research Re-Entry for Research in Labs
Task Name: Follow RII Research Re-Entry For Research in Labs
Description: All research in CAPLA labs must have an approved research checklist per the Research Restart Plan found at https://research.arizona.edu/covid19/research-restart
Responsible Person or Unit: ADR, Researcher
Schedule/Duration: 9/1/2020
Financial Considerations: N/A
Risk/Uncertainty: Researchers or graduate students attempt to start research without approvals

Task 2:   Standardize course formats
Task Name: Standardize course formats
Description: Standardize course formats so that faculty can choose what level of synchronicity and modality works best for them, and so that students know what to expect out of each of their lab classes. Faculty together creating the assignments and techniques necessary to achieve remote learning while not compromising the student experience.
Responsible Person or Unit: Faculty
Schedule/Duration: 9/1/2020

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Financial Considerations: N/A
Risk/Uncertainty:

Task 3:   **Choose instructional models**
Task Name: To allow individual units to choose the model that best fits their unique content
                       and discipline
Description: To allow individual units to choose the model that best fits their unique content
                       and discipline. Options developed so Faculty can have a developed choice.
Responsible Person or Unit: Laboratory Manager, Faculty
Schedule/Duration: 9/1/2020
Financial Considerations: N/A
Risk/Uncertainty:

Task 4:   **Equip all and train instructors**
Task Name: Equip all and train instructors for use of technology that allows for synchronous
                       interactive remote teaching in courses. Current options for this include 2-way
                       Panopto, Zoom, Elmo and microphones.
Description: Research audio-noiseless headphones/ Bluetooth equipment for loud conditions
                       with UArizona and purchase.
Responsible Person or Unit: Laboratory Manager, Faculty
Schedule/Duration: 9/1/2020
Financial Considerations: TBD
Risk/Uncertainty:

Goal 5: Safety training plan developed

Task 1:   **Staff training developed**
Task Name: Staff training developed
Description: Part-time and full-time staff, students, will have a set of new procedures that
                       outline the new protocols.
Responsible Person or Unit: Laboratory Manager, Staff
Schedule/Duration: 9/15/2020
Financial Considerations: N/A
Risk/Uncertainty:

Task 2:   **Help students in labs**
Task Name: Help students in labs
Description: Developing a remote working and safety plan with blue tooth and cameras to
                       monitor students working in labs and be able to communicate with them directly
                       through their phones and being able to have them ask questions of staff thru
                       their phones for procedures and ideas about what they are doing.
Responsible Person or Unit: Laboratory Manager, Faculty, Staff

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Schedule/Duration: 9/15/2020
Financial Considerations: N/A
Risk/Uncertainty:

Task 3:   **Testing remotely and live**
Task Name: Testing remotely and live
Description: On-line tests developed for safety training, recording, both live and remotely.
                 Demonstrations recorded and put on-line for viewing.
Responsible Person or Unit: Laboratory Manager, Faculty, Staff
Schedule/Duration: 9/15/2020
Financial Considerations: TBD
Risk/Uncertainty:

Data Management and Assessment

We will be monitoring the daily use by students and faculty of the labs with video monitoring already in place. We will have as part of the staff duties a record of all non-compliance events. For non-compliance situations we will have to close the labs and clean all surfaces, probably for an hour depending on staff availability.

B. Classroom, Computer Lab and Studio Capacities and Teaching and Scheduling Strategies

This group is tasked with developing strategies and policies to guide the use of classrooms, studios and labs. We will also create proposed/recommended layouts for spaces reflecting the requirements for physical distancing in these spaces. The mission of the committee is to work towards physical spaces that minimize transmission and exposure. The committee is also working to ensure that these strategies and the physical solutions support the curriculum and highest standards for learning and teaching. Careful thought for the cultural aspects of CAPLA education are of utmost importance.

Distinctive Challenges to studio/classroom/lab spaces:

- Reduced allowable occupancy in all teaching space;
- Unique character of studio culture that depends heavily on both student to student interaction as well as student to faculty engagement;
- 24/7 nature of CAPLA facility use;
- Creating policies and procedures that can be consistently implemented and adhered to.

Key Milestones

Studio Procedures (apply to all studios)

6/17/2020 – input from studio leads regarding proposed strategy for studio attendance

6/15/2020 - Share recommendations for studio procedures with faculty and directors.

6/18/2020 – receive feedback from faculty and directors regarding studio procedures.

6/22/2020 – in response to workplace modification requests by faculty identify monitor/TA requirements for both studios and classrooms

7/2/2020: Ensure that space requirements for each space are adjusted based teaching modalities and highest case enrollments

Classroom Procedures (apply to all CAPLA classrooms)

6/19/2020 - receive response from faculty for workplace modification requests by faculty

6/20/2020 – revise procedures as needed

6/24/2020 – define roles of monitors/TA in absence of faculty and develop policies for their work

7/2/2020: Ensure that space requirements for each space are adjusted based teaching modalities and highest case enrollments

Physical layouts and modifications for Studios

6/19/2020: Establish Studio capacities and optimal layouts– match studio sections/highest case enrollments and adjust schedules as needed.

6/20/2002 – define and describe any HVAC concerns specific to any spaces relative to proposed occupancies (i.e., foundation studio, Sundt Gallery)

6/24/2020: Identify physical modifications and policies required to accommodate required studio layouts – begin implementation or fabrication for changes as needed to meet start of semester deadline.

Physical layouts and modifications for Classrooms/Computer Lab

7/1/2020: Identify physical modifications and policies required in other room types (computer lab, classrooms) begin implementation or fabrication for changes as needed to meet start of semester deadline.

7/2/2020: Ensure that space requirements for each space are adjusted based teaching modalities and highest case enrollments

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General Administration

6/20/2020: Equity in access and technology concerns to be discussed and possible solutions identified

7/24/2020: Solutions for access implemented

7/5/2020: Account for percentage of degree program required course that will be taught with face-to-face or hybrid modalities. If less than 50% - identify barriers to achieving goal.

7/15/2020: Submit final detail plan

7/15/2020: Set up Studios

Budget Summary Information

TBD. We are relying on UITS through Walter Ries to purchase webcams for use in classrooms and studio spaces.

Goals and Tasks

Note: All CAPLA classes (lectures and discussions) will be provided by Flex-in-Person or Live Online modalities. If classroom space outside of CAPLA can be scheduled with safe occupancy they can be taught Face-to-Face or Flex-in-Person. This approach will provide for optimal studio space for teaching and student work time – allowing for physical distancing in studio space.

The Sustainable Built Environments (SBE) program will be provided a space (with occupancy limits established and all protocols for physical distancing) for the purpose of study and course discussion groups. The SBE space may be shared if work space is at a premium throughout the college. Other CAPLA programs will have studio spaces where these activities can occur.

A facility use agreement for students will be developed. The agreement will clearly articulates the procedures, rules and policies for the safe use of CAPLA facilities. Students wishing to work in the building after normal hours 8:00am – 6:00pm will be required to execute an agreement, agreeing to abide by the rules set forth.

Goal 1: Ensure CAPLA classrooms/studios/labs are physically arranged and scheduled to minimize viral transmission

Task 1: Confirm capacity of each space
Task Name: Confirm capacity of each space with consideration for physical distancing
Description: Develop spreadsheet with entire course schedule for both SofA and SoLAP
Responsible Person or Unit: Re-entry committee for approval by relevant school and studio
                faculty

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Schedule/Duration: This is complete as of 6/8/2020. Spreadsheet has been updated to reflect teaching modalities and faculty return to work plans as well as the consideration that CAPLA lecture course will be primarily online, with courses requiring lab or workshop space to be held in the materials lab, computer lab and studio space with maximum 50% occupancy at any given time.

All studio course students will complete a survey during the first week of classes. Survey will be used to identify students who: a) have no alternate work space available or access to internet; b) students who intend to work outside of class hours primarily in the studio space; c) students who will work intermittently outside of class hours in studio; and d) students who do not intend to work in studio after hours.   The survey will be used to anticipate demand and pressure on studio spaces as well as general use work areas.

Financial Considerations: N/A
Risk/Uncertainty: Variable

Task 2: Determine optimal layout for each space
Task Name: Determine optimal layout for each space
Description: Floor plans for each studio space have been developed. These reflect that each studio desk will be space 6' on center and aisles will allow minimum 6' distancing of students at desks. Faculty spaces for 1:1 discussions have been identified as well. Provide faculty space as well as student space. Identify a layout for Sundt Gallery that allows for overflow use by Foundation, while providing access to both Main CAPLA office and Student Alumni Center.
Dinsmore will be used for MRED, SBE classes and work space. Furniture to be placed allowing for 6' distancing and maximum 50% occupancy by square footage calculations. Maximum occupancy of Dinsmore will be 10 students/faculty. Reservations for work space in Dinsmore may be implemented as needed based on demand.
Financial Considerations: Getting quotes for adding catcard access to Sundt. Estimated cost $15,000 based on similar quotes.
Risk/Uncertainty: Variable

Baseline assumptions regarding studio spaces and studio course operation:

• Studio spaces will be equipped with a desk for each student. Studio desks will be space 6' on center.
• Desks will be assigned so that students have a specific work space.
• Students, faculty and staff will wear a mask while in the building and in the studio space.
• Allowable occupancy in each studio space will be no more than ½ of the course enrollment at any time. Occupancy will be allowed at "every other" desk so that distancing of students

working in the studio will be greater 6' or greater. Desks may be color coded or numbered to identify desks that can be occupied during any one time (blue and yellow or odds and evens for example).

- During Studio Course Hours: Students will alternate attendance during studio hours in order to be physically in the studio 50% of the scheduled course time and online/remote for the remaining 50%.
- Faculty can choose to gather their studio attendees as a group for discussion and direction in outdoor spaces adjacent to CAPLA (garden and gridshell). These spaces can be reserved in one-hour blocks during normal studio hours. Indoor spaces will also be identified for studio faculty to conduct 1:1 or small group meetings of short duration. These can be face-to-face or remote – faculty in one location and students in studio as determined by faculty.
- After hours students will be assigned or reserve blocks of time in the studio. These blocks will be a maximum of three hours. (Time blocks will be 5:00am – 8:00am; 6:00pm – 9:00pm; 9:00pm – 12:00pm and 12:00pm -3:00am). Faculty will have the flexibility to assigned blocks by subsections of the studio cohort, or by reservation.

   These scheduled blocks may be adjusted based on studio demands as evidenced in the start of class surveys. Students will be asked to request adjustments as needed to meet their individual outside work schedules or time constraints outside their control.

- Time blocks will be assigned one week at a time and will be assigned with equity and parity in mind that all students are afforded equal access and opportunity for access.
- Peak occupancy of studio space correlates to studio project deadlines. Faculty can choose to stagger deadlines to reduce demand on facilities if necessary.
- CAPLA reserves the right to reduce occupancy as necessary to reduce risk.
- **ALL studio course reviews will be conducted fully online.**
- Foundation Studio reviews/pin-ups to occur every three weeks will take place on Mondays. Mode to be determined – likely in small sections or online.

