

2020- 2021 Studio Operations Policies  
in response to COVID-19 Pandemic<sup>1</sup>

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The Interior Design faculty place high priorities on the safety, health, and welfare of students who learn in their program. During the 2020-2021 academic year, teaching approaches/modes best suited to maximize learning while protecting everyone's mental and physical health will be emphasized. We recognize no single approach will be appropriate for all classes, instructors, and students. As feasible, we will make accommodations to respect choice, need, and emerging circumstances.

The faculty expect professionalism and good citizenship from students enrolled in Interior Design courses. At minimum, professionalism and good citizenship include:

- Thinking of others.
- Avoiding actions that hinder or lessen the learning experiences of peers.
- Respecting others' rights and actions.
- Being courteous to others. Remind and guide people when policies are not followed. Do not scold or argue.
- Monitoring your own health.
- Recognizing how your actions outside of class may have consequences for the people in your classes.
- Reporting problems and concerns to faculty or staff.

**North Dakota State University's return to campus includes several key elements:**

- Instructors and students will be required to **wear face coverings** (i.e., masks covering their nose and mouth) at all times inside classrooms and other shared spaces.
- All individuals are expected to follow the **six-foot minimum social distancing requirements**.
- All individuals are expected to follow the **required health monitoring policies**.

The return to campus for the 2020-2021 academic year presents specific challenges for parts of the Interior Design curriculum. The faculty are committed to providing high-quality learning opportunities to advance students' progress towards their degrees.

**HyFlex is short for hybrid-flexible.** At NDSU, this means each course is built to give students and instructors a choice to attend either in person or remotely. The course still has a physical classroom and synchronous instruction, and the learning outcomes are the same regardless of mode of attendance. It uses existing technologies as well as new ones planned from CARES funding to achieve this. HyFlex **is not** a software package, a learning management system, or a specific pedagogical approach.

<sup>1</sup>*The policies listed in this document will guide learning during the in-person portions of Hyflex classes. These policies may be amended as conditions warrants. These policies outline minimum expected behavior.*

**Attendance:** Course attendance will not be a required portion of any student's grade. Seat assignments will be made for in-person course sessions. Maintaining a record of in-person class attendance is important for potential contact tracing in the event a student or instructor exhibits symptoms of infection.

- a. Students are expected to participate fully in class and remain responsible for learning all course content regardless of course delivery method.
- b. Students will be required to check temperature when entering design studio. Disposable gloves and signage will be provided at the entrance for guidance. If a student has a temperature, they will need to return home.
- c. If a student feels unwell, exhibits symptoms associated with the COVID-19 illness, has an elevated temperature (based on CDC guidelines), or is in a living situation with someone diagnosed with COVID-19, the student should not attend class. The student is responsible for communicating with the instructor that they are not attending class.
- d. If a student will be unable to attend class in person or remotely for an extended period of time (more than two weeks), the instructor and student will work out appropriate accommodations to enable continued academic progress. The Interior Design Program Coordinator may be involved in discussions about long-term absences from class.

**Classroom occupancy:** A maximum occupant load will be set for each classroom or studio space based on CDC and NDSU recommendations. The occupant load will be clearly posted in each classroom. In most cases, the maximum occupant load for an assigned classroom or studio space will be lower than the total number of students enrolled in the course plus the assigned instructors. Instructors will divide the students into groups so that the number of students (plus instructors) in a classroom is always less than the maximum occupant load.

- a. Classes with higher enrollments will meet on alternate course days (e.g., group 1 will meet on Mondays and group 2 will meet on Wednesdays). During course sessions that are not scheduled for in-person instruction, students will be responsible for continued progress and content available on Blackboard.
- b. Once students are assigned to a group, they may not change their group without the permission of the course instructor.
- c. If a student misses a scheduled in-person class session, they may NOT attend the alternate day session as a make-up experience. Students who miss in-person class sessions may contact the course instructor requesting an out-of-class meeting (either virtual or in-person at the instructor's discretion).
- d. Instructors will not schedule in-person guest lectures or visits during in-person classroom sessions. Guests will be asked to participate remotely via Zoom or other collaboration software.

