University of Washington
School of Art + Art History + Design
COVID-19 Prevention Plan

September 15, 2020

The University of Washington School of Art + Art History + Design COVID-19 Prevention Plan helps ensure the health and safety of personnel by reducing the potential for COVID-19 transmission at the University of Washington. The measures are based on Governor Inslee’s Safe Start requirements, the regulatory directive of the Washington State Department of Labor & Industries, Division of Occupational Safety and Health (DOSH) Directive 1.70 General Coronavirus Prevention Under Stay Home-Stay Healthy Order, and guidance from public health agencies. This plan will be updated as regulations and public health guidance change.

Key personnel charged with developing this plan:

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1. Maintaining Social and Physical Distancing

Everyone must take measures to ensure that all personnel maintain at least 6 feet of distance between individuals (with or without the use of PPE or facemasks/face coverings). Measures to prevent close contact include, but are not limited to:

- Separate workstations by at least 6 feet.
- Allow only infrequent and intermittent passing within 6 feet.
- Segregate entry and exit pathways into building or work area.
- Limit the number of people riding in elevators.
- Remind personnel to maintain social and physical distancing during breaks and at shift start and end times.
- Stagger break times.
- Ensure University personnel take separate vehicles.
- If needed, schedule tasks for a later time and date when protective measures are in place.
- Organize work to break up tasks in a manner that facilitates social distancing or other protective measures.
- Avoid touching other people (e.g., handshakes).

Additional considerations for laboratories and teaching spaces:

- Identify and control “choke points” and “high-risk areas” at locations where workers and students typically congregate so that social distancing is always maintained.
- Minimize physical interactions during workplace activities; ensure minimum 6-foot separation by physical barriers, and/or demarking floors with tape. Limit the number of people in a space to allow for a 6-foot separation. Consult with EH&S about proper use and installation of barriers.
- To the extent practical allow only one group/class at a time at the same location/lab/classroom and maintain a 6-foot separation and social distancing for each member. If more than one group/class must be on site at a minimum they must maintain social distancing policies in accordance with this guidance.

Workspace organization and occupancy

- Require one-at-a-time access at designated drop-off/pick-up points.
- Use drop boxes or bins to collect and distribute shared equipment, mail and other items that must be passed from one person to another.
• Small, narrow offices/facilities on the order of 100-150 square feet can likely accommodate only one person at a time.
• Square or rectangle work areas larger than 200 square feet can likely accommodate more people but keep the number to a minimum.

Work schedules
• Coordinate work schedules to minimize the number of people in a work area at the same time.
• Maintain a log of visitors to the worksite and keep the log for at least four weeks.

Building engineering controls (Requires consultation with EH&S)
• Install barriers that block direct pathways between people.
• Create layouts that prevent air pathways of at least 6 feet.
• Consider enhancing ventilation to provide a sufficient clean air supply to work area.

Rule of thumb:
These square footage specifications are guidelines only. In general, occupants must be able to enter, work in and exit the space while maintaining 6’ of physical distance from other occupants.

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2. Procedures for Sick Personnel, Symptom Monitoring, Reporting and Response

The School is required to take measures to prevent sick personnel from entering the worksite, including symptom monitoring, and reporting suspected and confirmed COVID-19 cases and close contacts.

Symptom monitoring

Personnel who are sick or experiencing even mild symptoms of illness, *must stay home*. If symptoms of illness are experienced by an individual while on a University work site, the individual must leave the worksite.

Each day before arriving at a School building or facility:

a. Employees, contingent workers, stipend recipients and any others who work on-site and have appointments in Workday will fill out the [online symptom attestation](#) through Workday.

b. Anyone not in the above categories who is granted critical access to the School of Art + Art History + Design by the Director, to access our Sand Point facilities, the CMA or the Art Building must also provide a symptom attestation using this [form](#) when on-site. Additionally, guests, visitors or vendors, or students granted access by personnel will be asked to fill out the same attestation [form](#).

Personnel who experience symptoms of [COVID-19 infection](#), including fever (100.4 degrees or higher), cough, shortness of breath, loss of taste and/or smell, chills, sore throat, runny nose, headache, muscle pain and gastrointestinal symptoms, such as nausea, vomiting or diarrhea, are required to follow these instructions:

1. **Stay Home: If you are sick, you must stay home.** Even if you have mild symptoms.
   - Separate yourself from others. Avoid common areas where people gather.
   - Practice good hygiene.
   - Wear a mask or other approved facial covering.

