



COVID-19 Prevention Plan

Department of Cinema & Media Studies

Summary of Key Points

Required in order to visit campus

1

COVID-19 online
[Safety Training](#)
(30 mins.)


2

Workday attestation
(every day you visit)

3

Face covering
(everywhere you go)

If you feel
sick...

- Contact your doctor
 - Notify UW [Employee Health Center](#)
206-685-1026
 - Notify CMS site supervisor, Marcia
Feinstein-Tobey (maf@uw.edu)
 - Follow [public health guidelines](#)
- 

Padelford Hall (face coverings required throughout)

Hallways	Social distance as much as possible
Restrooms	Social distance as much as possible Sanitizing stations will be provided around touch areas
Elevators	Social distance as much as possible If someone requests to ride alone, step out and wait for the next elevator
Stairwells	Social distance as much as possible Do not linger on stairs or landings

CMS Shared Spaces (face coverings required in all)

<p>B-531 Main Office</p>	<p>Max. 2 people at a time Sanitize copy machine after each use Visitors must sign in (for contact tracing)</p>
<p>B-526/8 Conference Room</p>	<p>Max. 2 people at a time Reservation required (email Yuko Mera, ymera@uw.edu) Kitchenette closed Sanitize table and computer workstation after each use</p>
<p>B-536 Equipment Room</p>	<p>Max. 1 person at a time Sanitize DVD covers upon return</p>



Your Office

- Face covering recommended
- Max. 1 person occupancy
- Sanitize touch areas regularly
- If you share an office, agree on a schedule (one at a time) and sanitize after each use

Supplies

Extra masks available in main office

Disinfectant spray bottles, wipes, gloves, and hand sanitizer available in main office, conference room, and equipment room

Sanitizing stations provided at key locations throughout building

Signage (instructions, protocols, and reminders) posted throughout building

Questions?

- Ask site supervisor, Marcia Feinstein-Tobey (maf@uw.edu)
- See [complete COVID-19 prevention plan](#) for the university and the department
- See UW [COVID facts and resources](#)





Checklist

- Safety Training
- Workday attestation
- Face covering