Responsible Person or Unit: Re-entry committee for studio and classrooms
Schedule/Duration: Plans to be ready for review by 6/19/2020
Financial Considerations: None
Risk/Uncertainty: student compliance to limited access

Task 3: Identify additional precautions
Task Name: Identify additional precautions/barriers/policies required for safe use of space in classrooms/labs and studios
Description: All occupants in studio spaces will be required to wear face coverings and abide by physical distancing standards. Desks will be spaced 6' on center and only alternate desks can be occupied at any one time. Barriers may be placed at desks directly adjacent to the major walk space within the studio. Prescribed

circulation and use of ancillary spaces and building services are addressed in Section C of this plan.

Responsible Person or Unit: Re-entry committee for approval by provost
Schedule/Duration: Start of classes, 2020
Financial Considerations: TBD
Risk/Uncertainty: Unknown at this time

Goal 2: Ensure that all face-to-face and hybrid teaching modalities are supported in CAPLA classrooms/studios/labs

Task 1: Classroom Technology
Task Name: Confirm that all teaching spaces will accommodate and support the necessary technology (remote faculty and/or students)
Description: CAPLA Classrooms will not reasonably accommodate class sizes with 50% occupancy restrictions. Lecture classes to be conducted online synchronously and recorded for D2L access.
Responsible Person or Unit: CAPLA Faculty
Schedule/Duration: July 15, 2020
Financial Considerations: N/A
Risk/Uncertainty: Unknown

Task 2: Establish studio and classroom protocols
Task Name: Establish studio and classroom protocols that must be observed to minimize virus spread
Description: Face masks will be required in all classrooms and studios. Face Shields may be employed in labs where for work and demonstration – closer proximities (less than 6') are required.
Responsible Person or Unit: Directors, Faculty, Re-Entry team
Schedule/Duration: August 1, 2020
Financial Considerations: TBD. Laboratory Manager is looking at inexpensive face shield designs.
We   have ordered 100 face shields from FM.
Risk/Uncertainty: Low Risk

Goal 3: Provide for equitable access and outcomes for all students and faculty

Task 1: Establish requirements for digital and physical access
Task Name: Establish requirements for digital and physical access to all courses that being offered both face-to-face and hybrid.

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Description: Identify number of students without laptop computers with ability to connect to remote desktop for required programs. Identify number of students with adequate and stable internet access. Determine the capacity of Hoteling space (Sundt Gallery) and reservation system – priority to students needing access to internet. Determine number of computers that can be made remote accessible versus those needed by in-person students.
Responsible Person or Unit:
Schedule/Duration: ASAP
Financial Considerations: Could be considerable ($60K). The hope is to fund this expense through crowdfunding or other gift sourced funding.
Risk/Uncertainty: N/A

Task 2: Define protocol for classroom use when faculty are remote
Task Name: Define protocol for classroom use when faculty are remote and assess demand for TA/proctor support
Description: Correlate course schedule with faculty reports of workplace modifications. Determine need for monitors/proctors and/or TA's
Responsible Person or Unit: Directors and Faculty
Schedule/Duration: July 15
Financial Considerations: Compliance with protocols will be monitored – possibly with additional TA support – consider embedding TA's in studio areas for some level of consistent presence and monitoring. Without additional TA funding, randomly scheduled spot visits will be utilized.
Risk/Uncertainty: Must be coordinated with classroom scheduling

Task 3: Develop Student Facility Use "contract"
Task Name: Establish requirements for digital and physical access to all courses that being offered both face-to-face and hybrid.
Description: Develop a "culture of compliance" agreement to be read and signed by all CAPLA students. The agreement will explain the protocols required for facility use and occupancy requirements. Students must complete the agreement during the first week of the semester.
Responsible Person or Unit:
Schedule/Duration: By beginning of the semester
Financial Considerations: N/A
Risk/Uncertainty: Unknown at this time

Data Management and Assessment

Spot observation for compliance with protocols will be performed during both business hours and off-hours. Recorded results will be monitored. Resident Assistants and TA's may be embedded in studio spaces and or "make rounds" on a random schedule basis.

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- Social media and other messaging will be used to remind students of the required protocols.
- Students exhibiting a disregard for protocols and an unwillingness to comply will be remanded to the Dean of Students.

Reported COVID-19 cases at CAPLA will be monitored and tracing will occur as required by UA.
- This will include students, staff and faculty.
- Effectiveness of protocols and studio layouts will be assessed on a space by space basis in conjunction with reporting and tracing.
- Adjustments to layouts and protocol will be implemented if needed to improve results.

Faculty will monitor both attendance and performance of students relative to illness and absences.
- Faculty will notify School leadership of substandard performance and increased absences above the threshold set for academic performance. Support will be provided as allowed.
- Faculty will work to identify students who may be experiencing challenges due to access to stable internet and consistent use of an appropriate computer.
- CAPLA will attempt to support student with adequate technology to successfully complete work.

C. Building Circulation, Toilets, Cleaning Strategies for All Areas, Building Technology, Safety and Security

Our group is tasked with developing a plan to guide building circulation, restroom access, and cleaning strategies for all areas. Concerns include mitigation of exposure while maintaining access and the highest standards of teaching and learning. The main focus of this group is therefore offering suggestions for minimizing virus exposure by managing traffic flow and encouraging cleaning procedures.

Distinctive Challenges to Traffic Flow, Restroom use and cleaning
- Distancing within hallways, restrooms, lab and studio space
- Class transitions: time between classes, flow into/out of classrooms, studios, labs and restroom,
- Sanitizing working areas on entry and upon leaving
- Bathrooms as small spaces with limited ventilation
- Safety and personal protection during movement through the building and outside
- Signage to remind people of policies/rules/whatever

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Key Milestones

- Determine how members of the CAPLA community might circulate safely through the East and West Buildings. Identify entries and exits, patterns of circulation. Identify doors in need of automatic or foot-hooks by July 1, 2020
- Determine the cleaning strategies CAPLA would implement above and beyond those recommended by the university by July 1, 2020
- Determine strategies to increase the comfort of outdoor spaces for eating and informal small group meetings by July 15, 2020
- Work with FM and RESTRUCT research team focused on air quality and air flow to minimize virus contamination.

Budget Summary Information

TBD

Goals and Tasks

Goal 1: Redefine building circulation to maximize social distancing and creating barriers

Task: 1   **Identify traffic challenges**
Task Name: Identify traffic challenges in traffic flow areas and recommend solutions/create policy
Description: Bathrooms in West building and entrance to 103 classroom. Elevators. Model lab. Water fountains and vending machines. Classroom transitions. Materials lab. Divide wide hallways and stairways to separate traffic. Where do we need 1-way traffic flows? Does that create large issues or will it have problems with compliance? Should classes end earlier or be staggered to avoid heavy traffic?
Responsible Person or Unit: Re-Entry Team
Schedule/Duration: 7/1/2020
Financial Considerations: TBD
Risk/Uncertainty: Variable due to open studio areas

Task: 2   **Classroom 103 Exit**
Task Name: Contact FM about making fire exit in 103 a class exit
Description: Contact FM about making fire exit in 103 a class exit. This has been approved by Risk Management. Signage directing students will need to be created.
Responsible Person or Unit: FM, Director IT/Facilities
Schedule/Duration: 6/8/2020
Financial Considerations: TBD
Risk/Uncertainty: Low risk

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Task: 3   High traffic area solutions
Task Name: Identify and create engineering solutions or policies needed in high traffic areas
Description: Barriers, taped paths, require face shields, etc.
Responsible Person or Unit: Re-entry, FM, Director IT/Facilities
Schedule/Duration: 7/1/2020
Financial Considerations: TBD
Risk/Uncertainty: Low risk but depends on location

Task: 4   Create and order signage
Task Name: Create and order signage
Description: No loitering, 1-way areas with reminders of physical distancing, stay outside while waiting for a class. Wearing masks when moving through building etc. Door signs and floor decals have been requested from FM.
Responsible Person or Unit: Communications Taskforce, FM, Director IT/Facilities
Schedule/Duration: 7/15/2020
Financial Considerations: TBD
Risk/Uncertainty: Low risk

Task: 5   Sneeze Guards
Task Name: Setup "sneeze" shields in high traffic, public facing areas.
Description: We have ordered shields from FM for the three main offices and advising. FM has delivered shields for all offices except for Advising. Talking to Lab Manager about options for Materials Lab Student Monitor Desk.
Responsible Person or Unit: Laboratory Manager for Guards made in-house, Director IT/Facilities for FM guards
Schedule/Duration: 7/15/2020
Financial Considerations: TBD
Risk/Uncertainty: Low risk

Task: 6   Solutions or policies needed in high traffic areas
Task Name: Identify and create engineering solutions or policies needed in high traffic areas
Description: Identify and create engineering solutions or policies needed in high traffic areas including locking doors to limit access to building to CAPLA members only.
Responsible Person or Unit: RE-Entry for policies, Director IT/Facilities for implementation
Schedule/Duration: 7/1/2020
Financial Considerations: TBD
Risk/Uncertainty: Some areas will be more challenging than others

Goal 2: Develop cleaning and sanitizing strategies

Task: 1   Get cleaning stations from FM

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Task Name: Get cleaning stations from FM and create signage, policies and education.

Description: Currently we have requested 1 for each class and 4 for each studio. Let people know supplies are for everyone's use and how to use (spray paper towel and take to workspace – do not take supplies). Make sure people know they are responsible for cleaning their workspace when they come in and when they leave (do classes need to leave extra time for this)

Responsible Person or Unit: Re-entry, FM, Director IT/Facilities

Schedule/Duration: 7/15/2020

Financial Considerations: TBD. Cleaning stations to be provided by FM

Risk/Uncertainty: Low risk

Task: 2   Wellness evaluations

Task Name: Request that all students, staff and faculty do a wellness self-evaluation before coming to campus. Ask them to use the wellness app to help ensure safety across campus.

Description: Provide policies protecting students, staff and faculty so they do not feel that they need to work when sick. This includes providing leeway in coursework and backup support in all positions.

Responsible Person or Unit: UArizona, Re-Entry Teams

Schedule/Duration: 8/1/2020

Financial Considerations: N/A

Risk/Uncertainty: Variable

Task: 3   Signage for cleaning

Task Name: Signage for cleaning

Description: Signs for cleaning stations letting people know they are for everyone with descriptions for cleaning surfaces and equipment. May need different signs for classrooms, studios, restrooms and materials lab.

Responsible Person or Unit: FM, Director IT/Facilities

Schedule/Duration: 7/15/2020

Financial Considerations: TBD

Risk/Uncertainty: Low Risk

Task: 4   Policies or signage reminders about High touch surfaces

Task Name: Policies or signage reminders about High touch surfaces

Description: Water fountains and vending machines.

