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

August 23, 2021

The University of Washington School of Art + Art History + Design COVID-19 Prevention Plan helps ensure the health and safety of faculty, staff and students by reducing the potential for COVID-19 transmission at the University of Washington. The measures are based on Washington Ready COVID-19 guidance; Washington Department of Labor & Industries (L&I) requirements, the Governor’s Proclamation for Higher Education; and guidance from state and local public health agencies. This plan is updated as regulations and public health guidance change.

Key personnel charged with developing this plan:

Director Jamie Walker, jwalk@uw.edu
Administrator Pam Lynne, pamlynne@uw.edu
COVID-19 Site Supervisor/Art Building Coordinator John Martin, jtmartin@uw.edu

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1. Vaccination

COVID-19 vaccination is the most critical element of the University’s COVID-19 Prevention Plan. All University personnel and students are required to be vaccinated against COVID-19 unless a medical, religious, or philosophical exemption is declared. All UW units, personnel, and students must comply with the UW COVID-19 Vaccination Policy requirement by submitting the University COVID-19 Vaccine Attestation Form by the established deadlines in accordance with the policy.

University personnel submit a COVID-19 Vaccine Attestation Form in Workday. Personnel who do not have access to Workday will be provided an alternative method by their supervisor.

Students submit a COVID-19 Vaccine Attestation Form on the Hall Health Center website.

Students who are employed by the University must submit both the student and personnel COVID-19 Vaccine Attestation Forms.

Supervisors may remove the face covering requirement on an individual basis, after verifying an individual they supervise has submitted a COVID-19 Vaccine Attestation Form indicating they are fully vaccinated. Please note, face coverings are required in health care, child care and K-12 settings, and UW shuttles regardless of vaccination status.

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2. Procedures for Sick and Symptomatic Personnel

The SoA+AH+D is required to take measures to prevent sick personnel from entering the worksite, 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.

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:

**Stay Home: If you are sick, you must stay home.**
Even if you are vaccinated and/or have mild symptoms.

- Separate yourself from others. Avoid common areas where people gather.
- Practice good hygiene.
- Wear a mask or other approved facial covering.
- Get tested for COVID-19

- If you are enrolled in the [Husky Coronavirus Testing program](https://www.washington.edu/coronavirus/testing/), report your symptoms in your daily symptom survey, and you will receive testing instructions. Do not go to school or work until you receive your test result, *even if you feel better*. If you are not enrolled in the [Husky Coronavirus Testing program](https://www.washington.edu/coronavirus/testing/), you can get tested with your personal health care provider or at a public testing site.

- Notify the [UW COVID-19 Response and Prevention Team](https://www.uw.edu/coronavirus/) as soon as possible if you test positive for COVID-19 at covidehc@uw.edu or 206.616.3344. UW medical center personnel should contact their respective employee health services.

- Follow public health guidelines to help you recover and protect others from getting sick. These actions include staying home and physically away from people and pets, wearing a face covering, and being stringent about hygiene. Read the FAQ “What do I do if I have confirmed or suspected COVID-19?”
*COVID-19?*” on the UW COVID-19 frequently asked questions webpage for more information about steps you’ll need to take. You can also learn more from Public Health — Seattle & King County and the Washington State Department of Health.

Notify the UW COVID-19 Response and Prevention Team if you have close contact with individuals who have COVID-19. Close contact means being within 6 feet of a person with COVID-19 for a cumulative total of at least 15 minutes during a 24-hour period (even if both individuals were wearing face coverings), living with or caring for a person who has COVID-19, or having direct contact with infectious secretions (e.g., being coughed on, kissing, sharing utensils). The exposed individual is required to follow the quarantine requirements outlined in the FAQ “*I may have been exposed to COVID-19. What should I do?*”

**Washington Exposure Notifications –WA Notify** mobile app is a tool to alert users if they may have been exposed to a COVID-19 positive person. University personnel and students are encouraged to download or activate the app on their mobile devices.

