

PHOTOGRAPHIC

CENTER

NORTHWEST

COVID-19 SAFETY PROTOCOLS

For the health and safety of PCNW staff, faculty, and students, all visitors to our facility and/or participating in an on-location course/field trip, must abide by the following protocols:

TRAVEL TO/FROM NON-CONTIGUOUS STATES

Any staff, faculty, or student who recently traveled to or are otherwise coming to work or class from any state that is not contiguous to Washington will be required to report as such and then self-quarantine for 14 days before becoming eligible to work or attend class at PCNW. To that end, if the class is not online PCNW will not allow registrations from states not contiguous to Washington.

MONITOR YOUR HEALTH

Staff, faculty, students, and other visitors are asked to monitor their own health including taking their temperature at home (see the CDC website for information on COVID-19 symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>). PCNW will take the temperatures of staff and faculty using a contactless thermometer. If any individual has a temperature of 100.4° or above they will not be permitted in PCNW facilities or to attend an on-location course/field trip, and must remain home until they can confirm that they are not infected.

FACE MASKS

Face masks must be worn at all times within the PCNW facilities and/or during on-location courses/field trips. PCNW will provide disposable face masks for staff, faculty, students, and other visitors in the case they do not have their own.

HYGIENE / SANITATION

All staff, faculty, students, and other visitors are required to wash their hands after using the restroom and kitchen area, touching their face, and visiting other shared spaces, and are encouraged to wash hands often. PCNW has multiple locations with abundant soap and running water throughout our facility, however, in the event that soap and running water are unavailable (including for on-location courses/field trips) alcohol-based hand sanitizers will be readily available.

PHYSICAL DISTANCING

All staff, faculty, students, and other visitors must abide by the physical distancing measures PCNW has implemented throughout our facilities and for on-location courses/field trips. These measures include:

- Demarcating appropriate distancing (minimum 6 ft.) using tape and signage throughout classrooms and labs; individuals are asked to be mindful and abide by the 6 ft. distancing requirements in classrooms as well as during on-location courses/field trips, and only use workstations indicated as open for use in labs.
- Limiting the number of individuals who may be in a given space at one time, including reduction in class sizes, number of workstations available in each lab, and amount of time an individual may work in a lab space. Reservations to access the facilities are required, no walk-ins will be permitted.
- Signs directing the flow of traffic are present throughout common areas in the facilities; individuals are asked to follow these signs and not to gather.

INCIDENT REPORTING & CONTACT TRACING

- PCNW is required to keep record of visitors to our facilities, including name, phone number, and e-mail address. Please know that this information is strictly for health and safety purposes in the event there is a confirmed case of COVID-19.
- Individual(s) with a confirmed case of COVID-19 are asked to inform PCNW staff so that we may notify the local health department as well as inform our community members who may have been in direct contact with the individual and/or indirect contact by visiting PCNW around the same timeframe. We will maintain confidentiality of infected individuals as required by the Americans with Disabilities Act (ADA). Individuals with confirmed cases of COVID-19 will not be permitted to return to PCNW until they are able to prove they are healthy.

FAILURE TO COMPLY

Refusal to wear a mask onsite at PCNW or when attending an on-location course/field trip, or to abide by any other posted safety and sanitary protocols will result in the individual being sent home.

If you have any questions regarding these protocols or the other steps PCNW is taking to ensure the health and safety of our community as we resume limited in-person activities, please contact us at pcnw@pcnw.org or 206.720.7222 x0.