2. **Contact your health-care provider** in advance. Please do not show up at a clinic, urgent care center or other health-care facility without contacting them first. If your health-care provider suspects that you have COVID-19, they should arrange for COVID-19 testing in accordance with public health guidance. The [EH&S Employee Health Center](#) can also facilitate COVID-19 testing through UW Medicine.
3. **Contact the Employee Health Center:** If your health-care provider confirms or suspects that you have COVID-19, you are required to contact the EH&S Employee Health Center. The EH&S Employee Health Center can facilitate COVID-19 testing through UW Medicine.

University units are required to direct personnel to follow the steps in the FAQ “**What do I do if I feel sick?**” which includes the above information.

**Reporting illness and Close Contact**

University units and personnel are required to report to a University Employee Health Center:

- **Suspected or confirmed cases of COVID-19.** This includes any individual who has spent time in a University location, including, but not limited to, all personnel, whose healthcare provider has suspected or confirmed COVID-19 illness.

- **Close contacts with individuals who have COVID-19.** This includes an individual who has a household member with COVID-19 or has had close contact with someone with COVID-19. **Close contact includes** being within approximately 6 feet of a person with confirmed COVID-19 for more than a few minutes, having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on, kissing, sharing utensils) or living with a person who has COVID-19. The individual is required to follow the isolation requirements as established by public health agencies and are outlined in the FAQ “**I have been in close contact with a person with COVID-19. What should I do?**”

**University Response – EH&S Contact Tracing**

When notified of a person with suspected or confirmed COVID-19, the University, through EH&S, takes the following steps to maintain the health and safety of the campus community. The University is in ongoing coordination with local health departments on COVID-19 response efforts and complies with applicable privacy requirements. Response activities include:

- Obtain details about the person’s symptoms, locations on campus and close contacts.
- Conduct a risk assessment to determine an action plan. The plan may include:
  - Provide a recommendation for and/or assistance with self-isolation.
  - Notify the school, and/or work unit.
  - Notify individuals or groups who were in close contact (within 6 feet, for more than a few minutes) with the ill person within 48 hours prior to the development of symptoms. Close contacts will be provided with public health recommendations that includes staying home (quarantine) and monitoring their health for 14 days and getting tested for COVID-19. For more information, read
the FAQ “How does the UW follow up with close contacts of a person who tested positive for COVID-19?”

- Evaluate the specific locations where the person spent time on campus for enhanced cleaning and disinfection in accordance with guidance from the Centers for Disease Control and Prevention (CDC). Enhanced cleaning and disinfection is conducted in spaces where an ill person spent time 48 hours prior to symptoms developing through seven days after the person last spent time in a University space.

- Return to work information: Per public health guidance, the EH&S Employee Health Center provides instructions for returning to the workplace to individuals who have COVID-19, close contacts of individuals who have COVID-19, University/unit representatives and UW Human Resources.

- The identity of individuals with COVID-19 and their close contacts is not publicly disclosed. It remains private among University representatives involved in the public health response including EH&S representatives, unit representatives as needed and UW Human Resources.

- For information about the University’s response to a COVID-19 case on campus, read the FAQ “How does the UW respond when a member of the UW community has confirmed COVID-19?”

Human Resources Assistance

UW Human Resources (HR) and Academic Human Resources (AHR) provide resources for staff and academic personnel regarding time away from work; talk with your HR consultant or AHR Business Partner with issues pertaining to your work area.

Guidance and protections for those at higher risk for developing more serious COVID-19 illness are also on the HR website.

University units are asked to refrain from requesting sick personnel to provide a doctor’s note to excuse their absence.

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3. Practicing Good Hygiene

All School personnel need to know they can reduce the risk of spreading COVID-19 by doing the following:

- Wash hands often with soap and water for at least 20 seconds. If water is not available, use hand sanitizer with at least 60% alcohol content.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Avoid contact with people who are sick.
- Stay home while sick and avoid close contact with others.
- Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.
- Secondary handwashing or sanitizing stations may be set up with either hand sanitizer or wipes/towelettes.

Personnel must have access to soap and running water to wash their hands after touching any surface or tool suspected of being contaminated, before and after eating or using the restroom, and before touching their face.