Responsible Person or Unit: FM, Director IT/Facilities

Schedule/Duration: 7/15/2020

Financial Considerations: TBD

Risk/Uncertainty: Low Risk

Goal 3: Develop touch-less technologies

Task: 1   **Contactless doors in building**
Task Name: Contactless doors in building
Description: FM is talking to Risk Management about putting foot hooks on all bathroom doors. We need to identify other doors that need this and order them. (Paulus has one for us to test). We are waiting to hear from Risk Management to see if we can move forward on this.
Responsible Person or Unit: FM, Director IT/Facilities, Laboratory Manager
Schedule/Duration: 7/15/2020
Financial Considerations: TBD
Risk/Uncertainty: Low Risk

Task: 2   **Contactless paper towel dispensers**
Task Name: Contactless paper towel dispensers (FM is not ordering contactless soap dispensers)
Description: Facilities is already adding contactless paper towel dispensers in restrooms. We have identified/requested the same for studio and matlab sinks.
Responsible Person or Unit: FM, Director IT/Facilities
Schedule/Duration: 6/15/2020
Financial Considerations: TBD. FM is handling the cost of these items
Risk/Uncertainty: Low Risk

Goal 4: Address air quality and HVAC systems

Task: 1   **Restroom air quality options**
Task Name: Restroom air quality options
Description: Ways to increase air circulation in restrooms
  Contact FM about Converting Robinette – this has been cancelled
  Contact FM about adding exhaust fans – waiting on response from FM
  Contact FM about air handler report – met with Mark St. Onge
  Restruct group working with FM to evaluate building HVAC systems
Responsible Person or Unit: FM, Director IT/Facilities
Schedule/Duration: 6/5/2020
Financial Considerations: TBD
Risk/Uncertainty: High importance to college community

Task: 2   **Order air cleaners for restrooms**
Task Name: Order air cleaners for restrooms
Description: Reached out to FM to see what is being done for restrooms and if air cleaners can be paid for centrally. We have 7 restrooms. Waiting on results from Restruct research to determine best options for restrooms.

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Responsible Person or Unit: FM, Director IT/Facilities, ADR
Schedule/Duration: 8/1/2020
Financial Considerations: TBD
Risk/Uncertainty: Low risk

Task: 3   **Increase comfort outdoors (for eating and small group meetings)**
Task Name: Explore options to increase comfort outdoors (for eating and small group meetings)
Description: Ways to cool air (fans, misters, sun shades) and add furniture to balcony spaces, West and North side of buildings and South side near Photography building
Responsible Person or Unit: FM, Director IT/Facilities
Schedule/Duration: 8/1/2020
Financial Considerations: TBD – Purchase new furniture or move existing furniture
Risk/Uncertainty: Low risk

Task: 4   **Set up Research Team in collaboration with FM**
Task Name: Set up Research Team in collaboration with FM to examine air quality and air flow challenges to minimize virus spread and surface contamination.
Description: RESTRUCT has assembled the research team. FM and the team have determined the scope. Proposal preparation is in progress. Some work is planned to be completed before students arrive.
Responsible Person or Unit: FM, ADR, Research Team
Schedule/Duration: Summer and Fall 2020
Financial Considerations: TBD
Risk/Uncertainty: TBD

Additional notes:

Building Circulation Thoughts
- All employees required to be on site should conduct daily wellness checks effective immediately, to monitor for COVID-19 symptoms, prior to arriving the worksite, as required by UArizona policy.
- Problem areas
  - Restrooms
  - Classrooms
  - "hallways" in studio areas
  - Main Offices
  - Office areas
  - Modeling lab
- How to restrict numbers in an area? Looking at placing 6' gridmarks as a visual reminder
- Creating preferred traffic flow enforced by signage and locking or making certain doors catcard accessible only.

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- How to work together – and stay distant – getting input
  - Screen sharing programs? Instructions on how to display on larger screens in studios to allow for better view and discussion while not standing so close together
  - Utilizing D2L discussion tools for students to post their work and ask for comments/thoughts
- Classroom 103 – make the fire exit the actual room exit
- Elevator use -
  - UA has information on elevators – waiting for policies from FM
- Water fountains and Vending machines
  - Social distancing
  - Cleaning the machines
  - Provide cleaning supplies or some type protective covering?
- Building access -
  - Smith House and Cannon Douglass – office spacing
  - Making sure that doors inside are not locked for egress
  - Making Sundt accessible by CatCard so access can be limited to CAPLA only and to give Foundation students access to the space

Restroom Thoughts
- How do we reduce the number of viruses in small spaces
- How do we manage access to restrooms during high volume times?
- Foot handles for opening doors
- Touchless paper towel dispensers (FM has cancelled plans for touchless faucets and soap dispensers).
- Ways to increase air circulation or cleaning in restrooms
- Quote on adding exhaust fans and find out from facilities what is being done for bathrooms
- Quote on air filters

Cleaning Thoughts
- Continue recommended elevated personal hygiene measures to prevent transmission:
  - Hand Sanitizers by all entrances and washing stations in studios and lab spaces
- Cleaning stations for self-cleaning of classrooms, studio spaces, labs and restrooms
  - Custodians following SWERT
- Mat Lab has their own cleaning policies
  - Need additional cleaning supplies (Paulus to provide number of spray bottles needed)
  - Requested touchless paper towel dispensers from FM
- Signage letting people know the supplies are available for everyone.
- There needs to be more than 2 for each studio – We have requested 4 for each studio
- People should be cleaning their area when you get on and then get off.

Data Management and Assessment

- Observe and correct "pinch points" or places where social distancing is broken down due to planned circulation patterns, including locked doors and key pad entry points, especially during transition time between classes.
- Track usage of cleaning materials to gauge cleanliness and efforts to made to keep surfaces clean. Drop in usage may correlate to a drop in cleaning. Work with Communications taskforce to reinforce need for cleaning.
- Observe situations in the building that involve removing a mask (such as eating) and determine how to control dangerous behavior.
- Monitor air filtering machines in bathrooms and look for ways to monitor air quality in other areas of the building.

D. Events and Visitors (Including Visitor Screening)

Our task is to develop a plan for CAPLA's rich culture of public and pedagogical events, and interface with members of the larger community. This group will identify the scope of event types, strategize range of platforms for events, from completely on-line to in-person, and the protocols intended to assure the wellbeing of visitors and CAPLA community to CAPLA (and satellite spaces) for events.

Distinctive Challenges to Events and Visitors
- Homecoming and Fall Graduation event is unknowable at present
- Student/Family Visitors (pre-planned and impromptu) for recruiting.
- Schedule of on-site staff to greet visitors / receive deliveries (due to cat-card access only)
- Student compliance w./ maintaining catcard building access only regulations.
- Accommodation for individuals not able to comply with facemask requirements (relation to Campus-wide policy and procedures)

Key Milestones

By 17 June, assess scope of task. This includes
> Identifying scope of event-types
> Identifying range of platforms, past, recent (SP 2020) and future.
> Discussing success of those recently shifted from in-person to online
> Identifying all that can be conducted online (short or long-term) and support required.
> Identifying those requiring in-person interaction and presence at CAPLA

By 24 June, coordinate challenges with other working groups, including
> Identifying protocols for in-person events
> Cross referencing visitors' "screening" practices with other committees

Cross referencing w/ classroom / studio committee + coordinators
Cross referencing w/ signage and circulation

Over August and Sept, in alignment with University-level decisions, adapt Homecoming 2020 plans from campus-wide in-person to a virtual event.

Budget Summary Information

- Physical, onsite visual communication materials conveying protocols
- Labor managing email/web communication re online events and visitors
- IT labor assuring event participants have required hard and software for such events
- PR/Communications labor assistance streaming live/loading recorded events / exhibitions
- Extra spatial fit-outs for in-person events, if any
- Disposable face coverings for visitors

Goals and Tasks

Goal 1: Identify and assess scope of event types and range of platforms

Task: 1a Lecture Series
Task Name: Evening Public Lectures
Description: Take joint SoA and SoLarP lecture series online. With PR and IT, manage zoom invitation and registration; assure proper internet connection/microphones for speakers; upload to website and vimeo/youtube
Responsible Person or Unit: Faculty chair for Lecture Series, IT, PR
Schedule/Duration: 06/01/2020 - ongoing
Financial Considerations: TBD
Risk/Uncertainty: None

Task: 1b Lecture Series
Task Name: Panel Discussions
Description: New initiative: Student led hybrid? panel discussions with physically present student   panelists, and remote fac/guest conversants; audience online. same IT as above.
Responsible Person or Unit: Faculty chair for Lecture Series + Events Committee, Director Alumni   Affairs, Student Group leaders.
Schedule/Duration: 06/15/2020 – 08/25/2020
Financial Considerations: TBD
Risk/Uncertainty: Low Risk

Task: 1c Lecture Series
Task Name: SoLarP Noon Brown Bag

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Description: Take SoLarP brown bag series online. With PR and IT, manage zoom invitation and registration; assure proper internet connection/microphones for speakers. Upload to website and YouTube.
Responsible Person or Unit: Faculty leads in lecture series, IT, PR.
Schedule/Duration: 06/15/2020 – ongoing
Financial Considerations: TBD
Risk/Uncertainty: None

Task: 1d Lecture Series
Task Name: ARCC Conference
Description: ARCC 2021: April 7-10, 2021; currently planning conference to be in person; prepared for shift to online or hybrid if any threat of continued health risk. 100+ attendees, 2-3 keynotes, receptions/dinners, and three concurrent panel sessions.
Responsible Person or Unit: Faculty leads in conference planning, ARCC Board, IT.
Schedule/Duration: 06/01/2020 – 04/10/2021
Financial Considerations: space rental deposit loss if shift from in-person to online.
Risk/Uncertainty: Low Risk

Task: 2a Exhibitions
Task Name: External
Description: Recommend against holding exhibitions, for both spatial and safety reasons
Responsible Person or Unit: Task team chair
Schedule/Duration: 06/01/2020 - ongoing
Financial Considerations: NA
Risk/Uncertainty: None

Task: 2b Exhibitions
Task Name: Internal: Faculty/Student Groups/Coursework
Description: Online for Fall, at least; list of exhibitions, if any, TBD. Synch w/ MarComm & Fac to create appropriately sited webpages.
Responsible Person or Unit: Task team chair, Manager of Marketing and Communications, and Faculty.
Schedule/Duration: 06/01/2020 - Ongoing
Financial Considerations: NA
Risk/Uncertainty: None

Task: 2c Exhibitions
Task Name: Design Excellence
Description: Assume online as per Spring 2020, for now.
Responsible Person or Unit: Design Excellent Coordinator w/ Events Committee, Manager Marketing and Communications, and Fac.
Schedule/Duration: 03/01/2021 – 05/10/2021

Financial Considerations: NA
Risk/Uncertainty: None

Task: 2d Exhibitions
Task Name: Graduation
Description: Assume online as per Spring 2020, for now.
Responsible Person or Unit: Task Team Lead + Events Committee, Manager of Marketing and
            Communications, and Faculty members
Schedule/Duration: 04/15/2021 – 05/10/2021
Financial Considerations: NA
Risk/Uncertainty: None