**University response - EH&S contact tracing**

When notified of a person with suspected or confirmed COVID-19, the University's COVID-19 Response and Prevention Team takes the steps listed below to maintain the health and safety of the campus community. The University is working in coordination with local health departments on COVID-19 response efforts and complies with applicable privacy requirements.

The University’s *case 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, such as:
  - Instructions and guidance for self-isolation.
  - Notifying the academic and/or work unit.
  - Notifying UW-affiliated individuals or groups who were in close contact with the COVID-19 positive person within 48 hours prior to the development of symptoms (or, if asymptomatic, 48 hours before their COVID-19 test).
  - Evaluating the specific locations for potential cleaning and disinfection, in accordance with guidance from the Centers for Disease Control and Prevention (CDC) and L&I.

- Provide return-to-work information 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, visit the COVID-19 Case Response page on the EH&S website.

**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 available on the HR website.

Per state and local public health guidelines, University units should not request a doctor's note, a negative test result or positive antibody test following a report of COVID-19 illness.

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.

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3. Practicing Good Hygiene

All SoA+AH+D 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, even if you are vaccinated against COVID-19.
- 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.

We can all have a much healthier environment if we remember 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

SoA+AH+D personnel are required to clean (and disinfect as needed) their worksite surfaces regularly in accordance with the University's COVID-19 Enhanced Cleaning and Disinfection Protocol. Units are required to provide cleaning and disinfection products, along with the appropriate PPE and instructions for the frequency and safe use of products.

University custodial units clean high touch surfaces in common areas of buildings, such as restrooms, stairwells, and elevators. The University maintains a central procurement site for COVID-19 cleaning supplies and PPE. (Visit the UW Procurement How to Buy page for details.)

University units:

- Keep a cleaning schedule to maintain general housekeeping to prevent buildup of dirt and clutter.
- Make cleaning supplies available for workers to do spot-cleaning when necessary. Consider single-use disinfectant wipes for high touch points.

**Frequency:** Clean work areas regularly.

- For surfaces and equipment touched by multiple workers (e.g., doorknobs, tables, computer keyboards, handrails, exercise rooms), clean and disinfect daily, between uses, or when visibly unclean.
- For surfaces and equipment touched by one individual, clean and disinfect periodically, when unclean, as a minimum.

**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 Yongqi Tang. They monitor the implementation of the plan, order the necessary supplies, and report 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.

Resources are available on the EH&S website to assist units to safely use disinfectants to prevent the spread of COVID-19.

- COVID-19 Chemical Disinfectant Safety Information
- Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission

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5. Personal Protective Equipment (PPE) and Alternative Strategies

All individuals at the SoA+AH+D, including faculty, staff, students, contractors, vendors and visitors must adhere to the UW COVID-19 Face Covering Policy.

Effective August 14, 2021, the University is requiring everyone, regardless of vaccination status, to wear a mask or other face covering indoors.

Read the University's COVID-19 Face Covering Policy and the frequently asked questions below for more information.

- All individuals are required to wear a face covering indoors, regardless of vaccination status, when on site at a University of Washington location. This requirement is applicable indoors when other people are present and in all public and common areas, including, but not limited to lobbies, hallways, stairways, restrooms, elevators, and in shared vehicles.

- Outdoors, face coverings are optional, regardless of vaccination status. However, a face covering is recommended when in outdoor crowded settings and in settings where there is a decreased ability to consistently maintain a physical distance between others.

- There is a limited exemption for verified fully vaccinated personnel to remove face coverings when instructing or presenting in classrooms, lecture rooms, or auditoriums where the size of the space may interfere with the ability to communicate with an audience. The speaker must maintain at least six feet of physical distance between themselves and the audience while not wearing a face covering. This is in accordance with the University's COVID-19 Face Covering Policy.

