

## Multimodal Education Center's COVID-19 Studio Use Policy

By entering the studio, you agree to the following:

1. There will only be one person in the room.
2. You will clean the equipment prior to use, and after use.
  - a. Spray a clean paper towel with the disinfectant and wipe any surface you may touch, including:
    - i. Mouse
    - ii. Keyboard
    - iii. Traditional monitor
    - iv. Touchscreen monitor
    - v. Digitizing Pen
  - b. DO NOT SPRAY DIRECTLY ON THE EQUIPMENT
  - c. Use the supplied hand sanitizer
  - d. If you are out of any supplies, please send us an email.
3. DO NOT MOVE THE MICROPHONE closer to you. The levels on the microphone have been increased to allow it to pick your voice without being in front of you. If you need to adjust the levels further, you can use the software and/ or Windows Sound settings
  - a. Adjusting with the software will depend on the software. Please use a web search to find information on this (e.g. "Google: How do I increase the microphone levels in Audacity").
  - b. Adjusting the Windows Sound settings:
    - i. In the Search Bar, type "Sound Settings" and press enter
    - ii. Under Input, find and click on the Device Properties for the microphone
      1. Adjust the volume slider
4. Leave the equipment as you found it.
5. Please report any equipment issues to [chad.schone@cwu.edu](mailto:chad.schone@cwu.edu) and [nat.nickel@cwu.edu](mailto:nat.nickel@cwu.edu)
  - a. We will not be able to physically enter the room with you there.
  - b. We may not be immediately available to correct the issue.
    - i. If this is the case, you will need to reschedule the room, or schedule a different room. DO NOT enter another room without prior authorization.

Please note, we are doing the best we can under these extraordinary conditions and have enacted these policies under the advisement of the Kittitas County Public Health and CWU Facilities. Any violations will result in the individual being asked to leave and loss of studio privileges.