Task: 3a Reviews and Presentations
Task Name: **Poster Presentations**
Description: were online this past semester; plan to continue Fall at least
Responsible Person or Unit: SoLarP Faculty, IT.
Schedule/Duration: 08/01/2020 – 05/10/2021
Financial Considerations: NA
Risk/Uncertainty: None

Task: 3b Reviews and Presentations
Task Name: **Mid-semester** Reviews
Description: hybrid/online; if any physically present, see visitor protocol.
Responsible Person or Unit: Studio Coordinators, IT.
Schedule/Duration: 08/01/2020 – 05/10/2021
Financial Considerations: NA
Risk/Uncertainty: Low Risk

Task: 3c Reviews and Presentations
Task Name: **Guest Teachers**
Description: workshop / in person teaching by non-faculty. Preferably online. If any physically
            present, see visitor protocol.
Responsible Person or Unit: Studio Coordinators, IT.
Schedule/Duration: 08/01/2020 – 05/10/2021
Financial Considerations: NA
Risk/Uncertainty: Low Risk

Task: 3d Reviews and Presentations
Task Name: **Final Reviews**
Description: no return to campus after thanksgiving, therefore online.
Responsible Person or Unit: Studio Coordinators, IT.
Schedule/Duration: 08/01/2020 – 05/10/2021
Financial Considerations: NA

Risk/Uncertainty: None

Task: 4a CAPLA Internal Community Events
Task Name: **Retreat**
Description: Wed before Fall semester: ONLINE. Agenda to address Re-entry plan: Policies and procedures. Faculty / staff contribution to the agenda; equitably bottom up and top down
Responsible Person or Unit: D+D, CFM, SAC, IT
Schedule/Duration: 07/15/2020
Financial Considerations: NA
Risk/Uncertainty: None

Task: 4b CAPLA Internal Community Events
Task Name: **Fac Meetings**
Description: ONLINE
Responsible Person or Unit: D+D, IT
Schedule/Duration: Ongoing
Financial Considerations: NA
Risk/Uncertainty: None

Task: 5 Homecoming
Task Name: **Alumni of the Year/Reception/58 Soc.**
Description: **Alumni of the Year Event** (generally, afternoon in student union, to be coordinate
        w. Alumni association, university wide / CAPLA);
        Homecoming Reception usually in Sundt Gallery; plan alternative venue. CAPLA
Space issues; No Parade = mall available for tents. Or garden / grid shell. All social distancing protocols; food and drink complexities; outdoor complexities.
        58 society mixer: Recent graduates = last 10 years
Responsible Person or Unit: Director Alumni Affairs, E+V team, Alumni Assoc, Univ.
Schedule/Duration: 08/01/2020 – 10/30/2020
Financial Considerations: TBD
Risk/Uncertainty: Med Risk

Task: 6a Job Interview Fair / Career Events
Task Name: **Networking Night + Job Fair**
Description: **Networking night** (SP semester) Night before off campus. Online? Off campus
Job Fair: If online/ additionally online: some advantages; financial gains for CAPLA; If in-person, will need to be elsewhere. Pricing structure is based on added amenities of hosting at CAPLA (such as digital displays, panels, room space, etc).
Responsible Person or Unit: Recruiting Coordinator, Director Alumni Affairs, E+V team
Schedule/Duration: 2/11/21 – 2/12/21
Financial Considerations: Possible relocation to larger venue (i.e. Student Union) with online component. Job Fair provides CAPLA with some financial gain.

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Risk/Uncertainty: Med Risk

Task: 6b Job Interview Fair / Career Events
Task Name: Resumé workshop
Description: Has been done online and can continue online
Responsible Person or Unit: Recruiting coordinator, IT
Schedule/Duration: One date for each semester
Financial Considerations: TBD
Risk/Uncertainty: NA

Task: 7a Social/Professional Organization Events
Task Name: Student Mixers
Description: Advise against off-campus events; follow UA policies limiting in-person off
                        campus events
Responsible Person or Unit: Director Alumni Affairs
Schedule/Duration:
Financial Considerations: TBD
Risk/Uncertainty: NA

Task: 7b Social/Professional Organization Events
Task Name: CAPLA Student Organizations
Description: Advise against off-campus events; follow UA policies limiting in-person off campus
                        events
Responsible Person or Unit: Director Alumni Affairs
Schedule/Duration:
Financial Considerations: TBD
Risk/Uncertainty: NA

Task: 7c Social/Professional Organization Events
Task Name: CAPLA Ambassadors
Description: Recruit and train new ambassadors including new protocols in place during
                        physical distancing. Identify opportunities for ambassadors to engage and
                        participate other than face-to-face
Responsible Person or Unit: Graduate Coordinator and Recruiting Coordinator
Schedule/Duration: Year Round
Financial Considerations: TBD
Risk/Uncertainty: NA

Task: 7d Social/Professional Organization Events
Task Name: Pancake Breakfast
Description: Postpone until Spring semester; re-asses winter break
Responsible Person or Unit: FRAME approval by D&D
Schedule/Duration: 12/01/20

Financial Considerations: TBD
Risk/Uncertainty: NA

Task: 7e Social/Professional Organization Events
Task Name: Student Orientation
Description: All student orientations are occurring on-line and will continue until further
                        notice.
Responsible Person or Unit: Advisors and Recruiting Coordinator
Schedule/Duration: 5/22/20 – 9/20/20
Financial Considerations: TBD
Risk/Uncertainty: NA

Task: 8a Graduation
Task Name: Ceremony & Reception 2020
Description: Scheduled to occur during Homecoming 2020. Will be dependent on required
protocols, available space. Possible tent on Mall. (Garden at CAPLA? – if space allows?)
Will require an entire planning and implementation effort – coordinating technology
needs/staff effort/speakers/catering.
Responsible Person or Unit: Manager of Marketing and Communications, Director Alumni
Affairs, Director of Development, Admin Coordinator, and SoA and SoLarP
Schedule/Duration: ?
Financial Considerations: TBD
Risk/Uncertainty: NA

Task: 8b Graduation – 2021
Task Name: Ceremony & Reception – 2021
Description: Dependent on state of restrictions and required protocols. Preferably in
                        Centennial Hall ala tradition.
Responsible Person or Unit: Manager of Marketing and Communications and SoA and SoLarP
Schedule/Duration: ?
Financial Considerations: TBD
Risk/Uncertainty: NA

Task: 8c Graduation – 2021
Task Name: Exhibition - 2021
Description: Assume exhibition to be online as in Spring 2020
Responsible Person or Unit: Manager of Marketing and Communications
 and SoA and SoLarP
Schedule/Duration: ?
Financial Considerations: TBD
Risk/Uncertainty: NA

Task: 9a Community

Task Name: Recruiting – Scheduled: Recruit and Family Tours
Description: Weekly scheduled tours. Limit number of participants to group no larger than 4 + Tour Leader. Demand will likely increase 2nd half of Fall and continue to increase through the Spring. Reservations required online, instructions to be sent to registrants, tour likely to be abbreviated and limit indoor time (materials lab, one studio and garden area for further explanation and discussion). Have begun expanding on virtual information sessions, video tour and the possibility of future live social media tour events.
Responsible Person or Unit: Recruiting Coordinator and Graduate Coordinator
Schedule/Duration: Year Round
Financial Considerations: Disposable face coverings available for ill-prepared visitors, and appropriate disposal facilities
Risk/Uncertainty: Med Risk

Task: 9b Community
Task Name: Recruiting – Drop ins: Recruit and Family Tours
Description: These occur more frequently for transfer and change of major. Encourage student to make appointment with recruiter or advisor.
Responsible Person or Unit: Recruiting coordinator and Graduate Coordinator
Schedule/Duration: Year Round
Financial Considerations: PPE available for ill-prepared visitors, and appropriate disposal facilities
Risk/Uncertainty: Med Risk

Task: 9c Community
Task Name: Classroom Visits (school groups or organizations)
Description: Discontinue for fall. Revisit in Spring.
Responsible Person or Unit:
Schedule/Duration: Deferred
Financial Considerations: TBD
Risk/Uncertainty: NA

Task: 9c Community
Task Name: Camp Architecture
Description: Middle School and High School age summer camp programs – weeklong sessions. This will be considered and planned for starting in mid-semester for the summer of 2021.
Responsible Person or Unit:
Schedule/Duration: Deferred
Financial Considerations: TBD
Risk/Uncertainty: NA

Goal 2: Establish protocols for in-person events and CAPLA visitors

Task: 1Establish protocols for all CAPLA visitors
Task Name: Create Welcome/Info Hub at East and West entries to CAPLA
Description: Determine "check-in/log-in" process for any visitors (require registration process). Create signage that explains process, including contact numbers for Dean's office, SoA office, SoLarP office, Advisors, Recruiting, Development and Alumni.
Responsible Person or Unit: Events (recruiting), Circulation, Communications
Schedule/Duration: by start of semester
Financial Considerations: Signage (coordinated w/ Communications). Adding catcard access points to Sundt. Have ready supply of face masks/shields for all visitors if they come ill-prepared. Have designated disposal places for disposable masks.
Risk/Uncertainty: NA

Task: 2Control access to all CAPLA Facilities
Task Name: Lock doors and utilize key-pad/CAT Card access to greatest extent possible.
-   Description: Visitors will need to call for access and will be directed as appropriate. Visitor check in and check out (tracking for purpose knowing who has been in the building and where they were, and when). This includes deliveries by USPS, UPS, etc.

Responsible Person or Unit: Events (recruiting), Circulation, Communications
Schedule/Duration: in place by start of semester
Financial Considerations: TBD
Risk/Uncertainty: Low Risk

Task: 3 Share and initiate coordination with other working groups
Description: Work to cross coordinate all required signage and protocols to ensure consistency with events and visitors. This includes:
-   Signage in all areas (temporary and "permanent")
-   Consistent implementation for building access to visitors

Responsible Person or Unit: E&V, Communications, Circulation
Schedule/Duration: 06/24 – 07/01
Financial Considerations: Signage costs
Risk/Uncertainty: NA

Data Management and Assessment
Assessment
- Identify technical issues related to publicizing and broadcasting live online events and gallery pages, and adapt as required (Events + PR + IT)
- Assess guest teacher's following visiting procedures (feedback from faculty)

- Convocation: Pro-actively identify space (pref outdoors) where safe ceremony and reception can occur. Identify attendance numbers, and risks/spatial needs in relation to that.
- Homecoming: Pro-actively identify space (pref outdoors) where safe ceremony and reception can occur. Identify attendance numbers, and risks/spatial needs in relation to that.
- Regularly gather feedback from Student Org. Leaders re compliance and obstacles to compliance.
- Regularly observe visitor compliance with access, safety and circulation regulations. Adapt system for greater security, if need.

