



SAFE WORK PLAN FOR NORTHWEST FOLKLIFE

The following procedures and practices have been set for the safety of our staff, program participants, and constituents; to do our part to prevent the spread of COVID-19. These guidelines should be followed in conducting business or activities within the office of, initiated by, or to create submissions for Northwest Folklife (NWFL) programs and events.

This plan adheres to measures outlined by the CDC, King County Public Health, Seattle Center, the Department of Labor & Industries (L&I) [Coronavirus \(COVID-19\) Prevention: General Requirements and Prevention Ideas for Workplaces](#), and the [Washington State Department of Health Workplace and Employer Resources & Recommendations](#) (DOH).

Healthy Washington: As of January 11th, 2021, Governor Inslee has issued a new covid-19 safety plan called Healthy Washington as a road to recovery. Please consult the links in the resource section for more information about Healthy Washington. Please contact sarah@nwfolklife.org or reese@nwfolklife.org with any questions or concerns.

Physical Distancing, Personal Protective Equipment (PPE) & Other Protective Measures

- At minimum, a 6-foot separation should be maintained between individuals at all times. Staff, interns, site supervisors, contractors/consultants, volunteers, performers, culture bearers and program participants involved in Northwest Folklife programs, events or activities should communicate, in advance, about safety expectations, concerns and questions when working in physical spaces together.
 - NWFL internal offices - One individual in an office. Masks must be worn at all times.
 - NWFL Department areas - Reconfigure to have no more than two personnel working in each area and desks should be spaced to meet the distancing requirements. Masks must be worn at all times.
 - For indoor spaces away from Seattle Center, please follow the Washington State Guidelines appropriate for the type of space and capacity/square footage.

- Masks should be worn at all times except in the following conditions:
 - Recording singing/vocals or dance calling. If there is more than one individual who is not wearing a mask in this case, that individual's distance from others should be increased or they should use a separate room.
 - Outdoor, high intensity activity where the mask is inhibiting breathing. It is suggested to wear a mask, even in outdoor settings, but follow the [CDC Guidance for Wearing Masks](#) if it becomes necessary to do the activity without a mask.
 - Health or medical conditions in which a mask is dangerous to the wearer. Similarly, if there are others in the space, physical distance should be increased.
- During recording sessions for Northwest Folklife programming, each individual will use the microphone designated for them during that session. Mics CANNOT be shared. The studio or producer will follow mandates and best practices on sanitizing equipment after/between uses.
- If a higher level of PPE is required for work duties, Northwest Folklife will provide that equipment.

Commitment to Protection

Northwest Folklife is committed to providing PPE for all staff and volunteers. If you are unable to source an appropriate mask, we can provide you with a disposable, one use mask.

Facility Ventilation

Seattle Center facilities are equipped with COVID-19 approved HVAC filters to help minimize exposure in the space. Windows and doors should be opened whenever possible to help circulate fresh air.

Hand Washing, Sanitizing & Cleaning

- Employees should wash hands (or sanitize) frequently throughout their shift including before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose. Wash using warm water and soap; be sure to wash for at least 20 seconds.
- Hand sanitizer (greater than 60% ethanol or 70% isopropanol) is available at Northwest Folklife's office entry and staff will have it available at Folklife sponsored recording/production sites.

- Disposable gloves are provided for use where safe and applicable to prevent transmission on tools or other shared items.
- All high-touch areas should be sanitized before or between uses. This includes, but is not limited to door handles, common table areas, shared computers/tablets, office equipment, etc. Note that electronics should be sanitized using products that will not cause damage.
- Common use areas on Seattle Center grounds are cleaned and sanitized under their procedures and guidelines (LINK?)

Health Screening

Self-diagnose for COVID-19 symptoms before entering a space with others. You may be asked the following questions and to take your temperature with a contactless thermometer by Seattle Center or Northwest Folklife staff on-site.

If you have any symptoms, please do not enter indoor spaces with others. Notify the COVID-19 manager immediately to report potential exposure in the Northwest Folklife's office or work sites.

NWFL COVID-19 Manager: Reese Tanimura

(206) 334-2435

reese@nwfolklife.org

1. Are you experiencing...

- Fever or chills?
- Cough?
- Shortness of breath or difficulty breathing?
- Fatigue?
- Muscle or body aches?
- Headache?
- New loss of taste or smell?
- Sore throat?
- Congestion or runny nose?
- Nausea or vomiting?
- Diarrhea?

2. Have you had any of these symptoms or other symptoms of COVID-19 in the past 14 days?

3. Have you been exposed to anyone with symptoms or a diagnosis of COVID-10 in the past 14 days?

- Staff and program participants are instructed to go home immediately if they feel or appear sick.
- Staff and program participants are not allowed to return to the work, program or production site until they have been evaluated by a healthcare provider or have received a negative COVID-19 test. Testing sites in King County are listed on this [webpage](#).
- Any indoor work, program or production area exposed to a symptomatic individual will be cleaned and sanitized using [cleaning guidelines from the CDC](#).

Other Facility, Signage, and Physical Space Safety Measures

Signage will be posted clearly in all spaces of the facility. Signage includes employee screening procedures, proper PPE and mask wearing. A binder with all signage and guides will be available at the front desk.

Resources

- [Healthy Washington: Roadmap to Recovery](#)
- [Covid-19 Prevention Tips](#)
- [King County Public Health Resources](#)
- [Washington Filmworks Production Resources Page](#)

Relevant PHASE 2* GUIDELINES

*Currently, King County, WA is in Phase 2. It is anticipated that the state will move to Phase 3 on March 22, 2021. Please visit the [Washington State Coronavirus Response \(COVID-19\) webpage](#) for updates. Below are some of the most relevant guidelines to follow in making recordings to submit to Northwest Folklife programs/events.

1. Indoor social gatherings with people from outside your household should NOT include more than 5 people, limit two households. (Remember to wear masks)
2. Outdoor social gatherings shall be limited to fifteen (15) people from outside your household, limit two households.
3. Professional services allowed up to 25% indoor capacity. Remote work strongly encouraged.
4. Personal services allowed up to 25% indoor capacity.
5. Low and moderate risk sports competitions permitted. Fitness and training establishments can operate at a maximum of 25% capacity.
6. Indoor entertainment establishments such as aquariums, theaters, arenas, concert halls, gardens, museums, bowling alleys, trampoline facilities, card rooms and event spaces are open at a maximum of 25% capacity.
7. Outdoor entertainment establishments such as zoos, aquariums, gardens, theaters, stadiums, event spaces, arenas, concert venues and rodeos can be open for groups of (15), with a maximum of 200 individuals including spectators.