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

January 26, 2021

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.
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?*”

**Guidance for Quarantine and Self-isolation**

Stay home and away from other people after your last in-person contact with someone who has COVID-19, even if you have no symptoms.

The safest way to prevent the spread of COVID-19 is to:

1. Stay home and away from other people (quarantine) for **14 days** after your last contact with a COVID-19 positive person, and

2. **Get tested for COVID-19** after five or more days have passed since your last contact. Staying home for 14 days may present hardships for some individuals. If you are unable to stay home and away from other people for 14 days, you can end quarantine after 10 days if you meet all of the following conditions:

- You have no **symptoms of COVID-19** and you **monitor your health daily** to watch for symptoms through day 14.
• If symptoms develop, isolate yourself and get tested immediately and notify the EH&S COVID-19 Response and Prevention Team at covidehc@uw.edu.

- **Get tested at least 8 days** after your last contact with a COVID-19 positive person. Test result must be negative to end quarantine on Day 10.
  
  o Students living in residence halls must confirm a negative PCR test result to end quarantine on day 10.

- **Complete the survey** sent to you on day 10 from the EH&S COVID-19 Response and Prevention Team. Also, you will need to complete the 14-day survey.

Continue to **take strict precautions** to prevent the spread of COVID-19, including keeping a distance of at least 6 feet from others, avoiding crowded settings, and always wearing a mask outside your home and in common areas of congregate living environments. Remember, if you were infected, you can transmit the virus at any time during the 14-day period after your last contact with a COVID-19 positive person.

**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:
  
  o Provide a recommendation for and/or assistance with self-isolation.
  o Notify the school, and/or work unit.
  o 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?”
  o 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’Ttoole, 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. **COVID-19 Policy Compliance**

In the interest of our collective health and safety the School of Art + Art History + Design community must maintain vigilance with regard to adhering to the carefully developed COVID-19 policies. These policies don’t just protect us while working but also protect our families, friends, and our larger community.

We continue to learn more and more about the importance of face coverings, social and physical distancing, and shared surface hygiene among other behaviors that can keep us healthy. But we are human and mistakes happen. Or perhaps some of us are feeling a certain fatigue or complacency setting in that lets us drop our guard. We can’t do that. A COVID-19 outbreak in the School could be tragic and, at minimum, will undo all of our hard work to partially reopen our facilities to our students, staff, and faculty.

With that in mind the School has developed a reporting process to help identify individuals who may not understand the COVID-19 policies or intentionally disregard them. Community members are asked to report non-compliance with the COVID-19 Prevention plan via the google form located [HERE](#) or directly to the School’s Director, Jamie Walker, 206-543-7179. Your reporting may be made anonymously and will be held in strict confidence.

Individuals reported to be acting in an unsafe manner will be contacted and asked to meet with the School Administration to address the reported non-compliance. Continued, persistent non-compliance with agreed upon COVID-19 policy will result in loss of access to School facilities for the remainder of an academic quarter. Any individuals who have lost their access privileges may petition at the start of the next academic quarter to regain access to the facilities.

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8. COVID-19 Activity and Travel Risk and Responsibility Guidelines

This guidance is intended to assist the School of Art + Art History + Design in determining COVID-19 quarantine and testing protocols after travel or activities that present a greater risk of exposure to COVID-19.

The table below summarizes activity and travel risk levels and provides recommendations and requirements for COVID-19 quarantine and testing set by the UW School of Art + Art History + Design.

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<th>Travel/Activity Description or Location</th>
<th>Recommended/Required Action</th>
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<tr>
<td><strong>Low risk</strong>: Short-term (day trip or single overnight) in WA state. Solo or travel with those in same household. Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear masks, do not share objects, and come from the same local area.</td>
<td>No testing or quarantine needed.</td>
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<tr>
<td><strong>Medium Risk</strong>: Travel and return to WA from a state. Attendance at medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.</td>
<td>10-14 day quarantine to monitor symptoms before returning on-site at UW work location. (see below)</td>
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<td><strong>High Risk</strong>: Being in an area that is experiencing high levels of COVID-19, including destinations with a Level 3 Travel Health Notice. You can check the Travel Health Notices for recommendations for places you have traveled, including foreign countries and U.S. territories. You can also check states, counties, and cities to determine if these areas are experiencing high levels of COVID-19.</td>
<td>10-14 day quarantine to monitor symptoms. (see details below)</td>
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<td>• Going to a large social gathering like a wedding, funeral, or party.</td>
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<tr>
<td>• Going to a medium-sized indoor gathering with exposure time greater than 15 minutes or inability to remain spaced at least 6 feet apart.</td>
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<td>• Attending a mass gathering like a sporting event, concert, or parade.</td>
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<td>• Being in crowds – for example, in restaurants, bars, airports, bus and train stations, or movie theaters.</td>
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<td>• Traveling on a cruise ship or river boat.</td>
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We strongly recommend that all employees and students, including critical employees, returning from any travel (domestic or international), follow the precautions listed on the CDC’s After You Travel page; you may have been exposed to COVID-19 on your travels, and
therefore, you may pose a risk to your family, friends, and community for 14 days after your trip.

