

CFUZ Studio and Office COVID-19 Protocol

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The logo for CFUZ, featuring the call letters in a bold, white, sans-serif font. The letters are set against a solid orange horizontal bar that spans the width of the page.

Peach City Community Radio Society

CFUZ Studio and Office COVID-19 Protocol

Effective June 1, 2020

The CFUZ Board of Directors has agreed to open the CFUZ studio and office space, given the relaxation of restrictions by the relevant governmental agencies. This action will once again make our facility available to regularly scheduled station volunteer programmers, in order to allow them to continue producing their original content on a regular basis.

In order to maintain a high quality of safety for our volunteers, the reinstatement of access to the studio and office is subject to the conditions outlined in the following statements. Please take the time to read and understand this document prior to returning to the station.

1. Symptoms of Sickness.

- a. In accordance with Worksafe BC guidelines, the Board of Directors has deemed it mandatory for volunteers to refrain from coming to the studio or office as per the following guidelines.
 - i. If a volunteer is experiencing symptoms of illness, or have been diagnosed with a contagious illness, whether or not the illness has been confirmed as COVID-19, **they are not permitted at the studio or offices of CFUZ.**
 - ii. If a volunteer has recently returned from international travel, **they must avoid coming to the studio or offices of CFUZ for at least 14 days subsequent to their return home.**
 - iii. If a volunteer resides with an individual experiencing symptoms of illness, or an individual that has been diagnosed with COVID-19, **they are not permitted at the studio or offices of CFUZ.**
 - iv. If a volunteer resides with an individual who has been exposed to COVID-19, **they are not permitted at the studio or offices of CFUZ.**
- b. In addition to seeking medical attention at their own discretion, any volunteer who finds themselves experiencing symptoms of this nature, and has attended the station in the previous 14 days, **must contact the Board of Directors to report their symptoms.** This will allow the Board to attempt to notify any volunteers who may potentially be at risk as a result of exposure to the same environment. See contact information at the end of this document.

2. Hand Washing

- a. Upon entering the station premises, each volunteer should immediately wash their hands thoroughly with soap for at least 30 seconds.
- b. Prior to exiting the station premises, each volunteer should wash their hands thoroughly with soap for at least 30 seconds.

3. Number of Volunteer Programmers at the Studio

In order to provide as much inherent protection as possible, at this time, the CFUZ Board of Directors is limiting the number of concurrent volunteers in the studio or office at any given time to one (1) person.

- a. Under this protocol, the Board will only permit those programming volunteers with current regular programs as deemed by the Programming Committee to attend the CFUZ studio.
- b. All programs with more than one regular co-host **must** apply to the Board of Directors in writing in order to waive this condition. Should the Board of Directors approve the request, both co-hosts would then be required to wear face masks and maintain a distance of 6 feet during studio session.

4. Microphones

In order to limit the risk of cross contamination via microphones, each programming volunteer will be assigned their own personal microphone foam filter.

- a. The station-issued microphone foam filter **must remain** at the station when not in use.
- b. A labeled, resealable bag will be provided to each programming volunteer in order to store their individual foam filter. The bags will all be clearly labeled and stored on individual hooks in the studio. **Volunteer programmers are directed to handle their own individual microphone foam filter ONLY.**
- c. Prior to using a microphone, the programming volunteer **must** access their foam filter from the storage location, and install it on the host microphone in the studio.
- d. Prior to using a microphone, the programming volunteer **must** clean the microphone surfaces with a paper towel and disinfectant.

*Note that the proper method of cleaning the microphone surface is to spray a small amount of disinfectant onto a paper towel or cloth, and use that cloth to wipe all areas of the microphone that the volunteer expects to touch, or has touched. **At no time should disinfectant spray or any liquid be sprayed directly onto electronic equipment surfaces.***

- e. Upon completion of a studio session, the programming volunteer **must** remove the foam filter from the microphone, replace it in the resealable bag, and replace the bag on the storage hook located in the studio.
- f. Upon completion of a studio session, the programming volunteer **must** clean the microphone surface with a paper towel and disinfectant.
- g. All non-essential microphone booms and microphones have been removed from the studio until such a time as this protocol is amended to reflect an easing of restrictions by the Board of Directors.

5. Headphones

In order to facilitate a safer way to support the use of headphones in the CFUZ studio, common headphones will now be stored on hooks at the back of the studio, instead of being stored on each individual microphone boom. A new microphone amplifier has been installed in the studio, making it easier to plug into the system. Instructions for its use will be provided in an updated CFUZ Studio Handbook.