Alternative strategies

A combination of strategies are utilized to minimize COVID-19 risk in the workplace. These strategies are listed below in order of most effective to least effective:

1. Keeping people with symptoms from entering the workplace
2. Promoting vaccination
3. Using engineering controls (e.g., exhaust ventilation, physical barriers)
4. Physical distancing is recommended for those who are not fully vaccinated, particularly in crowded settings or in spaces that are not well ventilated. Physical distancing is required in health care, child care, and K-12 settings. Fire code occupancy limits are met.
5. Administrative controls (e.g., stagger work shifts and/or breaks)
6. Wearing face coverings and PPE where required
Units should evaluate whether additional or alternative strategies are necessary in their work settings based on their likelihood of exposure to COVID-19, such as in health care or other higher risk settings.

**Steps for selecting and implementing an alternative strategy:**

1. Request EH&S review and unit leadership approval to consider an alternative strategy.
2. Develop a [job hazard analysis](#) that identifies the hazards and control strategies to minimize the risk of exposure.
3. Train personnel on alternative strategies use. Document the training.

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6. Communication and Training

The SoA+AH+D is required to communicate to personnel about COVID-19 prevention on campus, and train personnel on the contents of the University’s COVID-19 Prevention Plan and the unit-specific COVID-19 Prevention Plan. Training must be documented.

The University’s COVID-19 Safety Training: Back to the Workplace is required for all University personnel prior to or upon returning to on-site work. In addition, units (e.g., COVID-19 Site Supervisor or personnel manager) are required to train personnel on the contents of the unit or site-specific COVID-19 Prevention Plan.

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?
- What do I do if I have confirmed or suspected COVID-19?
- I may have been exposed to COVID-19. What should I do?

COVID-19 information and workplace safety requirements are available in 36 languages from the Washington State L&I COVID-19 Resources webpage.

Hazard communication for personnel working with disinfectants

It is important to communicate the potential hazards and safety measures to personnel working with chemical disinfectants. Chemical disinfectant exposure may cause health issues if used improperly, so it is important that health and safety considerations are accounted for prior to use. Information about working safely with disinfectants is available on the EH&S website:

- COVID-19 Chemical Disinfectant Safety Information
- Workplace COVID-19 Risk Level and Selection of Personal Protective Equipment (PPE) guide
- Guidelines for Personal Protective Equipment

Visit the Chemical Hazard Communication webpage on the EH&S website for additional information about communicating chemical safety.
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.
# 7. Novel Coronavirus (COVID-19) Resources

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<td>WA L&amp;I Directive 11.80 Temporary Enforcement Guidance Annual Fit-Testing for N95 Filtering Facepieces and Respirator/Face Covering Selection During the COVID-19 Outbreak</td>
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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. Face coverings are required to be worn indoors by all individuals who are not fully vaccinated.
2. Report Covid-19 illness or close contact covidhc@uw.edu 206.616.3344
3. Faculty staff that have provided a Covid-19 vaccination attestation through workday do not need to wear masks.
4. Students who fill out the student Covid-19 attestation form do not need to wear masks.
5. Do not come to the studio if you feel even mildly sick or are experiencing any symptoms of COVID-19
6. Wash hands correctly at key moments, avoid touching face with unwashed hands, cover mouth with sleeves when coughing or sneezing.
7. Doors will remain locked during summer session.
8. Always have your UW ID.
9. Do not leave any doors propped open or unlocked.
10. No visitors are allowed into the CMA without prior authorization.
11. All established rules and safe operating procedures for the Ceramic and Metal Arts facility must be followed.

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.

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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) Vaccination status will determine the required level of PPE. Unvaccinated individuals must wear a face covering at all times while occupying the Sandpoint facility. Face coverings are optional for fully vaccinated faculty, staff and students with a confirmed vaccination attestation.

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

4) 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."

5) The Sand Point OSRP graduate student assistant is Yongqi Tang. They monitor the implementation of the plan, order the necessary supplies, and report any problems and concerns to the Sand Point Coordinator, the Program Chair, and the Office of the School.

6) 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 Summer quarter 2021 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 Andy Fallat afallat@uw.edu. The woodshop at the Sand Point facility will be closed until Autumn quarter 2021.

- 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

All access to the Art Building woodshop during Summer quarter 2021 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.

