

Document purpose

As a volunteer operated arts & media organization, CFUV must strike a safe balance between the goals of offering valuable opportunities for volunteerism with it's duty to provide information to listeners throughout our community. This document lays out CFUV's response to the escalating COVID-19 situation, the various consequences it has on volunteerism and CFUV's broadcast; and proposed solutions to these consequences.

At all times throughout this crises, CFUV intends to continue broadcasting and including COVID-19 updates in it's broadcast. We intend to do so safely and maximising potential technology and software advantages available to us.

Station Assessment

CFUV staff will continue to monitor the situation and comply with guidelines and actions suggested by health authorities and medical professionals. At the time of writing, the University Of Victoria has confirmed that person-to-person classes will be suspended for the remainder of the semester but the university and university services remain open.

As a result CFUV at this time remains open and operating regularly. In the event that station accessibility becomes limited or restricted, the station staff will implement remote broadcasting and programming options as necessary. In order to reduce foot-traffic, and potential exposure and transmission, we ask that volunteers with the ability to produce content from home do so (more details below).

As a shared space that sees significant traffic from various demographics (including immunocompromised individuals, seniors, and individuals with other pre-existing conditions), CFUV's studios and offices are always at risk of becoming a hub of viral transmission during flu season. Limiting the number of individuals accessing the space over the next few weeks will reduce the likelihood of this happening during this pandemic.

Please regularly consult the following resources for up-to-date information regarding COVID-19 and it's impact within our communities. CFUV's COVID-19 Page reflect the station's status based on information gathered from these sites:

[BC-Center for Disease Control](#)
[Island Health Authority](#)
[CRD - COVID-19 update site](#)
[Uvic - COVID-19 update site](#)
[CFUV - COVID-19 update site](#)

IMPACTS & ACTIONS

Volunteers

At this time, the station is still open for volunteers to host their programs or use the production studios. Hand sanitizers and other cleaning supplies have been made available throughout the station, and we encourage every volunteer to make regular use of these supplies. If possible, please wipe down the soundboard, keyboard and mouse, and media devices before and after use. Studio time may be interrupted so that an employee or fellow volunteer can more thoroughly clean that space. Interruptions are never enjoyable, but please remember that this regular cleaning schedule is meant with the goal of keeping everyone safe.

There are no consequences to cancelling a scheduled program, production time, or any other form of volunteer activity due to COVID-19. Should you feel that it's in your best interest to stay at home, the staff have solutions prepared to cover that time or that on-air slot. We encourage all volunteers to put themselves, and their health first.

Despite remaining open for volunteers to access, CFUV highly recommends that volunteers with the ability to record content at home begin doing so immediately. More details on remotely recorded content can be found at the end of this document. Please make sure to contact staff if you will be using - or are considering - this option.

Listeners

As a public broadcaster, CFUV is committed to providing valuable information to our listeners. Upholding this commitment becomes more crucial in situations such as the current one. As misunderstandings, and misinformation swirl, CFUV has an opportunity - never-mind an obligation - to provide reliable information to our listeners.

Please take some time over the course of your program, whether it's recorded at home or live from the studio, to provide a COVID-19 update to your listeners. The Island Health Authorities COVID-19 update site is set to load when you open Google Chrome on the studio PC. CFUV will also post regular updates through our social media channels, and we encourage volunteers who are on those channels to share those posts and give them a signal boost.

If you're in the studios for production work, please take a moment to voice a short PSA on some of the things people can do to keep themselves and each other safe. A PSA on how to properly wash your hands, the importance of social distancing, or even a reminder not to hoard toilet paper can go a long-way to alleviating the stress listeners in quarantine or self-isolation may be experiencing.

Employees

During this time, employees are not required to provide a doctors note should they be suffering from any symptoms of a possible COVID-19 infection. You're encouraged to work from home should you have any concerns about exposing yourself or others to illness. We will be doing our best alongside the University of Victoria's Desktop Support Services to ensure that you're able to access the files you need to use for work. This will include programming and studio computer access, so that staff are still able to receive and broadcast content produced by volunteers at home.

We recommend that appointments such as interviews, training sessions, and other meetings be postponed until this situation passes, or be done over the phone or the internet. If you require any audio hardware or software in order to complete your work, please contact Glen to discuss possible solutions.

Should you fall ill contact Glen as soon as you can, you will not lose hours or be docked pay if you fall sick during this situation. Contacting Glen means that the staff are collectively able to share responsibilities and support one-another's work and well-being.

Staying safe

The following tips are based on recommendations from various health authorities and will help you avoid getting sick.

- **Stay home if you feel sick or are experiencing flu-like symptoms!**
- **Wash your hands often and always after coughing or sneezing**
- **Wash your hands often with soap and water for at least 20 seconds**
- **Cough or sneeze into your elbow**
- **Avoid touching your face**
- **Avoid close contact with people who are sick**
- **Regularly clean and disinfect regularly touched surfaces**
- **Do not share food, drinks, utensils, etc.**
- **Maintain a 2 meter distance between people and about 6' between yourself and a microphone**
- **Bring your own pair of headphones (we will be providing disposable covers too)**

Recording at home

As mentioned, we ask that volunteers with the ability to produce content from home begin doing so immediately. Programs, funding drive pitches, and COVID-19 updates can be emailed to the staff (programming@cfuv.ca, or manager@cfuv.ca predominately). Please include the subject line "RECORDED FROM HOME" in your email header so that the staff can tell at a glance that the email contains content for broadcast. You can also upload content to a shared google drive here:

<https://drive.google.com/drive/folders/1cbAsBplcUH12nUw2zeBqCJYcNm8u649F?usp=sharing>,

Remember to notify one of the staff when you do! Finally, when submitting content produced remotely, please make sure to give it an easy to understand file-name; such as your name, program name, and when it was recorded. If you would like to, CFUV is able to offer a limited number of portable recording devices and microphones for volunteers to take home and use, we can also provide you with training in how to use these devices. The staff are also able to recommend various free recording and editing programs and apps as well as provide you with links to video tutorials in their use.

The staff will be able to add pre-recorded traffic items to any submitted programs and can also make these files available to you via email, but we ask that you do your best to stay compliant with all content requirements (CanCon, FemCon, Chart Releases) and that you continue to provide COVID-19 updates and funding drive pitches. Remember that the staff are available to help you find relevant artists, information, and resources by email and phone.

We accept that this will remove an element of spontaneity on-air, this method both reduces the overall likelihood of viral transmission at CFUV and ensures that we can continue to provide content and information that is valuable to both the listening public and volunteers alike.

Tips!

There's several free recording programs you can use from home, and have many tutorials available to view on youtube. We recommend Audacity for simplicity, but you could also try Reaper!

Most smartphones come with decent recorders, as long as you're able to record in a quiet setting you could do a lot of voicing by phone! USB microphones are also an option and can be very cheap!

You can prevent sound echoing back off your walls by hanging up blankets. Plus, blanket forts are fun!