E. Work from Home Strategies and Policies/Office Separation and Policies

Our group is tasked with developing a plan to support faculty and staff working at home and on campus with an emphasis on keeping people safe and ensuring that they can do their job. We are looking into the policies that support and guide working on campus and remote, the special needs requirements for working on campus and balancing issues caused by the pandemic, especially in regards to caretaking. It will be important to check in with people to ensure they are doing well and to help alleviate any stressors.

Distinctive Challenges to Working during the pandemic
- Identifying and creating new policies addressing the changing work environment.
- Educating people on changing policies and requirements
- Distancing within offices and shared spaces.
- Identifying needs for working at home or on campus (both technological and other)
- Identify other aspects of life affected by the pandemic such as lack of available child care, increased elder support, loss of income and increased bills.
- Establish means of checking in with faculty and staff on their physical and mental health and well being.

Key Milestones

Identify needed policies – July 1, 2020

- Telecommuting Request and Agreement form from Financial Services
- FSO policy being worked on
- Can you take a tax break for a home office? Contact legal about this
- Different tax and employment laws for people working in different states – we need to be aware of this
- HR is working on a UA work at home/flexible working policy
- DRC (Disability Resource Center) is working on policies. What happens when we can't make an accommodation because they can't work at home.
- UITS Policies for connecting to the UA

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- Need a policy/procedure to support students changing status in the case of getting sick or needing to self-quarantine

Notes: Many are in process

Identification of Work needs – June 15, 2020

- Identifying what positions can work from home and which positions need to be physically present. If there is overlap, how can this be managed?
Notes: This is important in determining how offices spaces need to be managed. Departments should work individually with their employees to identify

Education on guidelines – August 1, 2020

- Educate all employees (staff, faculty, students) on UA and CDC guidelines for working in the building

Assign office spaces for Faculty and Staff – August 1, 2020

Reconcile conflicting values and needs stated by the UA and the College - Ongoing

- The UA states that "The most effective method for preventing disease transmission in the workplace is to stay home and continue working remotely until notified otherwise by your supervisor and/or UArizona guidance"
- Take Care of Both Mind and Body (pg 5) The UA states that we need to take care of mind and body (pg 5) but place high demands on faculty and staff. The same happens for students in class. How can we make this a reality? How can we support that? "Meetingless" and meaningless days. Acknowledgement of the extra work involved in this process for all students, faculty and staff
- Faculty on 9-month contract working during their 3 months off
- Students lost 2-3 weeks of work productivity as things changed to working remotely, but deadlines did not change. It would be good to add flexibility into deadlines to meet changing needs.
- Eating in the building – identify places to eat

Notes: D&D committee should look at these issues and either address them or provide feedback. This list is just a partial one of ongoing concerns.

Address working at home issues - Ongoing
- Access to computer resources (VPN, Servers)
- Finding a useful workspace
- Child care issues – day care locations closed or feel unsafe, schools moving online etc.
- Rising bills from being home all day

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- Network connections/reliability - do we need to require a specific speed for working at home?
- Equipment for working at home.
- Several students relied on the computer lab for their computing resources
- Working remotely was sometimes a challenge due to speed of access

Budget Summary Information

TBD

Goals and Tasks

Goal 1: Setting and identifying policies

Task 1:   Setting and Identifying Policies
Task Name: Setting and Identifying Policies
Description: Setting and Identifying Policies at CAPLA and the UA so that everyone is aware of the resources and expectations of re-entry and/working at home (see list below). All levels of administration to identify specific needs. Currently identified Policies:

Name/Description	Assign to	Finalize by
CAPLA Policies		
Meetings – All should be Zoom meetings	Return to Work	D&D committee
Student Access after Thanksgiving	Space Cadets (Classrooms, Labs and Teaching)	D&D committee
Technology Support for Faculty &Staff	Return to Work	D&D committee
Technology Support for Students	Student Needs	D&D committee/Laura Hollengreen Angie Smith Development
CAPLA Support for pandemic related burdens (Child Care/Elder Care Policy, Technology resources (ipads, internet), Time).		D&D committee – supported by UA policies
CAPLA specific Infection protocols	Building Circulation and Cleaning	D&D committee – supported by UA policies
Updated CAPLA Studio Policies including CAPLA Specific Cleaning Policies	Building Circulation and Cleaning	D&D committee – supported by UA policies, Materials Lab and Studio groups
CAPLA Visitor Policies	Events and Visitors	D&D committee – supported by UA policies
CAPLA Space Use (especially outdoors)	Space Cadets (Classrooms, Labs and Teaching)	D&D committee – supported by UA policies

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Guidance and Policies for review of Faculty for tenure etc. that takes into affect Covid issues		School and College Reviewers – Academic leads/Laura Hollengreen
Counseling on the Social and Psychological effects of the Pandemic for everyone	Arrange during retreat?	D&D committee
Student worker safety procedures in the building and in the materials lab	Lab Manager/Mat Lab group	D&D committee
Continuing to involve Faculty, Staff and Students (CFM & SAC) in the decision-making process		
Main Campus Policies		
Elevator Use	Director IT/Facilities	
HR Documents for Working at home	Carmen	
Student Social Contract	ADA/HR	
Internship Waivers	ADA/Task Team Leader - Advisor	
Infection Policies/Procedures	Director IT/Facilities	
Cleaning Policies, Training and Safety (Mask)	Director IT/Facilities	
UA Child Cares/Family Leave information	HR	

Responsible Person or Unit: HR or Dean's office to consolidate and present it
Schedule/Duration: 8/1/2020
Financial Considerations: N/A
Risk/Uncertainty: Some conflict with UArizona policies is possible

Goal 2: Returning to the building

Task 1: **Identification of Work needs.**
Task Name: Identification of Work needs.
Description: Identifying what positions can work from home and which positions need to be physically present. If there is overlap, how can this be managed?
Responsible Person or Unit: Managed at the department level
Schedule/Duration: 7/15/2020
Financial Considerations: TBD
Risk/Uncertainty: Individual needs may vary

Task 2: **Resolve coverage issues**
Task Name: Resolve coverage issues
Description: Troubleshoot any conflicts between working at home and needing to be present for office coverage

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Responsible Person or Unit: Departments work individually with their employees to identify
Schedule/Duration: 7/1/2020
Financial Considerations: TBD
Risk/Uncertainty: Number of people at risk that may need to work from home

Task 3:   Assign office space
Task Name: Assign office space
Description: Assign office space to maintain social distancing
Responsible Person or Unit: Director IT/Facilities, working with departments
Schedule/Duration: 8/1/2020
Financial Considerations: N/A
Risk/Uncertainty: Office space is limited and may not provide sufficient distancing

Task 4:   Assign and Layout Studio Space
Task Name: Assign and Layout Studio Space
Description: Based on Task Force recommendations and student numbers, assign programs to studio spaces and work with studio leads to create layouts
Responsible Person or Unit: Director IT/Facilities
Schedule/Duration: 6/24/2020
Financial Considerations: N/A
Risk/Uncertainty: Based on studio layout decisions and teaching strategies

Task 5:   Setup Studio Space
Task Name: Setup Studio Space
Description: Setup Studio Space based on created layouts
Responsible Person or Unit: Director IT/Facilities
Schedule/Duration: 7/1/2020
Financial Considerations: Will need to hire movers or student workers
Risk/Uncertainty: Must have teaching studio strategy confirmed

Task 6:   Eating in the building
Task Name: Eating in the building
Description: Look at safe ways to eat in the building or spaces outside – tent, balcony spaces in east building 2nd and 3rd floor, Gridshell, more outdoor furniture, mist systems, shade system for west side of the building. Questions of enforcement and consequences.
Responsible Person or Unit: Re-Entry team
Schedule/Duration: 8/15/2020
Financial Considerations: TBD
Risk/Uncertainty: where is there a location to eat? Mist system for tents?

Goal 3: Working from home

Task 1: **Identify resource needs**

Task Name: Identify resource needs

Description: Identify resource needs to continue working from home (network connection, access to computer resources, etc.)

Responsible Person or Unit: Supervisor (faculty and Staff) Faculty/Advisor (for students)

Schedule/Duration: ongoing

Financial Considerations: TBD

Risk/Uncertainty: Individual needs will vary

Task 2: Identify Issues working at home

Task Name: Identify Issues working at home

Description: Identify Issues with working at home (finding a workplace, daycare, rising bills etc). Surveying of faculty and staff to identify current needs and looks to supervisors to continue checking in on needs. Work with college, schools and groups to see what can be done as a group to provide support.

Responsible Person or Unit:

Schedule/Duration: ongoing

Financial Considerations: TBD

Risk/Uncertainty: Individual needs will vary

Goal 4: Wellness

Task 1: **Reconcile conflict between values and demands**

Task Name: Reconcile conflict between values and demands

Description: Reconcile conflict between values of CAPLA and the UArizona supporting mind and body wellness and the demands put on Students, Faculty and Staff to complete all tasks with limited time and resources. This is an ongoing issue at the UA is a cause of stress for everyone.

Responsible Person or Unit: D&D group (reconcile or provide feedback)

Schedule/Duration: Ongoing

Financial Considerations: TBD

Risk/Uncertainty: Health and Wellbeing of CAPLA Community

Task 2: Identify adverse effect of the pandemic on our community

Task Name: Identify adverse effect of the pandemic on our community

Description: Ensure equitable outcomes for all students, staff, and faculty regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or their need to refrain from in-person activities due to concerns about COVID-19, especially in regards to low-income and minoritized

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communities. We are planning trainings around discrimination and reaching out to our communities to see how they are being affected by this event.

Responsible Person or Unit: Re-Entry Group, D&D group and supervisors

Schedule/Duration: Ongoing

Financial Considerations: TBD

Risk/Uncertainty:

Task 3: Counseling support for faculty, staff and students

Task Name: Counseling support for faculty, staff and students

Description: Create a resource list for faculty, staff and students on counseling and mental health support.

Responsible Person or Unit: Re-Entry Group, Manager for Marketing and Communications for the website

Schedule/Duration: Ongoing

Financial Considerations: TBD

Risk/Uncertainty:

Additional Notes: Teaching strategies for working online

- Asynchronous Panopto lectures worked really well. Students could view on their own time.
- Following up with Zoom discussions was very useful (but still had issues with scheduling).
- Zoom was good for class presentations
- Student's missed seeing everyone's work and presentations because they were broken up into groups/separated from their cohort. Students missed this.
- Live Zoom lectures were not as successful. Did not allow the same student involvement and scheduling was difficult
- No good software for collaborating together – need to know what can be done. Need training for this (this has been requested by Arc as well).
- Faculty should all have a Bluetooth pen/tablet for drawing online

Data Management and Assessment

- Establish regular check-ins by supervisors to make sure that people have the resources they need to continue working at home. Identify list of issues including caregiving, technology, safety and equity to ensure we are covering all issues for everyone.
- Establish regular check-ins by supervisors to make sure that people feel safe and have the resources they need to continue working in the office. Identify list of issues including caregiving, technology, safety and equity to ensure we are covering all issues for everyone.
- Assess the demands placed on people and the stress of the current situation and look for ways to mitigate them. Continue to look at what can be cut or delayed to make up for changes imposed by pandemic restrictions and furloughs. Establish a list of proposals, evaluate and put into effect those that work.

