



# **COA STUDENT GUIDE**

**IN COORDINATION WITH [WWW.TTU.EDU/COMMITMENT](http://WWW.TTU.EDU/COMMITMENT)**

## **FALL 2020**

### ***SHARED RESPONSIBILITY***

As we return to campus this Fall, we are committed to the well-being of our students, faculty, and staff, and to a culture where we take care of one another. The following protocols are in place to help us all stay healthy while we continue to inspire, develop, and empower future leaders in architecture during the pandemic. COVID-19 is a somewhat unpredictable illness. Some people experience no symptoms or a mild illness, while others have more serious cases. The pandemic continues to evolve and we anticipate protocols may be amended. Please check your email regularly for university and college updates.

# KEY CHANGES

## HOURS

To allow time for sufficient cleaning and also to ensure that protocols can be enforced to the best of our ability for everyone's safety, the CoA building will be accessible to students from 8:00 a.m. to 5:00 p.m., Monday through Friday. The building will be locked at 5:00 p.m. each day and not open on weekends. We understand this is a major change from pre-pandemic times. Our intention is to provide building access during regular business hours while full time staff are present to ensure adherence to protocols. We will monitor all guidance during the semester and if we are able to safely offer extended hours, we will modify this policy and let you know.

With the exception of our First Year cohort, in order to support some access outside of studio hours, upper level students enrolled in a hybrid studio section may use their desk at any point on the day that they meet face to face with their studio section. Those students will be made aware of which day their section is assigned face to face instruction. For example, students attending their face to face class on a Monday will also be permitted access their studio desk beginning at 8:00 a.m. on Monday. Students enrolled in fully online sections will not have a physical desk in the building and will attend all classes virtually.

## FACE COVERINGS

You must wear a mask per TTU's mandatory Facial Covering Policy ([www.texastech.edu/downloads/ttus-policy-face-coverings.pdf](http://www.texastech.edu/downloads/ttus-policy-face-coverings.pdf)). For the safety of our community, everyone is required to wear a mask or facial covering while in campus buildings, while in classes, and while social distancing cannot be maintained outdoors on campus. We ask that you bring your own mask (and face shield if you would like) from home.

CDC guidance on masks can be found here: [www.cdc.gov/coronavirus/2019-ncov/prevent-gettingsick/cloth-face-cover-guidance.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-gettingsick/cloth-face-cover-guidance.html).

The CoA will have some disposable masks available if you forget your mask.

Additional information about face coverings/masks:

- A face covering must cover the nose and mouth.
- A face covering can be made from woven or non-woven fabrics or combinations of fabrics (avoid elastic barrier).
- A face covering may involve layering (ideally at least three layers).
- A face covering can have "diverse" appearance
- Any writings or images on a face covering should be in good taste and exude professionalism.
- A face covering should have a close fit emphasized by covering the nose, cheeks, and chin.
- Few of these combinations have been systematically evaluated and there is no single design, choice of material, layering, or shape among non-medical masks that are available. The unlimited combination of fabrics and materials results in variable filtration and breathability.
- The university has advised us that the sort of mask seen with a button or disk on one side is not effective against virus transmission.



**PLEASE UNDERSTAND THAT YOU WILL BE ASKED TO LEAVE THE BUILDING UNTIL YOU HAVE A MASK ON, UNLESS AN EXCEPTION APPLIES UNDER THE TTU POLICY.**

## **SOCIAL DISTANCING**

Keep at least 6 feet distance between you and others.

This is a very basic and very effective way to reduce the chances of illness transmission. COVID-19 has been determined to spread mainly by respiratory droplets, and even before a person is symptomatic. Therefore, it is important to keep a consistent physical distance from others. We will direct you via signage so that you will know the capacity limits of various spaces in the building. Those limits will be set based on calculating how many people can safely share the space while maintaining social distancing.

In general, meetings and other gatherings should continue to occur virtually via email, Skype, Zoom, or other approved application.

If able bodied, we encourage you to take the stairwell rather than elevators — especially to the second and third floors.