During your shop work session:

- Check in with shop monitor upon entering the woodshop through room 117.
- Wear PPE as necessary and appropriate relative to the hazards presented by the work you are doing (respirator, eye protection, hearing protection, gloves). All unvaccinated 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.

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11. Photo/Media Facility Access Protocol

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

- A shared Calendly link will be provided 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 1PM-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 Calendly link will be provided for juniors, 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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12. Printmaking Studio Access Protocol

Access
Students, faculty, and staff with approved Summer Quarter 2021 Research Plan access will have access to Printshops 210 and 210A. Prior to use, all participants must present their research plan to Printmaking Instructional Technician, Kim Van Someren. Prior to studio access, students must pass the required Health and Safety quizzes via Google Forms for acknowledgement of safe use of the shop and equipment.

Available Resources
Shops 210 and 210A: OIL Based Shops will be available for use during Summer quarter 2021. Students will be able to work with methods in monotype, monoprint, relief, intaglio (no etching), and image transfers.

Students will have access to: Charles Brand Press, Takach Press, Glass Tables, Oil Based Inks, cleaning agents, hand tools, scroll saw, Photocopier, Plexiglas library, support paper (Bristol, newsprint, table paper), free paper drawers, measuring devices, cutting mats, drawing materials, soaking tank, blotting table, tarlatan, Printmaking tools for checkout, and flat file drawers for storage. Students must provide their own paper, gloves, dust masks, and substrates.

The Acid Room (201b) is not accessible at this time.

Scheduling/Arrival
Students, staff and faculty who have been approved to use the Printshops are required to schedule work times prior to coming in. Due to COVID-19 restrictions, 3 people will be allowed in room 210 and 201 studios at the same time; time slots must be scheduled with Instructional Technician, Kim Van Someren, kimvs@uw.edu.

Accessed users arriving to the shop are requested to wait for the door to open (by the technician). Users are required to work 6 feet or more apart from one another at all times.

Accessed users are required to wear PPE as necessary and appropriate relative to the hazards presented by the work you are doing (respirator, eye protection, hearing protection, gloves). All unvaccinated shop users must wear face covering during entire work session.

Access to the Print Office
Accessed users needing access to the Printshop Office must knock and remain outside of the office until admitted.
Tools/Materials Use
Accessed users 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. Users are required to wipe down the bed, handle, and micrometers after using the printing presses.

Exiting
Approved users are required to exit the Printshop after their scheduled time is over. All personal belongings must be stored in designated flat file drawers and not left out. Any other items must be brought home and not left in the studio. Users must exit the building and not linger in hallways on their way out.

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SoACC Printing

All SOACC technology spaces remain closed for Summer Quarter 2021.

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

All printing will be conducted using non-contact methods primarily 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 or by making arrangements with staff via email at complabhelp@uw.edu. Users will be notified when their print jobs are ready for pickup.

Print payments for Faculty/Staff will be by credit card through online payment portal 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 can also be prepaid online by credit card.

Student print forms are available on the Technology Spaces website for Computer labs on this page [https://art.washington.edu/spaces/technology/computer-centers-soacc](https://art.washington.edu/spaces/technology/computer-centers-soacc).

Staff/Faculty forms are available on the [https://depts.washington.edu/soahelp/home-page/printing](https://depts.washington.edu/soahelp/home-page/printing) webpage.

SoACC Equipment Loans

Student equipment loans continue on a weekly basis. Equipment can be requested by emailing complabhelp@uw.edu. Reservations for equipment pickup can be made here: [https://calendly.com/soacclab](https://calendly.com/soacclab). 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.

Other student equipment loans will be directed to the UW Student Technology Fee loan program here: [https://stlp.uw.edu](https://stlp.uw.edu)

Digital Portfolio Studio (DPS)

The DPS is available for scheduled photography of student work by reserving a date and time through the reservation link on the School website.

