



# AIA

## **Architects Support to Communities during the COVID-19 Pandemic**

Purpose: To enable ALL components to swiftly become engaged to identify a volunteer base and connect to the local community efforts for support.

- support components mobilizing local architects to implement recommendations of the temporary facilities task force
- identify community response and recovery efforts

The following steps are provided to guide components' engagement with community leaders to support efforts to address the global pandemic crisis. These guidelines were derived from best practices being followed by several states, including Ohio, New York, and New Jersey. Please also refer to the "Considerations when offering disaster assistance" attached to this message.

### **Step 1: Establish a coordinating task force**

- Chaired by the President of the state component or an individual designated by the President.
- Include the state executive director with participation from selected local component executive directors.
- Include the state disaster assistance coordinators on the task force.
- Include the component Presidents from the selected local components.
- Keep the task force a manageable size (perhaps no more than eight to 10 participants)

### **Step 2: Create a knowledge and document sharing platform to share relevant information and best practices**

- Utilize free versions of Slack, Basecamp, or Microsoft Teams.
- Extend invitations to the task force and establish protocols for how information is posted and shared.

### **Step 3: Collect data**

- Identify architects throughout the state specializing in health care design and public works. Create a database including their name, component, contact information, and specific areas of expertise. Utilize net forum and local component knowledge community lists. A call may also go out to the members asking for assistance here.

- Collect a list of specialists – engineers, commissioning agents, and HVAC specialists who might be able to assist hospitals with air balancing needs, etc.
- Utilize a google form to allow members to quickly populate a spreadsheet
- Establish a list of government officials to contact. Include the governor’s office, mayors of major cities, state and local emergency managers and county health departments.
- Local components for each city or region within the state.
- The state component for statewide offices.

#### **Step 4: Connect to the community**

- Utilizing templates offered by AIA National, craft letters to local officials from each component president that specify what specific expertise is available in the local area to address specific community needs. For example: there is health care architectural expertise in the city that can help local hospital administrators establish alternative care facilities in re-purposed buildings. The letter should clarify where expertise is best delivered as fee-for-service and where it is best delivered by volunteer efforts.
- Consider creating a phone tree to contact local health officials.
- Track feedback and follow up on letters and calls.

#### **Step 5: Prepare architects and specialized consultants**

- Create a virtual session for volunteers.
- Follow guidelines created by the COVID-19 Task Force I.
- Utilize national disaster assistance guidelines. including the [AIA Disaster Assistance Handbook](#), [AIA Disaster Updates Webpage](#), and [AIA Good Samaritan Statute Compendium](#)
- State components should consult their general counsel for any state-specific questions pertaining to your state’s Good Samaritan law.

#### **Step 6: Connect requests to volunteer base**

- As requests come in, utilize the information to connect and mobilize volunteers, either in their professional capacity or as providers of non-professional assistance (e.g., food banks, transportation).

#### **Step 7: Conduct periodic after-action reviews**

- Document volunteer efforts. Here’s a [spreadsheet template](#).
- The Coordinating Task Force conducts periodic after-action reviews to identify lessons learned.

### **Step 8: Share best practices with other components**

- The Coordinating Task Force shares lessons learned and best practices with other state component task forces. An AIA case study template is attached for ease of reporting best practices.
- The Coordinating Task Force encourages local components to share lessons learned and best practices with the state.