## **HAND HYGIENE**

Wash your hands throughout the day with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. We have hand sanitizer available on studio floors and throughout the building.

## **REPORTING OF ILLNESS**

Monitor how you feel every day. Do you have any symptoms of illness? Use the TTU Quick Assessment tool located here: [ttucovid19.ttu.edu/User/SelfScreening](https://ttucovid19.ttu.edu/User/SelfScreening). Your instructor may require the results of this screen before you enter the classroom space.

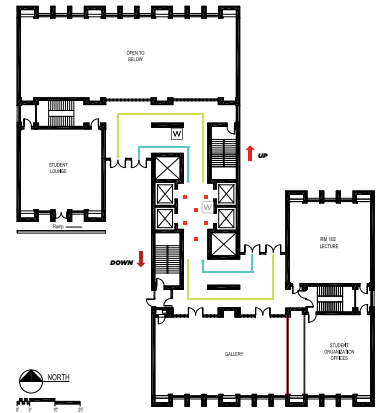
If you have symptoms of illness and you think the symptoms may be COVID-19 related, call Student Health Services at 806.743.2848 or your health care provider. Then, if you receive a positive test, self-report as soon as possible here: [ttucovid19.ttu.edu/User/ReportCovid](https://ttucovid19.ttu.edu/User/ReportCovid). Class absences that are not COVID-19 related may continue to be reported to your Instructor of Record for the course in question.

Do not attend class or any other in person event if you are ill. The CoA will work with you pursuant to university guidance to make reasonable, instructional accommodations.

If your illness is determined not to be COVID-19-related but your illness renders you unable to attend face-to-face classes, participate in synchronous online classes, or miss specified assignment due dates in asynchronous online classes, you are encouraged to visit with either Student Health Services at 806.743.2848 or your health care provider. Note that Student Health Services and your own and other health care providers may arrange virtual visits.

During the health provider visit, request a “return to school” note; e-mail the instructor a picture of that note; return to class by the next class period after the date indicated on your note.

Following the steps outlined above helps to keep your instructors informed about your absences and ensures your absence or missing an assignment due date because of illness will be marked excused. You will still be responsible to complete within a week of returning to class any assignments, quizzes, or exams you miss because of illness.



# MEASURES COA HAS TAKEN

## CLASS MODALITIES

This fall we are offering two types of classes — “hybrid” and “online synchronous.”

In a “hybrid course” students meet face-to-face on a frequency set by the instructor. For the additional class time, students will be engaged with a variety of learning assignments/activities that will be completed online. The assignments/activities will reinforce the content covered in the face-to-face lectures.

“Online synchronous” meets at specific times as indicated in the class schedule. Faculty will use video-conferencing tools to deliver lectures, work with groups of students, or conduct seminars. Homework, learning activities, and exams will have defined due dates, as is typical for on-campus learning but all will be submitted via Blackboard. This type of class requires the students to have a webcam and microphone. In this type of class delivery, students will have the opportunity for regular interaction with the instructor and other students in the class. Faculty often offer video-conferencing office hours.

## AIR QUALITY

- We increased the ratio of fresh air to recycled air in the building HVAC system.
- We added antimicrobial filters to the return air in the basement of the building.
- We are in the process of installing stand-alone air purifiers in all restrooms.

## SURFACE AND HAND CLEANING

- Hand sanitizer is available on each floor elevator lobby and in the studios.
- Sanitizing wipes are available to wipe down surfaces in the computer labs and in studios.
- Wellness stations — equipped with sanitizer and wipes — will be located on the Courtyard level and Ground floor.

## SOCIAL DISTANCING

- We installed floor and wall signage reminding our community about social distancing.
- There is a maximum capacity of 2 persons on elevators.
- Directional signage is installed to guide entry to and exit from the building.
- Plexiglass has been installed in various areas to act as a barrier.
- Drinking fountains will be unavailable.
- The restroom capacity is one (1) person at a time; masks are required at all times in restrooms.