**Staying home for 14 days may present hardships for some individuals.** If you are unable to stay home and away from other people for 14 days, you can end quarantine after 10 days if you meet **all** of the following conditions:

- You have **no symptoms of COVID-19** and you **monitor your health daily** to watch for symptoms through day 14.
  - If symptoms develop, isolate yourself and get tested immediately and notify the EH&S COVID-19 Response and Prevention Team at **covidehc@uw.edu**.

- **Get tested at least 8 days** after your last contact with a COVID-19 positive person. Test result must be negative to end quarantine on Day 10.
  - Students living in residence halls must confirm a negative PCR test result to end quarantine on day 10.

- **Complete the survey** sent to you on day 10 from the EH&S COVID-19 Response and Prevention Team. Also, you will need to complete the 14-day survey.

Continue to **take strict precautions** to prevent the spread of COVID-19, including keeping a distance of at least 6 feet from others, avoiding crowded settings, and always wearing a mask outside your home and in common areas of congregate living environments. Remember, if you were infected, you can transmit the virus at any time during the 14-day period after your last contact with a COVID-19 positive person.

- Refer to the **UW Global Travel Security Program** webpage for pre- and post-travel requirements for UW employees and students.
- The **COVID-19 Quarantine and Testing Risk Framework for Field Work** contains additional requirements for University personnel engaged in field research.

For more information, read the FAQ "**What should I do after returning from international travel?**" on the University's Novel coronavirus & COVID-19 FAQ webpage.

It is recommended that you enroll in the **Husky Coronavirus Testing Program**. You can also call them at (206) 616-2414 and leave them a message or email them at **huskytest@uw.edu**.
During quarantine, an individual does not leave their place of stay/residence, maintains at least a 6-foot physical distance from household members unless quarantining together, and adheres to hygiene and cleaning practices required for COVID-19 prevention.

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10. 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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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.
  o 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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13. Photo/Media Facility Access Protocol

**Reserving time for room 010 computer lab, sound studio, and darkroom**

- A shared Google calendar will be created for seniors and grad students to reserve time slots for using facilities one person at a time.

- Seniors will be limited to 3 hours/week reservations.

- The maximum repeated slot reservation is 2 times in a row (i.e. one cannot reserve every Monday from 11-2).

- Graduate students have keys to Room 10 and other facilities.

- Technician will be present (in office) on Monday and Tuesday from 10AM-6PM and available for check-in and check-out.

- Seniors may use spaces only when a technician is present.

- Graduate students may have access outside of the Mon & Tues 10am to 6pm time slots.

- Students will clean and sanitize their work areas at the end of their use with provided cleaning products, following cleaning and disinfecting guidelines.

- Masks must be worn at all times.

- Digital printers and dark room chemistry will be maintained by technicians.

**Equipment Checkout**

- Pick up/drop-off takes place between 1:30PM and 6PM on the corresponding day.

- A shared Google calendar will be provided for seniors and graduate students to reserve equipment.

- Equipment reservations must be made prior to 10AM each Monday.

- A reduced number of items will be available for checkout. Available items include: digital cameras, audio, lighting
• Equipment will be checked out for a period of one week (Tuesday pick up is returned on the following Monday).

• Returned equipment will be sanitized upon arrival by technician and stored in a quarantine area.

• Technician will sanitize the equipment prior to checkout.

• Equipment trade-off will take place outdoors (in the loading dock).

• Technician will be wearing n95 mask, gloves, and goggles.

• Students must wear face masks, follow technician instructions, and maintain social distancing.

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Access
Students, faculty, and staff with approved Winter Quarter Research Plan access will have access to Printshops 201 and 308A. Prior to use, all participants must provide, in order, to Kim Van Someren, Instructional Technician:

1. **CONCISE RESEARCH PLAN.** This includes what equipment, materials, scale, and medium desired to work with. (Separate document.)