Place posters in visible locations to remind personnel of key moments to wash hands:

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick
- Before and after treating a cut or wound
- Before exiting the studio, classroom or office.
- After using the toilet
- After contact with high touch surfaces (e.g., elevators, lobby areas, reception desks, etc.)
- After blowing your nose, coughing, or sneezing
- After removing gloves or other personal protective equipment.
- After touching an animal or animal waste
- After touching garbage

Stay Healthy, Huskies - Toolkits

CDC – What you need to know about handwashing

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4. Cleaning and Disinfecting Surfaces

University custodial units will clean high touch surfaces in common areas of buildings such as classrooms, restrooms, stairwells and elevators. School personnel will need to clean and disinfect offices, studios and other shared areas and surfaces on a frequent schedule.

- Clean all high touch areas upon entering and after use. Handles (bathrooms, door and equipment), computer keyboards (use paper towel sprayed with disinfectant), as well as common areas including the kitchen. Focusing on high-touch surfaces, such as buttons, handrails, tables, faucets, doorknobs, shared equipment, and shared keyboards. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel coronavirus.

- Use the provided disinfectants with paper towels/cloths and follow the directions on the label.

- Wear disposable gloves when cleaning and disinfecting. Clean hands immediately after gloves are removed.

- Wear eye protection when there is a potential for splash or splatter to the face.

- Store chemicals in labeled, closed containers. Store them in a manner that prevents tipping or spilling.

Locations of disinfecting and cleaning supplies

Art Building
- Disinfectant spray bottles, paper towels/cloths and gloves are located in the mailroom (room 102A)

- Please take only the minimum amount needed. Supplies are only available in limited quantities due to nationwide supply issues. Resources are scarce.
  - Contact pamlynne@uw.edu if supplies need to be restocked.

- Check with technician regarding the disinfecting procedures for specialized equipment as some chemicals can ruin work surfaces.

- Report any problems and concerns to the technician, Program Chair, and the Director of the School.

CMA
• Disinfectant spray bottles and gloves are located near every bathroom and water fountain as well as the kitchen.

• Supplies of disinfectant and hand cleaner will be available near the sinks in the Foundry RM 114 and in the Kitchen RM 101.

• Any equipment in the wood or metal shop needs special instruction for disinfection as the chemicals can ruin work surfaces. Check with a technician.

• Report any problems and concerns to a technician, Program Chair, or the Director of the School.

**Sand Point**

• The cleaning and disinfection supplies are stored in the cabinet under the kitchen sink. The student assistant will monitor and replenish the stock.

• Everyone, after using one’s studio, should clean it before leaving the facility, including the door handle. The Sand Point OSRP (On-Site Research Plan) student assistant will clean door handles of bathrooms, brush-wash room, and the doors by the west entrance, and log the cleaning time on the "Door Handle Cleaning Record."

• The Sand Point OSRP graduate student assistant is Shuo Yin. He monitors the implementation of the plan, orders the necessary supplies, and reports any problems and concerns to the Sand Point Coordinator Helen O'Toole, the Program Chair, Zhi Lin, and the Director of the School.

**Safe use of cleaning products**

Follow the manufacturer’s instructions for use of all cleaning and disinfecting products, and use personal protective equipment as required.

Use one of the following to disinfect hard, non-porous surfaces:

• An EPA-registered disinfectant approved for use against SARS-CoV-2 or

• An alcohol solution with at least 70% alcohol or

• A 10% bleach/water solution

Avoid putting disinfectant gels or liquids on electronics and other equipment, including elevator buttons, unless they have been indicated as safe to use on those devices.
EH&S developed resources to assist units safely use disinfectants to prevent the spread of COVID-19.

- [COVID-19 Enhanced Cleaning and Disinfection Protocols](#)
- [COVID-19 Prevention Protocol for Food Establishments](#)
- [COVID-19 Chemical Disinfectant Safety Information](#)

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5. Personal Protective Equipment (PPE) and Alternative Strategies

PPE is the last line of protection and does not replace the need for physical distancing and other exposure prevention methods. Face coverings are required indoors where other people are present because keeping at least a 6-foot distance may not be possible. Face coverings are required outdoors where keeping at least a 6-foot distance from other people may not be possible. Units are required to conduct an assessment and determine the required personal protective equipment (PPE) for their personnel. See the EH&S COVID-19 PPE Risk Level Selection Guide and the EH&S Guidelines for Personal Protective Equipment for additional guidance on the selection and use of PPE.