# ***YOUR FIRST WEEK IN STUDIO***

For the first week of school, if you are in a hybrid studio, you will either meet outdoors, in the first-floor gallery space, or meet virtually. Your instructor of record will let you know. Face-to-face classes will start the second week of school (week starting on 8/31/20). The reason for this is studio clean out from Spring 2020. This started in August as the university phased down to Phase II. We were then able to open the building to students. However, due to the number of students coming back to Lubbock closer to the first day of school, we must allow for pick-up of belongings during the first part of the first week. After belongings are collected, the studio rooms will be rearranged, cleaned, and sanitized.

## ***SPECIFIC PROTOCOLS***

### **CLASS**

#### **ARRIVING TO CLASS**

- If you are enrolled in a hybrid course (meaning there is some face-to-face meeting time), you will be assigned a designated arrival time on the day your section meets.
- Arrival times allow us to stagger the schedule and prevent congestion in the lobbies.
- Please arrive at your designated time (see example).

### ***EXAMPLE***

**YEAR X STUDIO HAS SECTIONS THAT MEET VIRTUALLY TWO DAYS A WEEK, AND FACE-TO-FACE ONE DAY PER WEEK.**

**SECTIONS 1, 2 AND 3 MEET FACE-TO-FACE ON MONDAYS.**

**SECTION 1 ARRIVES AT 1PM, SECTION 2 ARRIVES AT 1:15PM AND SECTION 3 ARRIVES AT 1:30PM.**

- Please follow all directional signage when entering the building.
- Please maintain social distance when entering classrooms.
- You will be assigned a desk that is socially distanced from others.
- You will be provided wipes to wipe down your chair, desk, and equipment.
- Keep your mask on before, during, and after class.
- No food and drink are allowed during class to maintain face mask compliance.

## LEAVING CLASS

- You will wipe off your seat, desk, and all equipment prior to leaving the classroom. Surface wipes will be available. You will be dismissed by desk area or row at different times to preserve social distancing and prevent congestion in the elevator lobby.
- Follow all directional signage when leaving the building.
- Please keep your face covering on until you exit the building. Signage will indicate traffic directions; you are required to follow that signage (except in the case of a fire or emergency, leave from the closest door)

## EXAMPLE

**YEAR X STUDIO, SECTIONS 1–3 WILL DEPART AS FOLLOWS:  
SECTION 1 DEPARTS AT 4:30PM, SECTION 2 DEPARTS AT 4:45PM AND SECTION 3 DEPARTS AT 5PM.**

## FACULTY OFFICE HOURS

- Faculty office hours will be by appointment only this fall. Please email your instructor or contact them through Blackboard to make an appointment.
- Office hours are strongly encouraged to be virtual (e.g. through Skype or Zoom), however individual instructors may schedule a face-to-face meeting and the CoA will have larger rooms available to accommodate this.

## COLLEGE UNITS

In general, virtual appointments will be required or strongly encouraged. Below are instructions on protocols with each unit. Please know our sincere desire is to maintain a safe and positive experience.

## INFORMATION TECHNOLOGY

### SOFTWARE HELP

- Send an email to [architecture.it@ttu.edu](mailto:architecture.it@ttu.edu).
- A member of the IT staff will attempt to resolve your problem remotely, sometimes using screen sharing.
- For problems that cannot be resolved virtually, you may be offered (a) a face to face appointment with Denny or Tim in a room that provides for social distancing or (b) a drop off time and place so that you may leave your equipment with them.

### HARDWARE HELP

- Send an email to [architecture.it@ttu.edu](mailto:architecture.it@ttu.edu).
- A member of the IT staff will reply with further instruction.
- You may be offered (a) a face to face appointment with Denny or Tim in a room that provides for social distancing or (b) a drop off time and place so that you may leave your equipment with them.

### CHECKING OUT COA EQUIPMENT (E.G. CAMERAS)

- Send a request to [architecture.it@ttu.edu](mailto:architecture.it@ttu.edu).
- A member of the IT staff will reply to collect required information and to establish a pickup time.
- All equipment will be ready at the Print Bureau service window.
- Return all equipment to the Print Bureau Service Window. Equipment should be returned by 5 p.m.