- Follow up with departments to make sure they have proper coverage during the changing demands of a semester.
- Assess usage of studio space to ensure it is supporting social distancing and student/instructor needs.
- Assess issues of eating and other activities that require the removal of a mask inside the building.

F. Signage, Communications and Culture of Compliance

The CAPLA Signage, Communications and Culture of Compliance subgroup is tasked with developing a communication plan to inform students, faculty and staff of the policies and procedures for returning to CAPLA in order to create a culture of compliance. Concerns include mitigation of exposure while maintaining the highest standards of teaching and learning. The main focus of this group is in optimizing communications, including signage.

Distinctive challenges to returning to CAPLA include:

- Distancing within the classroom, studios, offices and labs
- Transitions: time between classes, flow into/out of classroom, studios, labs and restrooms
- Sanitizing work and learning spaces
- Safety and personal protection in place and during movement
- Ensuring faculty, staff, students and visitors follow proper safety protocols (i.e., wearing masks, social distancing)

Budget Summary Information

- Signage: $300 for custom signs
- Face Covering Station: $400
- Student Organization Support: $500
- Face Mask Student Exhibition: $300
- Total: $1500

Signage Milestones

- Identify Signage needs – June 10, 2020
- Meet with task groups to confirm signage needs – June 10, 2020
- Identify what signs are needed in other languages - June 10, 2020
- Order Signage - June 20, 2020
    a. Some signage has already been ordered. Additional signage to be requested
- Design and Print Signage specific to CAPLA – July 15, 2020

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- Deploy Signage – August 1, 2020
- Ensure Digital Signage in Place – August 17, 2020

Goal 1: Create and implement signage

Task 1:   Identify/Order/Create Signage needs
Task Name: Identify/order/create Signage needs
Description: Work with task forces to Identify/order/create Signage needs including other languages.
Responsible Person or Unit: Task Forces, Director IT/Facilities, Manager Marketing and Communications
Schedule/Duration: 6/15/2020
Financial Considerations: Cost of custom signs ($300)
Risk/Uncertainty: Low Risk
Data Management: List of necessary signs and maps of sign locations
Assessment: Periodically check to ensure signs are still in place, replace as necessary; change sign locations if necessary; if survey students in general, include question about the effectiveness of signage

Task 2:   Deploy Signage
Task Name: Deploy Signage
Description: Deploy Signage throughout building as needed
Responsible Person or Unit: Director IT/Facilities
Schedule/Duration: 8/1/2020
Financial Considerations: Time and tape... lots and lots of tape.
Risk/Uncertainty: Low Risk
Data Management: List of necessary signs and maps of sign locations
Assessment: Periodically check to ensure signs are still in place, replace as necessary; change sign locations if necessary; if survey students in general, include question about the effectiveness of signage

Task 3: Add Digital Signage in High-Traffic Areas
Task Name: Add Digital Signage
Description: Add digital signage (via monitors, PowerPoint, etc.) in high-traffic areas both inside and (where protected) outside. Use signage for posting messages re: safety, social distancing, mask wearing, funny memes, etc., as well as to promote messages of support, wellbeing, community, etc.
Responsible Person or Unit: Director IT/Facilities, Manager Marketing and Communications
Schedule/Duration: August 24 – December 21
Financial Considerations: None.
Risk/Uncertainty: Low risk/uncertainty.
Data Management: List of monitors, maps of sign locations, PowerPoints/images (folders)

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Assessment: Ensure monitors remain on; change content enough to keep students (and faculty and staff) engaged; if survey students in general, include question about the effectiveness of digital signage

Signage needs

- All Entrances of all buildings (total of 21 entrances + 6 office = 27 total), Bldg 75 – 120, 101, Bldg 75A – Elevator, A108, A203, A303
  - Must wear a mask past this point
  - Must maintain social distance
- Floor stickers around bathrooms, main offices and anywhere there is a line.
  - Building 75 Restrooms - 108, 112, 320. These bathrooms are near exits, so we might need a sign or a way to keep the doors open during big transit times
- Signs by cleaning stations saying supplies are available for everyone to use. To be returned when done or with directions for spraying a paper towel and just taking that.
- Direction of travel signs – One-way and two-way divided paths, Entrance only, Exit Only, markers for distance
- No Loitering signs (in a nice way)
- Signs on Studio expectations – maybe this could be created later by each studio group so the students are involved/have a voice in the process
- Handwashing signs
- Signs pointing out where sinks and hand sanitizers are
- Reminders for doing wellness checks
- Signs in advising area

Communications Plan Milestones

- Review UA Safe Work Return document and incorporate approaches into CAPLA reentry communications as appropriate – June 31, 2020
  - Note: https://arizona.app.box.com/s/1lq83rmhi3s4ra1g81eo0yzvfqbxcx9t (login required)
- Create schedule/outline of content for emails to students, faculty and staff – June 29, 2020
  - Note: Summer and fall
- Create schedule/outline of content for CAPLA social media – June 29, 2020
- Launch CAPLA Re-Entry Resources and FAQs Website – July 10, 2020
- Create plan for working with student organizations and CAPLA Student Ambassadors on communications – July 24, 2020

Goal 2: Establish and implement communications plan

Task 1:   **Email Communications**

Task Name: Email Communications

Description: Create outline and schedule for emails to students, faculty and staff over the summer and fall

Responsible Person or Unit: Manager Marketing and Communications

Schedule/Duration: July 13 – December 21

Financial Considerations: None

Risk/Uncertainty: Low risk

Data Management: Excel spreadsheet plus folders for communications themselves

Assessment: Since using a listserv, not possible to track opens and clicks; review responses to emails themselves; if survey students, ask question about effectiveness of communications, including email

Task 2:   **Social Media Communications**

Task Name: Social Media Communications

Description: Create outline of, and content for, CAPLA social media and then schedule posts via Trellis Social

Responsible Person or Unit: MarComm with student support

Schedule/Duration: July 13 – December 21

Financial Considerations: None

Risk/Uncertainty: Low risk

Data Management: Excel spreadsheet plus folders for communications themselves

Assessment: Track social media likes, shares and links back to website; if survey students, ask question about effectiveness of communications, including social media

Task 3:   **Website and Digital Communications**

Task Name: Website and Digital Communications

Description: Create Reentry FAQs web page at https://capla.arizona.edu/reentry and update as necessary; hold town halls/school meetings with community to explain reentry; surveys as necessary for feedback/ideas.

Responsible Person or Unit: Manager Marketing and Communications

Schedule/Duration: Live by July 10, maintained thereafter

Financial Considerations: None

Risk/Uncertainty: Low risk

Data Management: Excel spreadsheet plus folders for communications themselves

Assessment: Use Google Analytics to track website usage; track town hall attendance; track survey response rates; if survey students, ask question about effectiveness of website and digital communications

Task 4:   **Faculty-to-Student Communications**

Task Name: Faculty-to-Student Communications
Description: Create resource guide, with faculty buy-in, for communicating guidelines to students as part of class, including syllabus (and an exercise in the first day of class?); additionally, encourage faculty to communicate regularly to students re: social distancing, mask wearing, etc., via D2L
Responsible Person or Unit: Manager Marketing and Communications, ADA
Schedule/Duration: July 20 – December 21
Financial Considerations: May be some materials cost if faculty undertake exercises with students around mask-making, etc.
Risk/Uncertainty: Low risk
Data Management: Excel spreadsheet plus folders for communications themselves
Assessment:

Task 5:   Student Organization Collaboration and Communications
Task Name: Student Organization Collaboration and Communications
Description: Create plan for working with CAPLA student organizations and Student Ambassadors on communications, both for idea generation and as a way to further reach students
Responsible Person or Unit: Manager Marketing and Communications, Recruiting Coordinator, Program Coordinator, Administrative Associate
Schedule/Duration: July 20 – December 21
Financial Considerations: None
Risk/Uncertainty: Low risk
Data Management: Excel spreadsheet plus folders for communications themselves
Assessment: Feedback from student organizations (and students to student organizations)

Task 6:   UA Safe Return Training/Re-Entry Packet Support
Task Name: UA Safe Return Training/Re-Entry Packet Support
Description: Create or adopt protocol and communications for UA Safe Return training and, if necessary, create CAPLA reentry packet and share with faculty, staff and students
Responsible Person or Unit: Manager Marketing and Communications, Director IT/Facilities
Schedule/Duration: July 20 – August 28
Financial Considerations: None
Risk/Uncertainty: Low risk
Data Management: Excel spreadsheet plus folders for communications themselves
Assessment: Track completion of UA Safe Return training

Questions and Comments re: Communications

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1. Will students be asked by UA to sign a social contract promising to adhere to wearing face masks, distancing and other rules as a condition of returning to campus? If not, should CAPLA create such a contract? (Like a social honor code....)
   a. Studio Rules—examine in context of new studio culture re: reentry and rewrite and republish
2. What will UA central communicate on vs. colleges? How can we avoid redundancy?
3. All instructors will maintain communication via D2L with their course participants regarding any changes in policy that have to do with remote learning or mitigations. Instructors will need to provide norms for communication with students that do not rely on real-time, face-to-face instruction: Guidelines for consulting D2L announcements, threaded-discussion forums for course-related questions, syllabus and calendar, etc. The guideline that students should know to consult "three [asynchronous sources of help] before me" is helpful here. Courses that have instructional teams, with a dedicated TA/preceptor who can field course-related questions and communicate to both instructor and students, will be helpful here.

4. Communicating and providing support to instructors that emphasizes approaches that can be flexible if there is a need to quickly pivot back to remote teaching will be essential: modular organization using D2L, using course tools such as calendar to help organize, assessments that do not assume need for synchronous and proctored participation.
5. Communication with instructors to make sure they are well prepared in designing their courses: as soon as possible, share the constraints on teaching as we approach an in-person start to the fall semester. We then need to provide support for instructors about what this means for them, for each of their courses. OIA can provide guidance here. (Covered in other CAPLA Reentry subgroup.)
6. Consistent communications with students should start in summer so that students have a good idea of what to expect well before they return to campus for fall. Working strategically through Trellis, we will minimize barrages of disparate emails. Advisors are particularly important in helping to coordinate messaging to students and should be included as we plan communication-strategies. Instructors should be urged to communicate with students as well about their courses.

Culture of Compliance Milestones

- Identify college educational and cultural activities – July 10, 2020
  - Face mask/covering station
- Plan college-level educational programs – July 31, 2020
  - Content and scope of face coverings and exhibition
- Identify possible student organization activities – August 1, 2020
  - Hand washing contest, Bathroom "jingles" contest

- Install Exhibition and Station – August 17, 2020
- Deploy face mask station(s) – August 24, 2020

Goal 3: Establish a culture of compliance

Task 1:   **Identify and Implement College Educational and Cultural Activities**

Task Name: Identify and Implement College Educational and Cultural Activities

Description: Create a list of educational and cultural opportunities such as mask wearing, social distancing, etc., fun and effective and then create plan for implementing them (for example, face covering competition and exhibition in Sundt Gallery).