The information in this section is not meant to be exhaustive, and is subject to change as the situation evolves. EH&S recognizes that each unit may have its own unique PPE considerations, conservation solutions, and alternative strategies. Please contact EH&S for consultation regarding PPE use.

- **Facemasks** primarily prevent exposures to others when the wearer coughs or sneezes. Facemasks do not replace the need for social and physical distancing, frequent handwashing, avoiding touching the face, and staying away from people who are ill.

  - **Medical/surgical mask** use is prioritized for health-care providers; these are also used by University personnel doing in-person work to support critical operations where they may not be able to maintain a distance of at least six feet between themselves and others at all times.

  - **Face coverings**, per the Public Health-Seattle & King County, public health directive and workplace health and safety requirements, are required indoors where other people are present because keeping at least a 6-foot distance may not be possible. This includes common areas such as hallways, stairways, restrooms and elevators. Face coverings are required outdoors where keeping at least a 6-foot distance from other people may not be possible. Cloth face coverings do not replace or supersede job-specific PPE requirements.

  - Refer to the Guidance on Facemask Use for Preventing the Spread of COVID-19 and the Facemask Focus Sheet for more information, which includes links to instructional posters and videos to wear facemasks safely.

- **Face shields** can prevent direct exposure to expelled droplets and provide splash/spray protection from disinfectants. This may also prolong the life of facemasks.

- **Respirators** require care in use and management under the University Respiratory Protection Program, which complies with WAC 296-842. Respirators are not normally recommended for social distancing purposes, but may be appropriate where School
personnel must have close proximity to others during certain job tasks as identified by a PPE risk assessment.

School personnel should not touch their mouth, nose, eyes and nearby surfaces when putting on, using and removing PPE and masks. Wash hands before putting on and after removing PPE and masks. The order of removal of PPE (doffing) is important to prevent cross contamination and is to be reviewed with personnel.

Refer to the EH&S COVID-19 Risk Level Selection Guide and the EH&S Guidelines for Personal Protective Equipment for additional guidance on the selection and use of PPE.

**Conservation of PPE**

With the expanding COVID-19 pandemic, EH&S recommends measures to conserve personal protective equipment (PPE) while maintaining our commitment to provide a safe and healthful place for employment and learning. These PPE conservation measures align with current guidance from the CDC and Public Health Seattle-King County and are based on existing policy from UW Medicine. For those engaged in patient care, please refer to the UW Medical Center Personal Protective Equipment (PPE) Conservation Guidance.

**Alternative strategies**

PPE, while important in minimizing the potential exposure to the virus that causes COVID-19 illness, is least effective and should not be relied on as the single control to protect personnel. If personnel must perform a job task deemed critical, and during which maintaining a 6-foot distance is not possible, after exhausting all other options, PPE is required and alternative strategies should also be considered. These tasks, in general, should be infrequent and for a limited duration and approved by the unit.

Alternative strategies may involve eliminating exposure to the hazard and should be considered first. If these options are not possible, consider engineering and/or administrative control measures together to best protect personnel.

The strategy used for the selection of controls is called the “hierarchy of controls” which prioritizes the types of controls that are most effective in eliminating or reducing the risk of exposure to the hazard. Depending on the risk of transmission, one or more control strategies may be required to reduce the risk.
Steps for selecting and implementing an alternative strategy:

a. Request EH&S review and unit leadership approval to consider an alternative strategy.

b. Develop or document a job hazard analysis (JHA) that identifies the hazards and control strategies to minimize the risk of exposure.

c. Train personnel on alternative strategies use. Document the training.

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6. Communication and Training

The University’s general COVID-19 Safety Training is required for all School personnel. Additionally, faculty and staff meeting agendas will include COVID-19 training and updates to explain the protective measures in place for all personnel.

The University’s Novel coronavirus & COVID-19: facts and resources webpage provides information about COVID-19 for the campus community and is updated regularly. Encourage personnel to read guidance from the Frequently Asked Questions, including:

- What do I do if I feel sick?
- I have been in close contact with someone who has COVID-19. What should I do?