**Studio set-up:**

- a. Designated seating will be clearly marked. Students are required to use only designated seats to maintain physical distances.
- b. Students **should not** rearrange a studio space.
- c. The arrangement of seats and furniture will ensure instructors and students each have a safe distance from any other person in the room, as well as a safe distance from travel paths into and out of the room.
- d. Cleaning and disinfecting supplies will be centrally located for easy access.
- e. Each studio will have a designated critique space capable of seating three or four people.

**Studio & workspace cleaning:** Cleaning and disinfecting supplies will be located in each studio.

- a. Students and instructors are responsible for cleaning their workspaces (including chairs, tables or work surfaces, shared studio supplies, equipment, and other items) BEFORE and AFTER they use a space. The increased passing time between scheduled classes will enable everyone to participate in these actions.
- b. Instructors (or an assigned person) are specifically responsible for cleaning markers, workstations, door handles, and other common elements of the classroom. They are also responsible for ensuring shared studio supplies are cleaned and returned to designated storage spaces.

- c. Everyone should use the cleaning, disinfecting supplies responsibly, and following safe procedures. Wasting of supplies or damaging use of the supplies must be avoided.
- d. Some cleaning supplies may not be appropriate for all surfaces in a space. Some equipment (i.e., plotters, computers) is easily damaged by cleaning liquids. Follow posted signs and common sense.
- e. Additional, regular cleaning of classrooms will occur after hours. Students are expected to vacate spaces when necessary to enable cleaning crews to complete the regular cleaning and maintenance of the rooms.
- f. Instructors and students should avoid actions that create unnecessary or burdensome cleaning for the custodial staff. Place trash or recycling in appropriate receptacles. Instructors or students should handle spills.

**Studio operations:** In-person studio meetings will encourage interaction between students and instructors to the extent possible while remaining physically distanced.

- a. Instructors will not enter the safe zone around a student.
- b. A student will not enter the safe zone around an instructor or other student.
- c. If a person is blocking a safe path through or into/out of the room, students and instructors may politely ask them to move to allow passage.
- d. Students and instructors are required to wear masks at all times, including when teaching or presenting.
- e. When course work is completed digitally, **in-person critiques will occur using a digital interface** (e.g., Zoom screen share, document camera, Conceptboard, Miro)
- f. When studio work is completed physically, in-person critiques will occur using tools to support separation.
- g. Shared studio supplies (e.g., cutting mats, rules, scales) should remain in the assigned studio space. Supplies should not be moved between studios. Designated spaces for the supplies are provided.
- h. Instructors may choose to end an in-person class session if a student refuses to comply with outlined safety guidelines (e.g., refuses to wear a mask, repeatedly violates the safe zone around other people).

**Student computers:** Students are responsible for maintaining the care and safety of their personal computers.

- a. Students must ensure their computers comply with Interior Design program's software requirements.
- b. Students must establish and maintain an organized file management system.
- c. Students must establish a digital back up of course files using a cloud-based storage system, portable drives, or another reasonably secure method. NDSU provides students free access to Microsoft OneDrive and Google Drive.
- d. The Interior Design Program provides a shared Revit server to support collaborative projects in upper division studio. Students must follow guidelines for use of the server, including digital security measures.

**Other related guidelines:** Guidelines will also govern student use of studio and Design Center spaces outside scheduled course sessions.

- a. The Design Center will be closed until further notice.
- b. The refrigerator and microwave located in the FLC 116 will not be available for use until further notice.
- c. Students will not invite guests into the shared studios during or after scheduled class sessions. Guests include colleagues from other classes, friends, family or anyone not enrolled in a course.
- d. Non-class use of studio spaces (e.g., organization meetings) are expected to follow the same cleaning, distancing, and protective guidelines as regular class uses.
- e. Studio spaces may not be available for non-class uses.

*Thanks to the School of Interior Design @ Louisiana State University and Eskenazi School of Art, Architecture + Design @ Indiana University Bloomington for sharing their COVID 19 procedure models*