## 9TH FLOOR COMPUTER LABS

- The computer labs will be available on a first come first serve basis but please be aware there are fewer computer stations available for use this fall to support social distancing.
- In order to maintain social distance, the empty tables between computers should not be used.
- Please wipe down your keyboard, mouse, desk, and chair when you leave the computer lab. Surface wipes will be available.
- No food and drink are allowed in the computer labs to maintain face mask compliance.

## LIBRARY

- The Library will be adjusting opening hours to accommodate safety and user needs. [Please check their current \(and future\) hours here.](#)
- All Library patrons are expected to comply with social distancing and face mask requirements while within the Library space.
- No food and drink are allowed in the Library to maintain face mask compliance. Furniture has been reconfigured to support social distancing. Please do not move any furniture.
- Before and after use of library resources — computers, printers, scanners, books and journals — please practice good hand hygiene.
  - Wash and/or sanitize your hands.
  - Hand sanitizer is available throughout the Library.
  - Surface wipes for shared spaces are also available.
- Refer to the following online sources for additional information, updates, and methods for getting in contact with the Architecture Library:
  - Architecture Library website: [www.depts.ttu.edu/library/arch/index.php](http://www.depts.ttu.edu/library/arch/index.php)
  - Architecture Research Guide: [www.guides.library.ttu.edu/archlib](http://www.guides.library.ttu.edu/archlib)
  - Instagram: [@ttuarchlib](https://www.instagram.com/ttuarchlib)
- Look [here for information and updates](#) to the TTU Libraries' COVID-19 response.

## DEAN'S OFFICE

- For general questions and guidance, we ask that you call (806) 742-3136 or email [Rachel.Roe@ttu.edu](mailto:Rachel.Roe@ttu.edu) before coming to the Dean's Suite. If unavailable at that moment, she will reply within the day.
- Appointments are required with administrators and the meetings will be virtual.
- Please email Coordinator for Dean's Suite, [Rachel.Roe@ttu.edu](mailto:Rachel.Roe@ttu.edu), to request a meeting

## BUSINESS OFFICE

- Please first email [Sarah.Hillger@ttu.edu](mailto:Sarah.Hillger@ttu.edu) or [Rachel.Roe@ttu.edu](mailto:Rachel.Roe@ttu.edu).
- You will be offered a virtual appointment over Skype or Zoom.
- In the event you need to bring paperwork, there will be a receptacle in the Dean's Suite and dedicated folders.

## ADVISING

- Appointments are required unless you attend a Virtual Walk-In.
- Please go to [strive.ttu.edu](http://strive.ttu.edu) to set the appointment with your advisor.
- You will be offered a virtual appointment, however face-to-face may be requested with a 24-hour notice.
- Virtual Walk In times will be offered three days per week and announced in the first two weeks of the fall semester.

## WOOD SHOP

- The Wood Shop will be available only for select courses and small groups this fall. Most work will be digital.
- At maximum capacity, 9 people will be able to work inside the Woodshop.
- Outdoor workspace may be arranged depending on weather and will allow for up to 3 additional workstations.
- For those students enrolled in sections that will use the shop, you must make an appointment in advance of coming to the Wood Shop.

## PRINT BUREAU AND DIGITAL SHOP

- We expect that printing and laser cutting will be reduced this fall.
- Laser files will be picked up in the hall outside of laser shop (Room 006).
- For those courses that require printing, the sending computer must be attached to the TTU network, either through WiFi, VPN, or directly wired (i.e. the CoA lab computers).
- To ensure timely printing, you **MUST** print at least one hour before your print is needed.
- On each document, put your first and last names at the right corner of each page.
- Your print will be sorted by your name outside the Print Bureau.