Hazard Communication

For anyone working with chemical disinfectants it is important to communicate the potential hazards and safety measures. Chemical disinfectant exposure may cause health issues if used improperly, so it is important that health and safety considerations are accounted for prior to product use. EH&S has provided information about working safely with disinfectants as well as guidance and program documents related to PPE and how to properly use it. For additional information about chemical safety please visit the EH&S Chemical Hazard Communication webpage.

Any additional questions, particularly in regard to specific School policies, procedures or facilities, should be directed to School COVID-19 Supervisor John Martin, jtmartin@uw.edu.

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7. Novel Coronavirus (COVID-19) Resources

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<tr>
<td>![EPA]</td>
<td>EPA Disinfectants for Use Against SARS-CoV-2</td>
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<td>![OSHA]</td>
<td>OSHA COVID-19</td>
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| ![W] | UW DEOHS: Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission |
|       | UW EH&S COVID-19 Health & Safety Resources |
|       | UW Novel coronavirus & COVID-19: facts and resources |
|       | UW Stay Healthy, Huskies - Toolkit Downloads (Posters, Media) |
|       | UW Clean and Safe Storefront |

| ![WA DOH - Novel Coronavirus Outbreak 2020] | WA DOH - Novel Coronavirus Outbreak 2020 |

| ![WA L&I DOSH DIRECTIVE 1.70 General Coronavirus Prevention Under Stay Home-Stay Healthy Order] | WA L&I DOSH DIRECTIVE 1.70 General Coronavirus Prevention Under Stay Home-Stay Healthy Order |

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8. Ceramic + Metal Arts (CMA) Facility Access Protocol

All users must abide by the School of Art + Art History + Design’s COVID-19 Prevention Plan

1. Everyone must wear a mask/face covering when *outside of their personal office/studio space.*
2. Do not come to the studio if you feel even mildly sick or have been around people that are sick.
3. Practice physical and social distancing of at least 6 feet; Avoid hand shaking and hugging.
4. Wash hands correctly at key moments, avoid touching face with unwashed hands, cover mouth with sleeves when coughing or sneezing.
5. One person per restroom at a time (see protocol).
6. Always have your UW ID and Critical Employee letter from the Director with you when at the CMA.
7. Do not leave any doors propped open or unlocked.
8. No visitors are allowed into the CMA.
9. All established rules and safe operating procedures for the Ceramic and Metal Arts facility must be followed.

Daily Attestation and Scheduling Research at the CMA

Any faculty, graduate students, or staff who need on-site access to the CMA need to fill out a Daily Attestation on Workday for faculty and through Google forms for graduates.

A schedule for each individual employee or graduate student will need to be on file with the School and made available to minimize CMA users overlap of employees as possible. A shared Google calendar for the facility must be updated by individual occupants. Link to the calendar will be sent to all potential users for this purpose.

Cleaning

Under all circumstances maintain a clean environment.

When cleaning and disinfecting follow the protocols found [HERE](#).

Clean all high touch areas upon entering and after use. Handles (lavatory, door and equipment) computer keyboards (use paper towel sprayed with disinfectant), as well as common areas including the kitchen. Use the provided Simple Green-D disinfectant with a paper towel and follow the directions on the label, use of gloves is recommended. Disinfectant spray bottles and gloves are located near every bathroom and water fountain as well as the kitchen.
Supplies of disinfectant and hand cleaner will be available near the sinks in the Foundry RM 114 and in the Kitchen RM 101.

Any equipment in the wood or metal shop needs special instruction for disinfection as the chemicals can ruin work surfaces.

**Personal Protection Equipment**

Surgical masks or N95 respirators (voluntary use) and nitrile gloves will be kept locked in the tech offices but accessible to faculty when personal equipment has been forgotten or necessary.

Face shields, hearing protection, leathers, work gloves and welding hoods will need to be individually supplied, cleaned and maintained by graduate students and faculty.

We do not supply masks to graduate students. If you do not have your face mask you cannot be at the CMA (See #1).

**Room Capacity**

All rooms in the CMA have a limited occupancy of no more than 2 people per room. (GeoSims capacity data)

Spaces that require limiting personnel to **one occupant at a time**:
* Individual offices and studios
* Bathrooms
* Digital Imaging Center (computer lab)
* Sandblaster
* Tool Room
* Containers
* Spray booths
* Glaze lab
* Electric Kiln Room
* Galleries
* Dry material storage shed
Equipment Exclusion and Relocation

No graduate student access to metal shop (rm 140), woodshop (rm 141), forge (Rm140), blast furnace (rm109), hot shop (rm 115 b), or gas kilns (outside room 105) outside of scheduled and monitored access times arranged with technicians and faculty.

