

FILM AND MEDIA STUDIES REOPENING PLAN – FALL 2020

As with many details about the upcoming fall, some of this information may change, so please be alert to future announcements. The goal is to ensure a safe environment for everyone.

Building entrances & exits:

- FMS offices will open on Monday, August 17th.
- When entering, check in at a kiosk with the CVKey App in the North and South entrances every time to monitor health. (More details about the app coming soon.) Individuals who do not use the app will need to fill out a paper form every time they enter a campus building to show they are monitoring their health regularly.
- The closest kiosk to FMS will be near the second-floor North entrance doors; there another will be at the first-floor South entrance doors
- Stairwells are one-way, labeled UP or DOWN only. The two stairs in the middle of the building are UP; the two stairs on either end of the building are DOWN.
- Elevators are to accommodate one rider at a time.
- The building will be closed to all but cleaning staff from 10pm–7am daily; doors may be locked earlier if classes are over.
- Doors will also be locked on weekends except if there are classes.
- When the building is locked, swipe your ID to enter at one of the Summerfield doors adapted for scanning IDs.

Main departmental office & lounge:

- John, Karla, and Lindsay will work remotely most of the time.
- Karla will be coming in Mondays 1-5 p.m.
- Lindsay will be coming in Wednesdays 1-4 p.m.
- John will be coming in Fridays 10 a.m. - 3 p.m.

Food in mail/photocopier room:

- The microwave, coffee machine, and electric kettle cannot be used.
- Refrigerator: store food only for the day. Leave nothing overnight, which the cleaning crew may toss.

Conference room:

- No classes will be held here.
- Committees should not meet here.
- We have requested their occasional use if a very small meeting of no more than 3 persons must take place. You will need to contact Karla to reserve the room.

Faculty & GTA offices:

- Keep office use to a minimum. If you can work remotely, do so.
- Meetings and office hours should be online or by phone. If you must come to the office, keep your door closed.
- If you teach on campus, it is recommended that you leave after class.
- Signs will ask people not to stand or sit in hallways.

Classrooms:

- Classrooms have been reset with chairs to keep appropriate social distance from the front of the room and from each other.
- There will be movable protective transparent shields for instructor's use.
- Each room has a specific layout in it, so custodians will reset chairs if moved.
- Most classroom occupancies are about 30% of normal occupation.
- Auditoria and tiered classrooms are at about 20%.
- Signs will ask people not to stand or sit in hallways between classes.

Restrooms, water fountains, stairs, elevators, vending machines:

- Restrooms: signs will ask people to socially distance and wash their hands.
- No water fountains: they are working on installing bottle fillers for water fountains.
- Elevators are single use (meaning only one person in the elevator at a time).
- Distance if you're waiting.
- Use your knuckle to press buttons.
- Vending machines will be empty.

Sanitizing:

Outside entry doors will have signs asking all to:

- wear mask,
- wash hands,
- keep the 6-foot social distance, and
- clean surfaces before you use them.
- At key locations and all elevators there will be a large bottle of hand sanitizer and small bottles available to fill and take with you.
- Spray bottle with non-bleach cleaning solution and paper towels will also be available at the same station as the hand sanitizer.
- The building will provide wipes in every classroom, which custodians will refill.