2. **100% PASS in EQUIPMENT/MATERIALS TEST(S).** Students must pass the required Health and Safety quizzes via Google Forms for acknowledgement of safe use of the shop and equipment they will be using during the quarter.

3. **$20.00 Studio Use Fee Paid to Main Office.** This fee pays for use of all consumable items as well as wear and tear on equipment that is used during this 10-week period. (information will be provided on how to do this after testing is complete.)

Available Resources
Shops 201 and 308A: WATER-Based Shops will be available for use during WINTER 2021 quarter. Students will be able to work with methods in WATER-BASED media including monotype, monoprint, relief, intaglio printing, screen print, and book arts.

Students will have access to: SCREENPRINT bases, squeegees, spatulas, inks, screen filler, pressure washer, exposure unit, scoop coaters, and UW owned screens. When consumables that are available are depleted, students must supply their own.

MONOTYPE/RELIEF/INTAGLIO/TRANSFER use of table-top Takach Press, Plexiglas palettes, water-based AKUA Inks, cleaning agents, Bristol, newsprint, table paper, , free paper drawers, measuring devices, cutting mats, drawing materials, tarlatan, Printmaking tools for checkout, and flat file drawers for storage.

Students must provide their own emulsion, drawing material, screen print tape, paper, gloves, dust masks, paper towels, and substrates.

Shops 210, 201B (acid room) are not accessible at this time, however students are encouraged to work with their Instructional Technician for alternative methods.

Scheduling/Arrival
Students who have been approved to use the Printshops are required to schedule work times prior to coming in. Due to COVID-19 restrictions, 2 students will be allowed in room 201studio
at one time; time slots are from 9am-12pm OR 12pm-3pm.ONE student is allowed in 308 at any given time.

Doors to 201 and 308 will be propped open on Wednesdays and Fridays during scheduled work time slots. After arrival to the Printshop students are required to keep face coverings in place. Students will store all personal items in designated storage areas. Students are required to work at their designated table and keep 6 feet or more apart from one another at all times.

**Access to the Print Office**
Students needing access to the Printshop Office (210) must knock and remain outside of the office until admitted.

**Tools/Materials Use**
Students are asked to limit hand contact with materials (and surfaces) that they do not intend on using. All materials that are used must be sanitized prior to being put away. Sanitizing wipes/spray will be provided for this task. Students are required to wipe down all used equipment with provided sanitizing wipes after use.

Scoop Coaters will be available for 1 hour checkout from 210 Office.

**Exiting**
Students are required to exit the Printshop after their scheduled time is over. Students are not permitted to touch door handles. All personal belongings must be stored in designated flat file drawers or tables. Students must exit the building and not linger in hallways on their way out.

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15. School IT Resources – COVID-19 Policies

SoACC Printing

All SOACC technology spaces are closed for Fall Quarter.

There will be limited print services available, however. Faculty/Staff and Students will have separate online Google forms for large format printing and smaller format inkjet printing.

All printing will be conducted using non-contact methods where files will be uploaded in PDF format and printed as soon as possible after upload. Output will be available for pickup at the School loading dock area on Mon/Tues/Thurs between 9:15 and 2:15. Users will be notified when their print jobs are ready for pickup.

Print payments for Faculty/Staff will be by credit card online or by budget number. Students will be able to charge their Husky account by Creative Communications for all small format printing. Student large-format printing will be prepaid online by credit card.

Student print forms will be available on the Technology Spaces website for Computer labs.

Staff/Faculty forms will be available on the https://depts.washington.edu/soahelp/home-page/printing webpage.

SoACC Equipment Loans

There will be limited student equipment loans on a weekly basis; primarily iPad Pros. Equipment can be requested by emailing complabhelp@uw.edu. Equipment will be available for pickup at the School loading dock area on Mon/Tues/Thurs between 9:15 and 2:15, and the loan will be for a two-week period. All returns will be on scheduled day/times and arranged with the borrower.

Most equipment loans will be directed to the UW Student Technology Fee loan program here: https://stlp.uw.edu

Digital Portfolio Studio (DPS)

The DPS will be available for scheduled photography of student work by reserving a date and time through the reservation link on the School website. https://art.washington.edu/spaces/technology/digital-portfolio-studio.

Standard reservation fees will be collected.
Students will be able to bring up to three pieces of work (reasonable sized) with a one week turnaround. Students will be notified when their pieces can be picked up with a copy of the digital files created.

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16. Facility Floor Plans