Any equipment that needs to be relocated for usage during social distancing needs to be coordinated between faculty and technicians.

Computer Lab and bathrooms

Only one person can be in the computer lab and bathrooms at a time. When occupying these spaces you must put the indicator marker in the doorway alerting others to your presence in that space.

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1) Everyone who uses Sand Point must have received the approval for in-person research. Everyone must adhere to the School's COVID-19 Prevention Plan and the UW Guidance for Returning to In-Person Research.

2) Must follow the monitoring personnel policy. "Daily COVID-19 employee symptom attestation is required of employees returning to any on-site work location to ensure the safety and public health of the UW Campus and Community. These requirements apply to all staff and student employees who work on-site at a UW work location.” The process must complete via Workday, and the important link: the COVID-19 symptom attestation policy for academic personnel.

3) "Personal Protective Equipment. All personnel are required to wear a face mask or face covering in all public areas (halls, stairways, kitchens, bathrooms) or multiple user areas (shared offices or research areas) at all times. For research performed in individual studios or offices, the face mask may be removed if no other person will visit that space."

4) Protocols in the sharing space. To practice and maintain the required social distancing, only one person can occupy the following public space at a time in the facility: kitchen, bathrooms, and brush washroom. In each entry of the listed space, there is an orange cone which should be used to block the space and to indicate that space is in use. Everyone must clean and disinfect the used area before leaving the space/room.

5) The supplies of cleaning and disinfection are stored in the cabinet under the kitchen sink. The student assistant should monitor and replenish the stock.

6) Everyone, after using one’s studio, should clean it before leaving the facility, including the door handle. The Sand Point OSRP (On-Site Research Plan) student assistant will clean door handles of bathrooms, brush-wash room, and the doors by the west entrance, and log the cleaning time on the "Door Handle Cleaning Record."

7) The Sand Point OSRP graduate student assistant is Shuo Yin. He monitors the implementation of the plan, orders the necessary supplies, and reports any problems and concerns to the Sand Point Coordinator, the Program Chair, and the Office of the School.

8) Professor O'Toole is the Sand Point Coordinator; all the matters regarding the Sand Point On-Site Research Plan should be referred to her and the Painting + Drawing program chair, Professor Lin.

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10. Art Building Woodshop Access Protocol

Woodshop access during phase 2 of COVID-19 return-to-work protocol remains restricted. This written policy covers access to the main Art Building on UW campus. Questions regarding access to the shop facilities at the CMA should be directed to Jinsoo Song, jsong74@uw.edu. The woodshop at the Sand Point facility remains closed until further notice.

- All personnel wishing to enter the Art Building must obtain critical access authorization from Director Jamie Walker. jwalk@uw.edu
- All University personnel must complete COVID-19 safety training.
- All UW employed personnel must submit a daily health attestation through the Workday portal for each day they enter UW campus.
  - Individuals without a Workday appointment must submit their health attestation using this Form.
- All personnel wishing to use the Art Building woodshop must have signed training documentation on file with the woodshop technician.

Any questions regarding this documentation and your training status should be directed to John Martin, jtmartin@uw.edu

Wood shop user capacity is greatly reduced due to social and physical distancing requirements imposed by Phase 2 COVID-19 Return-to-Work protocol. Thus, all access to the Art Building woodshop will be by scheduled appointment. Individuals needing to schedule an appointment will first fill out this questionnaire.

Information from your questionnaire will be used by the woodshop technician to schedule your appointment. Questionnaire respondents will receive a confirmation email with their woodshop appointment date and time.

Shop personnel will develop and maintain daily user schedule for each shop. The maximum number of users will not exceed the guidelines below:

- Room 113: 2 users + monitor
- Room 115: 2 users + monitor
- Room 115A (spray booth): 1 user
- Room 117: 2 users + monitor
During your shop work session:

- Check in with shop monitor upon entering the woodshop through room 117.
- Wear PPE as necessary and appropriate (respirator, eye protection, hearing protection, gloves). **All shop users must wear face covering during entire work session.**
- Following monitor’s instructions clean and disinfect shared tools and surfaces encountered during work session.
- Upon completing your work session check out with shop monitor before exiting through room 115.

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11. Facility Floor Plans