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
<table>
<thead>
<tr>
<th>Location</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hallways</td>
<td>Social distance as much as possible</td>
</tr>
<tr>
<td>Restrooms</td>
<td>Social distance as much as possible</td>
</tr>
<tr>
<td></td>
<td>Sanitizing stations will be provided around touch areas</td>
</tr>
<tr>
<td>Elevators</td>
<td>Social distance as much as possible</td>
</tr>
<tr>
<td></td>
<td>If someone requests to ride alone, step out and wait for the next elevator</td>
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<tr>
<td>Stairwells</td>
<td>Social distance as much as possible</td>
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<td>Do not linger on stairs or landings</td>
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# CMS Shared Spaces

(face coverings required in all)

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