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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14. Facility Floor Plans

Art Building
Basement (0)

updated: 09.23.2020
Ceramic and Metal Arts Building (CMA)

updated 05.28.2020
Sand Point Facilities

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- Lynn Faculty Studio c233a
- Women’s Restroom c234b
- Men’s Restroom c234b
- Computer c234c
- IVA Storage c234d
- Entry
- Elevator
- Sand Point Gallery c231
- Conference/projection c233c
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updated 05.28.2020

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# 15. On-Site Personnel Summer 2021

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<td><strong>Staff</strong></td>
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<tr>
<td>Morgan Bell</td>
<td>Art</td>
<td>231</td>
<td><a href="mailto:morganfb@uw.edu">morganfb@uw.edu</a></td>
</tr>
<tr>
<td>Judi Clark</td>
<td>Art</td>
<td>104</td>
<td><a href="mailto:jclark@uw.edu">jclark@uw.edu</a></td>
</tr>
<tr>
<td>Liz Copland</td>
<td>Art</td>
<td>104</td>
<td><a href="mailto:enc5@uw.edu">enc5@uw.edu</a></td>
</tr>
<tr>
<td>Andy Fallat</td>
<td>CMA</td>
<td></td>
<td><a href="mailto:afallat@uw.edu">afallat@uw.edu</a></td>
</tr>
<tr>
<td>Ann Langford-Fuchs</td>
<td>Art</td>
<td>104</td>
<td><a href="mailto:annf@uw.edu">annf@uw.edu</a></td>
</tr>
<tr>
<td>Ruth Kazmerzak</td>
<td>Art</td>
<td>102</td>
<td><a href="mailto:ruthkaz9@uw.edu">ruthkaz9@uw.edu</a></td>
</tr>
<tr>
<td>Pam Lynne</td>
<td>Art</td>
<td>102C</td>
<td><a href="mailto:pamlynne@uw.edu">pamlynne@uw.edu</a></td>
</tr>
<tr>
<td>Doug Manelski</td>
<td>Art</td>
<td>19</td>
<td><a href="mailto:dougman@uw.edu">dougman@uw.edu</a></td>
</tr>
<tr>
<td>John Martin</td>
<td>Art</td>
<td>117A</td>
<td><a href="mailto:jtmartin@uw.edu">jtmartin@uw.edu</a></td>
</tr>
<tr>
<td>Flyn O'Brien</td>
<td>Art</td>
<td>113</td>
<td><a href="mailto:flyn@uw.edu">flyn@uw.edu</a></td>
</tr>
<tr>
<td>Sean O'Neill</td>
<td>CMA</td>
<td></td>
<td><a href="mailto:soneill3@uw.edu">soneill3@uw.edu</a></td>
</tr>
<tr>
<td>Jinsoo Song</td>
<td>CMA</td>
<td></td>
<td><a href="mailto:jsong74@uw.edu">jsong74@uw.edu</a></td>
</tr>
<tr>
<td>Laura Todd</td>
<td>Art</td>
<td>104</td>
<td><a href="mailto:letodd@uw.edu">letodd@uw.edu</a></td>
</tr>
<tr>
<td>Michael Van Horn</td>
<td>Art</td>
<td>010C</td>
<td><a href="mailto:mvh@uw.edu">mvh@uw.edu</a></td>
</tr>
<tr>
<td>Kim Van Someren</td>
<td>Art</td>
<td>210A</td>
<td><a href="mailto:kimvs@uw.edu">kimvs@uw.edu</a></td>
</tr>
<tr>
<td>Jamie Walker</td>
<td>Art</td>
<td>102D</td>
<td><a href="mailto:jwalk@uw.edu">jwalk@uw.edu</a></td>
</tr>
<tr>
<td>Emily Zimmerman</td>
<td>Art</td>
<td>132</td>