Responsible Person or Unit: Faculty Task Leader, Full Subgroup

Schedule/Duration: June 15 – December 21

Financial Considerations: There are likely to be costs associated with these activities; face mask supplies for face mask stations of $400, for instance

Risk/Uncertainty: Medium risk/uncertainty—will students participate, how can we have such activities while still maintaining what we're asking for (i.e., face coverings, social distancing)?

Data Management: List or spreadsheet of ideas, materials, etc.

Assessment: Evaluation or survey after completing educational and cultural activities; Evaluate % of students wearing masks and social distancing (visual analysis)

Task 2:   **Identify and Implement Student Organization Activities**

Task Name: Identify and Implement Student Organization Activities

Description: Work with CAPLA student organizations to create and implement activities that foster a culture of compliance (such as hand-washing contest, bathroom "jingles" contest, etc.)

Responsible Person or Unit: Faculty Task Leader, Full Subgroup

Schedule/Duration: June 15 – December 21

Financial Considerations: Because student organizations are not funded this year, there may be some costs associated with these activities that the organizations themselves cannot fund (suggesting $500 toward this task).

Risk/Uncertainty: Medium risk/uncertainty—will students participate, how can we have such activities while still maintaining what we're asking for (i.e., face coverings, social distancing)?

Data Management: List or spreadsheet of ideas, materials, etc.

Assessment: Evaluation or survey after completing activities; feedback from student organizations to CAPLA (and feedback from students to student organizations)

Additional Notes:

- Look to influencers and different strategies to help students feel empowered to work well (vs. feeling peer pressured)
- Establish a community environment—what it means to be a part of it (welcoming and exciting, not scary, peer pressure-filled)

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- Overlaps with wellness activities in Student Needs, Equity and Wellness subgroup.

Data Management and Assessment

Included in each task, above.

G. Student Needs (Advising, Internships, International Student Enrollment, etc.), Equity and Wellness

The CAPLA Student Needs, Equity and Wellness Subgroup is tasked with developing re-entry plans for advising, internships, diversity/equity and wellness related to CAPLA students. Concerns include providing an equitable experience for students regardless of the modality of instruction, ensure students have access to support and resources to allow them to complete course requirements, provide advising in a timely and appropriate manner, and encourage wellness and community while following appropriate CDC and university guidelines.

Distinctive challenges within the scope of this task group include:

- Unique variety and diverse of students' needs
- Ability to support specifically our International Student population (especially those unable to return to campus)
- Gathering student needs in a timely and efficient manner to provide appropriate support
- Everchanging needs of students (Ex. If a student falls ill during the semester, they would require different support than before)

Budget Summary Information

TBD

Student Advising Milestones

- 7/27/2020 - Moving furniture and creating designated waiting area
- 8/1/2020 - Securing meeting spaces and establish rotation schedule

Goal 1: Establish student advising protocols with advisors on-campus

Task 1: Establish Rotation of Advisors at College
Task Name: Establish Rotation of Advisors at College

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Description: Advisors will rotate in-office presence throughout the fall semester. One advisor in office at all times. Initial proposal is for weekly rotations.
Responsible Person or Unit: Advisors
Schedule/Duration: 8/1/2020 - 1/1/2021
Financial Considerations: N/A
Risk/Uncertainty: Low Risk

Task 2: Offer in-person meetings times with social distancing protocols
Task Name: Offer in-person meetings times with social distancing protocols
Description: Appointments will be available for students offering both virtual and minimal in-person; in-person meetings will be staggered to minimize opportunities to congregate; Drop-in meetings will only be offered virtually.
Responsible Person or Unit: Advisors
Schedule/Duration: 8/1/2020 - 1/1/2021
Financial Considerations: Added supply of disposable face coverings available at Student & Alumni Center desk for individuals that do not have their own. Plexiglas for Front (welcome) desk
Risk/Uncertainty: Increased moderate risk with holding in-person meetings

Task 3: Create a safe Waiting Area in Student & Alumni Center
Task Name: Create a Safe Waiting Area in Student & Alumni Center
Description: Move student waiting area to the front of Student & Alumni Center; remove large conference table; and place seats with appropriate social distancing 6-foot distance; add social distancing signage.
Responsible Person or Unit: Director IT/Facilities, Advisor/Task Team Leader
Schedule/Duration: 7/27/2020
Financial Considerations: Storage for Conference Table; Signage
Risk/Uncertainty: Moderate Risk with students upholding social distancing practices; uncertain who will be responsible for cleaning waiting area

Task 4: Create barrier between office space and Waiting Area in Student & Alumni Center
Task Name: Create barrier between office space and Waiting Area in Student & Alumni Center
Description: Set stanchions along entrance way to reduce the flow into the active office space and help with flow of traffic.
Responsible Person or Unit: Director IT/Facilities, Advisor/Task Team Leader
Schedule/Duration: 7/27/2020
Financial Considerations: Purchase of stanchions
Risk/Uncertainty: Low Risk

Task 5: Low contact check-in system
Task Name: Low contact check-in system
Description: Add tablet/iPad or easy clean keyboard for an easy clean surface for checking in; create QR code for check-in by phone.

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Responsible Person or Unit: Director IT/Facilities, Advisor/Task Team Leader
Schedule/Duration: 8/1/2020 - 1/1/2021
Financial Considerations: Purchase of tablet/iPad or easy clean keyboard
Risk/Uncertainty: Low to Slight Risk; students will be responsible for cleaning equipment they use

Task 6: Create a safe meeting space
Task Name: Create a safe meeting space
Description: Use Drachman as a meeting space with students who decide to have an in-person meeting that will allow for appropriate social distancing and privacy.
Responsible Person or Unit: Director IT/Facilities, Advisor/Task Team Leader
Schedule/Duration: 8/1/2020
Financial Considerations: N/A
Risk/Uncertainty: Moderate risk with holding meetings in-person. Ensure proper clean procedures after every meeting

Task 7: Provide Crisis Training for Administrative Staff and Faculty
Task Name: Provide Crisis Training for Administrative Staff and Faculty
Description: Provide crisis training and list of campus resources for faculty and staff in absence of advisors
Responsible Person or Unit: Advisors
Schedule/Duration: 8/1/2020
Financial Considerations: N/A
Risk/Uncertainty: Low Risk

Student Advising Questions/Concerns/Needs

- How well will we be able to control the traffic in and out of the Student and Alumni Center and into the office spaces
- Will students be responsible for cleaning things they touch or places they sit?
- Students will be offered in-person meetings but preference will be to continue to meet virtually. It is unknown what students will prefer.

Student Advising Data Management & Assessment
Data Management: Meeting frequency and type (in-person vs. virtual) will be documented in Trellis Advise.
Assessment: Monitor that students are able to maintain a standard of communication and contact with advisor. Gather students' feedback about email response time and meetings availability to see what improvements can happen.

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Student Internship Milestones

- 7/13/2020 - Develop communication to faculty and students regarding experiential learning updates
- 7/13/2020 - Distribute new Risk Assessment protocol to Internship leads in schools
- 8/1/2020 - Create database listing alternatives to internship course

Goal 2: Student internship protocols

Task 1: Email Communications of July 1 Policies for Experiential Learning
Task Name: Email Communications
Description: Create outline and schedule for emails to students, faculty and staff over the summer and fall
Responsible Person or Unit: Manager Marketing and Communications
Schedule/Duration: July 13 – July 17
Financial Considerations: None
Risk/Uncertainty: Low risk

Task 2: Educate students on requirements for Internships/Experiential Learning
Task Name: Email Communications, added FAQs to website
Description: Create outline and schedule for emails to students. Add required documents for student requests and employee assessment
Responsible Person or Unit: Manager Marketing and Communications and Graduate Coordinator
Schedule/Duration: July 13 – December 21
Financial Considerations: None
Risk/Uncertainty: Low risk

Task 3: International students and CPT/OPT requests
Task Name: added FAQs to website
Description: Include international office updates for international students and CPT/OPT requests
Responsible Person or Unit: Manager Marketing and Communications and Graduate Coordinator
Schedule/Duration: August 1 – December 21
Financial Considerations: None
Risk/Uncertainty: Low risk

Task 4: Documenting and Approving Internships
Task Name: Authorize and approve

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Description: An authorized representative (academic coordinator, director of graduate studies, department head, chair of the GIDP, etc., as applicable) of the home department / academic unit must approve the student's internship request and employee assessment.

Responsible Person or Unit: SoLAaP Internship Coordinator, SoA Internship Coordinator, Faculty Instructor assigned, Advising Staff

Schedule/Duration: August 1 – December 21

Financial Considerations: None

Risk/Uncertainty: Low risk

Task 5: Database of Alternative Internship Options for graduation requirements

Task Name: Internship Alternatives for Graduation Requirements

Description: Create a database of alternative courses and/or experience for students who are required to complete an internship for graduation. These requirements are to be used in situations where students are unable to get an approved for-credit internship or feel uncomfortable pursuing an internship based on infection rates of COVID-19. This should be a last option to not delay students' graduation.

Responsible Person or Unit: SoLAaP Internship Coordinator, SoA Internship Coordinator, Faculty Instructor assigned, Advising Staff

Schedule/Duration: August 1 – December 21

Financial Considerations: None

Risk/Uncertainty: Low risk

Student Internship Questions/Concerns/Needs

- Is Career Services working to educate employers on polices and requirements for safe internship opportunities. How can we educate employers on university policies when posting opportunities for students? Need to educate and funnel all employers to utilize Handshake when posting opportunities.

Student Internships Data Management & Assessment

Data Management: Maintain database of all alternative options for students with required internships. Maintain database of all students participating in internship experiences and track with applications.

Assessment: Monitor how students with required internships are completing this requirement and if they have enough options available to continue through the program without hindering their progress.

Student Diversity/Equity Milestones

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- Host CAPLA Diversity and Inclusion Committee Meeting – June 25, 2020
- Launch Student Survey Feedback Survey – July 13, 2020
- Work with Administration to add Diversity and Inclusion Training into CAPLA Faculty/Staff Retreat – July 22, 2020

Goal 3: Student diversity/equity protocols

Task 1: Identify and Address Impediments to International Student Access
Task Name: Identify and Address Impediments to International Student Access
Description: Consider the varied circumstances of undergraduate and graduate international students with respect to beginning or continuing their education in CAPLA if they are not able to come to campus. Plan for synchronous and/or asynchronous access to course materials and, for courses that cannot be completely remotely, consider offering courses in other semesters and/or allowing students flexibility in time in completing their degree requirements.
Responsible Person or Unit: Graduate Coordinator, ADA
Schedule/Duration: June 30 – December 21
Financial Considerations: iCourses carry extra fees for students. GAs that were offered to first year (new) students that would no longer be eligible.
Risk/Uncertainty: Medium risk/uncertainty—Will students persist, defer, or discontinue their education? Graduate students GTS/Waivers and GA opportunities and undergraduate merit awards are not able to be awarded to distance learners, and international students who depend on aid.
Data Management: Records of contacts with graduating international students.
Assessment: Retention rates for international students and levels of enrollment. Successful completion of classes whether on campus or remote.