# FAQ

## ***WHAT IF I DO NOT HAVE SUFFICIENT WORKSPACE TO DO MY ARCHITECTURAL WORK?***

With the exception of our First Year cohort, in order to support some access outside of studio hours, upper level students enrolled in a hybrid studio section may use their desk at any point on the day that they meet face to face with their studio section. Those students will be made aware of which day their section is assigned face to face instruction. For example, students attending their face to face class on a Monday will also be permitted access their studio desk beginning at 8:00 a.m. on Monday. Students enrolled in fully online sections will not have a physical desk in the building and will attend all classes virtually.

Alternatively, the Architecture Library and the University Library have space available — tables and computer stations — on a first come, first serve basis during their standard hours of operation.

If these options do not work for your schedule, please contact your instructor and we will endeavor to find a solution.

## ***WHAT IF I PREFER TO BE HYBRID STUDIO SECTION BUT I WAS PLACED IN AN ONLINE SECTION?***

We have worked diligently to accommodate preferences. However, we opened fully online sections of studios at each year level with a certain number of spots because we must accommodate faculty and students with health conditions that leave them vulnerable to more severe cases of COVID-19. Further, since we have to socially distance in the building, we do not have enough desk space to accommodate the same number of students this semester. We have worked over the summer to acquire the right digital tools to prepare a robust digital experience this Fall, which will be highly relevant to your future career.



## ***WHAT IF I MIGHT HAVE COVID-19?***

If you are exhibiting symptoms of COVID-19, you should begin isolation immediately and contact Student Health Services at (806) 743-2848 between 8:00 a.m. and 5:00 p.m. on Monday through Friday. Contact Texas Tech Physicians' Nurse on Demand at (806) 743-2911 after operating hours and on weekends. If you are uncertain, and have general COVID-19 related questions, call (806) 742-5929.

The university is offering free, non-mandatory COVID-19 testing Aug. 3–24. Students, faculty and staff can pre-register for a date and time at [texas.curativeinc.com/welcome](https://texas.curativeinc.com/welcome).

## ***WHAT HAPPENS WHEN I AM ABSENT BECAUSE I HAVE A CONFIRMED COVID-19 TEST?***

If you receive a positive test, self-report as soon as possible here: [ttucovid19.ttu.edu/User/ReportCovid](https://ttucovid19.ttu.edu/User/ReportCovid).

## ***WHAT IF SOMEONE I INTERACTED WITH OR LIVE WITH HAS TESTED POSITIVE FOR COVID-19?***

Call Student Health Services at (806) 743-2911 or your primary care provider on next steps. You should also answer the relevant questions on the TTU Quick Assessment tool to receive further guidance. [ttucovid19.ttu.edu/User/SelfScreening](https://ttucovid19.ttu.edu/User/SelfScreening).

## ***WHAT IF I AM HAVING A HARD TIME ACADEMICALLY?***

We are very sensitive to the enormous challenges facing everyone this fall. Please reach out to your instructors and your academic advisor early if you are struggling. Do not wait. The earlier we can support you, the better chance we have at success.

## ***WHAT HAPPENS IF I AM HAVING A HARD TIME EMOTIONALLY OR MENTALLY?***

If you are in need of immediate assistance for a mental health crisis:

- Call 911 or go to the Emergency Room for an emergent crisis.
- Call the TTU Crisis Helpline at (806) 742-5555.
- Call the National Suicide Prevention Lifeline at (800) 273-8255.
- Call or visit the National Suicide Prevention Lifeline and Chat at (800) 799-4889 or [suicidepreventionlifeline.org/chat](https://suicidepreventionlifeline.org/chat).
- Walk in for a mental health screening at the Student Wellness Center during normal office hours (Monday–Friday from 8:00 a.m.–5:00 p.m.).

The National Disaster Distress Helpline at 1-800-985-5990 is also available to you. This service provides immediate crisis counseling to those affected by the COVID-19 Pandemic.

We understand that students have many needs right now. Please be aware that this resource is also available to you for financial, food, housing and other resources at TTU: [www.depts.ttu.edu/dos/RaiderRelief.php](https://www.depts.ttu.edu/dos/RaiderRelief.php).