<td><a href="mailto:zimmee3@uw.edu">zimmee3@uw.edu</a></td>
</tr>
<tr>
<td><strong>Faculty</strong></td>
<td></td>
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<tr>
<td>Sang Ahn</td>
<td>Art</td>
<td>114</td>
<td><a href="mailto:ahnsang@uw.edu">ahnsang@uw.edu</a></td>
</tr>
<tr>
<td>David Brody</td>
<td>SP/Art</td>
<td>c236a/334</td>
<td><a href="mailto:brody@uw.edu">brody@uw.edu</a></td>
</tr>
<tr>
<td>Karen Cheng</td>
<td>Art</td>
<td>257</td>
<td><a href="mailto:kcheng@uw.edu">kcheng@uw.edu</a></td>
</tr>
<tr>
<td>Claire Cowie</td>
<td>Art</td>
<td>206</td>
<td><a href="mailto:cmcowie@uw.edu">cmcowie@uw.edu</a></td>
</tr>
<tr>
<td>Rebecca Cummins</td>
<td>Art</td>
<td>129</td>
<td><a href="mailto:rcummins@uw.edu">rcummins@uw.edu</a></td>
</tr>
<tr>
<td>Audrey Desjardins</td>
<td>Art</td>
<td>255,337</td>
<td><a href="mailto:adesjard@uw.edu">adesjard@uw.edu</a></td>
</tr>
<tr>
<td>Ellen Garvens</td>
<td>SP/Art</td>
<td>133</td>
<td><a href="mailto:elgarv@uw.edu">elgarv@uw.edu</a></td>
</tr>
<tr>
<td>Jason Germany</td>
<td>Art</td>
<td>134</td>
<td><a href="mailto:jgermany@uw.edu">jgermany@uw.edu</a></td>
</tr>
<tr>
<td>Philip Govedare</td>
<td>SP/Art</td>
<td>c236e, 314</td>
<td><a href="mailto:pgov@uw.edu">pgov@uw.edu</a></td>
</tr>
<tr>
<td>Stephanie Hanes</td>
<td>CMA</td>
<td></td>
<td><a href="mailto:shanes24@uw.edu">shanes24@uw.edu</a></td>
</tr>
<tr>
<td>Doug Jeff</td>
<td>CMA</td>
<td>110B</td>
<td><a href="mailto:dugj@uw.edu">dugj@uw.edu</a></td>
</tr>
<tr>
<td>Sangram Majumdar</td>
<td>SP</td>
<td>235k,i</td>
<td><a href="mailto:sangram@uw.edu">sangram@uw.edu</a></td>
</tr>
<tr>
<td>Dominic Muren</td>
<td>Art</td>
<td>242</td>
<td><a href="mailto:dmuren@uw.edu">dmuren@uw.edu</a></td>
</tr>
<tr>
<td>Helen O'Toole</td>
<td>SP/Art</td>
<td>c236f, 314</td>
<td><a href="mailto:toole@uw.edu">toole@uw.edu</a></td>
</tr>
<tr>
<td>Juliet Sperling</td>
<td>Art</td>
<td>363</td>
<td><a href="mailto:jsperl@uw.edu">jsperl@uw.edu</a></td>
</tr>
</tbody>
</table>
Timea Tihanyi  Art  209  timea@uw.edu
Haicheng Wang  Art  369  haicheng@uw.edu

Graduate Students
Julian Body  Art  335  jbody@uw.edu
Gloria de Liberali  Art  311  gloriadl@uw.edu
Henry Detweiler  Art  328  hdet7@uw.edu
Aly Edmondson  Art  328G  edmonds0@uw.edu
Rowen Foster  CMA  rowenf@uw.edu
Genevieve Hulley  Art  311  ghulley@uw.edu
Andy Madrick  Art  madrick@uw.edu
Abby Massarano  Art  341  aemass@uw.edu
Quinn McNichol  Art  132  quinnmcn@uw.edu
Rebecca Rhee  Art  335  boyeon7@uw.edu
Jordan Sabolick  SP  c235j  sabolick@uw.edu
sadaf Sadri  Art  328  ssadrii@uw.edu
Yongqi Tang  SP  yongqt@uw.edu
Christina Valenzuela  SP  cmvalenz@uw.edu
Or Vallah  Art  311  orvallah@uw.edu
Stephanie Waldrop  Art  335  swaldrop@uw.edu