Task 2: Identify and Address Student Space Needs
Task Name: Identify and Address Student Space Needs
Description: Survey students about their desire to return to courses on campus. If they do not plan to return, inquire further about whether they have adequate space in which to work at home or elsewhere. This will be particular concern for students in studio-based programs.
Responsible Person or Unit: Advisor/Task Team Leader, ADA
Schedule/Duration: June 30 – December 21
Financial Considerations: TBD
Risk/Uncertainty: Medium risk/uncertainty—Students who cannot return to campus and have inadequate space in which to work at home are likely to find it hard to complete their coursework as thoroughly as they would otherwise, which in turn will affect their grades.
Data Management: Responses to student survey about needs.

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Assessment: Numbers of students actively working at their studio desks.

Task 3: Identify and Address Student Technology Needs

Task Name: Identify and Address Student Technology Needs

Description: Survey students about their access to a computer, software, and the
Internet. If they do not have a personal computer, identify whether they have access to a
computer on loan from the university, or a shared computer at home at school
or at home (and how many people they are sharing it with). Maintain remote
access to computer lab. Address other needs with individual or shared CAPLA
resources, with UA resources, or CARES Act/

Emergency Student Fund monies.

Responsible Person or Unit: Advisor/Task Team Leader, ADA

Schedule/Duration: June 30 – December 21

Financial Considerations: Could be considerable ($60K). The hope is to fund this expense
through crowdfunding or other gift sourced funding. This is connected to B Goal
3, Task 1.

Risk/Uncertainty: Medium risk/uncertainty—Students without regular, reliable access to
computers, software, and Internet will be unlikely to complete coursework and
progress in a timely way in their degree programs.

Data Management: Responses to student survey about needs.

Assessment: Numbers of computers loaned by CAPLA. Amount of money raised to support
technology needs.

Task 4: Identify and Address Student Internet Access

Task Name: Identify and Address Student Internet Access

Description: Survey students about the reliability of stable access to the Internet.
Address needs with individual or shared CAPLA resources, with UA resources, or CARES
Act/Emergency Student Fund monies.

Responsible Person or Unit: Advisor/Task Team Leader, ADA

Schedule/Duration: June 30 – December 21

Financial Considerations: TBD based on need and UA support

Risk/Uncertainty: Medium risk/uncertainty—Students without regular, reliable access to the
Internet will be disadvantaged in completing their coursework, especially given
the reliance on D2L to manage course materials and assignment submissions.

Data Management: Responses to student survey about needs.

Assessment: Numbers of hotspots provided by CAPLA. Amount of money raised to support
technology needs.

Task 5: Identify and Address Student Access to Project Materials

Task Name: Identify and Address Student Access to Project Materials

Description: Survey students not on campus about the availability of particular materials for
studio projects. If unavailable, communicate to faculty the need for alternative
assignment or material arrangements.

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Responsible Person or Unit: Advisor/Task Team Leader, ADA
Schedule/Duration: June 30 – December 21
Financial Considerations: TBD
Risk/Uncertainty: Medium risk/uncertainty—??
Data Management: Responses to student survey about needs.
Assessment: Numbers of students who apply for Student Enrichment, CARES Act, or CAPLA Student Emergency Funds.

Task 6: Consult CAPLA Diversity and Inclusion Committee for Student Concerns
Task Name: Consult CAPLA Diversity and Inclusion Committee for Student Concerns
Description: Convene CAPLA Diversity and Inclusion Committee, invite new student members, and catalogue student needs.
Responsible Person or Unit: ADA
Schedule/Duration: June 30 – December 21
Financial Considerations: Possible minor funding for fall diversity and inclusion programming.
Risk/Uncertainty: Medium risk/uncertainty—??
Data Management: Records of communication from the committee and minutes or other records of programming spurred/organized by the committee.
Assessment: Compare outcomes from action items with meeting minutes and lists of goals to determine impact.

Student Wellness Milestones

- Identify possible student organization activities – August 10, 2020
- Student Wellness Check-in Plan – August 10, 2020

- Digital Signage in Place – August 23, 2020
- Create and Implement Wellness Schedule of Activities – August 23, 2020

Goal 4: Student wellness protocols

Task 1: Work with Student Organization Leadership on Plans for Student Wellness
Task Name: Work with Student Organization Leadership on Plans for Student Wellness
Description: Coordinate with CAPLA student organizations and Student Ambassadors for activities they support for student wellness, both within their organizations and for students overall
Responsible Person or Unit: Director Alumni Affairs, Graduate Coordinator, SoLaP Advisor/Task Team   Leader, SoA Advisor, Manager Marketing and Communications, Recruiting Coordinator
Schedule/Duration: August 1 – December 21
Financial Considerations: None.
Risk/Uncertainty: Low risk/uncertainty.

Data Management: List or spreadsheet of activities, folder for materials
Assessment: Evaluation of survey of activities once completed; other feedback from students and student organizations

Task 2: Create and Implement Wellness Schedule of Activities Using HeadSPACE
Task Name: Create and Implement Wellness Schedule of Activities Using HeadSPACE
Description: HeadSPACE is a CAPLA group that organizes time and space where students can collectively explore ways to destress and have fun, led by Valerie Lane, senior lecturer in Architecture. In this task, Valerie, working with others as needed, will create and implement a schedule of wellness activities this fall and spring.
Responsible Person or Unit: Faculty Wellness Coordinator
Schedule/Duration: August 10 – December 21+
Financial Considerations: None.
Risk/Uncertainty: Low risk/uncertainty.
Data Management: List or spreadsheet of activities, folder for materials
Assessment: N/A.

Task 3: Bystander Intervention Training
Task Name: Bystander Intervention Training
Description: Coordinate with CAPLA student ambassadors and student organizations on Step UP! Bystander Intervention training (likely train-the-trainer training)
Responsible Person or Unit: Manager Marketing and Communications, Director Alumni Affairs
Schedule/Duration: August 17 – December 21
Financial Considerations: None.
Risk/Uncertainty: Medium risk. Even with bystander intervention training through UArizona's Step UP! Program, student ambassadors and organizations can provide only so much intervention and check-in.
Data Management: List or spreadsheet of activities, folder for materials
Assessment: Bystander intervention training participation and evaluation; other training follow-up and evaluation; check-ins

Task 4: Use Digital Signage to Support Student Wellness
Task Name: Use Digital Signage to Support Student Wellness
Description: In addition to posting messages re: safety, social distancing, etc., on digital signage that will be placed in high-traffic areas, use signage to promote messages of support, wellbeing, community, etc.
Responsible Person or Unit: Director IT/Facilities, Manager Marketing and Communications
Schedule/Duration: August 24 – December 21
Financial Considerations: None.
Risk/Uncertainty: Low risk/uncertainty.
Data Management: List of monitors, maps of sign locations, PowerPoints/images (folders)

Assessment: Ensure monitors remain on; change content enough to keep students (and faculty and staff) engaged; if survey students in general, include question about the effectiveness of digital signage

Student Wellness Questions/Concerns/Needs

- Look to influencers and different strategies to help students feel empowered to work well (vs. feeling peer pressured)
- Establish a community environment—what it means to be a part of it (welcoming and exciting, not scary, peer pressure-filled)
- Set up Step UP! bystander intervention training for student organization leadership? Yes, Becky Bell has offered to do one free training session—most likely a train-the-trainer session, in which case we'd ask those trained (could be students, faculty and staff) to in turn train more CAPLA students
- Create a student network of support for peers who are unable to attend class due health reasons (run errands, buy groceries, drop off materials needed from studio). Could create a database by asking students to complete a survey: "In the event one of my peers is unable to attend class, I am comfortable performing the following actions..."
- Could we ask a student organization to take the lead on this?
- Devote a small portion of time during class to allow students to share how they are feeling, coping strategies, etc.
- Designate a social space, like the Underwood garden, for people to congregate (at a safe distance) in a non-classroom environment.
- Much overlap with Signage, Communications, and Culture of Compliance subgroup, under Culture of Compliance goal.
- Health and "wellness" are incredibly personal notions and each individual has their own internal definition of what those terms mean to them and how they implement healthy practices into their lives. One important goal is to be transparent about our definitions of those things.

- We need to talk about the mental stress the situation before us may have on certain individuals. Again, this is an sensitive subject area, but one that we can be proactive and supportive of being open about. We cannot council our students in any official capacity, but we could perhaps identify members of our faculty who would be willing to be a sort of 'safe place' to go share concerns and then help direct the students to the proper sorts of help. Students are far more likely to take advantage of this if the faculty members available are closer to them...so perhaps it's one person per studio or something like that. It's important to mention that when times are incredibly stressful now, the level of frustration will be higher. We need to all be watching out for students who are not handling the stresses well... who may be struggling with frustration or anger issues. There surely will be a heightened sense of uncertainty which can

lead to people inherently feeling unsafe which can cause people to behave in a way that is far out of character.

- There are physical practices that are known to have either a positive or adverse effect on the overall picture of wellbeing. This has to do with food and diet, exercise, drug use, and stress management. This is incredibly variable depending on the student and if we start telling everyone to exercise more and eat less, it could be offensive. In HeadSPACE we try to be sensitive to the fact that hard core exercise and a vegetarian diet of only salads is not for everyone and there are many ways to de-stress and care of the body. *The primary goal of HeadSPACE is to help students explore a variety of methods for releasing stress*...

- Wellbeing is the overall picture of health that encompasses elements from each of the above-mentioned facets of health.

- It is a little early to be planning HeadSPACE yet, but at the onset of the semester the HeadSPACE coordinator typically sends out a welcome back email that will include links to all resources on campus available to students in light of managing their wellbeing. That list of resources is probably evolving now. The coordinator will do research to identify those things and if we want to put together an official list of resources on our website, they would highly support that effort. This includes OIA, student health services, athletic centers, churches and other places of worship, suggested meditation apps, etc.

- At the beginning of the semester, the coordinator also reaches out to all student groups to ask them to "host" any in-person events. We don't know if HeadSPACE should be in person at all this year, but perhaps. Most events we have done are all outdoors and probably can be deemed pretty safe. The coordinator has a student post events around the building and continues to send a couple of emails a month with interesting online resources or practices to enhance wellbeing. This all comes from the coordinator and their interest and the coordinator makes a genuine effort to share a variety of types of things so that perhaps in a semester, each student may relate to at least one of the shared HeadSPACE resources.

Data Management and Assessment

Included in each task, above.

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