- a. All volunteer programmers are encouraged to supply their own headphones to be used in the CFUZ studio. Headphones must have a 1/4" stereo plug in order to interface with the CFUZ headphone amplifier.
- b. Volunteer programmers are welcome to use CFUZ studio headphones, located on hooks at the back of the studio.
- c. CFUZ studio headphones **must** be wiped down prior to use.

*Note that the proper method for wiping down any equipment surface is to apply a small amount of disinfectant to a paper towel, and then to use that wetted paper towel to carefully wipe the surface. **At no time should disinfectant spray or any liquid be sprayed directly onto electronic equipment surfaces.***

- d. CFUZ studio headphones **must** be wiped down immediately after use, the cable wrapped neatly, and returned to the hook in the studio.

6. Control Surfaces

A control surface is any surface that the volunteer programmer is required to touch in order to manipulate sound into or out of the console, and any computer input device used in producing content. This includes the light switches, fan switches, power switches, mixing boards, turntables, CD players, computer keyboard, mouse, etc...

- a. All control surfaces must be carefully wiped with disinfectant both prior to, and after use.

*Note that the proper method for wiping down any electronic surface is to apply a small amount of disinfectant to a paper towel, and then to use that wetted paper towel to carefully wipe the surface. **At no time should disinfectant spray or any liquid be sprayed directly onto electronic equipment surfaces.***

7. Studio Gatherings, Meetings & Training

All in-person gatherings, meetings and training sessions at CFUZ are currently suspended until further notice.

In addition, attendance at the CFUZ studio and office for the purpose of practising on programming equipment is also suspended until further notice.

We understand that there are volunteers eager to return and contribute to the station. Please continue to cultivate your passion for CFUZ. We will be evaluating this protocol in light of constant changes in policy, and will revise this protocol as necessary over the next weeks and months.

8. Guests in Studio

Under **no circumstances** may volunteers welcome any guests into the CFUZ Studio while operating under this protocol. At this time, unless otherwise approved by the Board of Directors, not more than one person may occupy the CFUZ Studio and Office space at any given time.

Note that special permission may be issued to allow for regular co-hosting (see section 3.b.) or for technical and/or maintenance requirements. In these situation, approval must be obtained from the Board of Directors prior to attending the station.

9. Sign In

All volunteers attending the station must continue to sign in and out of the station in the log book, noting the time at which they arrive, and the time at which they depart.

10. Access Codes

New access codes will be issued to all volunteers requiring access to the CFUZ Studio and/or Office in conjunction with the release of this protocol.

11. Time Consideration and Scheduling

All regularly scheduled programs will have their Skedda time blocks reinstated, and extended to allow volunteer programmers extra time to accomplish cleaning tasks required under this protocol. The extended time will also provide a more robust buffer where programs are situated closely in the schedule. Please consult with the Program Director, or directly in the Skedda application to view any schedule changes as a result.

12. Membership

All volunteer programmers should ensure that their membership to the Peach City Community Radio Society is in good standing. Membership payment can be arranged via the cfuz.ca website, or by contacting any CFUZ Board member.

13. Contravention of this Protocol

At this time, the Peach City Community Radio Society Board of Directors considers the safety of our volunteers to be the most important directive of our Society. Contravention of this protocol at any level may lead to compromising the safety of fellow volunteers, and as such, the safety of the Society in general.

Any member of the Peach City Community Radio Society found in contravention of this protocol **must** be reported to the Board of Directors.

The Board shall have discretion in determining how each report is to be handled on a case by case basis.

Volunteers found in contravention of this protocol are subject to suspension of studio privileges, or other consequences as deemed appropriate by a majority of the Board of Directors.

Contact Information

The following list includes all members of the Peach City Community Radio Society Board of Directors, and an email address where they can be reached individually. Should volunteers be required to report to the board as a result of items in this protocol, or if they simply have a question or a comment, they should feel confident that they may contact any board member via email. All emails received under this protocol will be handled with respect and privacy.

President Jackie Del Rizzo : **jackie.delrizzo@cfuz.ca**

Vice President Claire Thompson : **claire.thompson@cfuz.ca**

Secretary Nils Finnsson : **nils.finnsson@cfuz.ca**

Treasurer Karla Ziegler : **karla.ziegler@cfuz.ca**

Director Dave Del Rizzo : **dave.delrizzo@cfuz.ca**

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