

# CICK Studio and Office COVID-19 Protocol

Effective June 22, 2020

The Smithers Community Radio Society Board of Directors has agreed to open the train-car studio, given the relaxation of restrictions by the relevant governmental agencies. This action will once again make our facility available to station volunteer programmers that will allow for easier live production of their programs.

In order to maintain a high quality of safety for our volunteers, the reinstatement of access to the studio are subject to the conditions outlined in the following statements.

## 1. Symptoms of Sickness.

- A. Under **no circumstances** should any volunteer attempt to enter the station while they are experiencing any flu-like symptoms.
- 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, should contact [glen@smithersradio.com](mailto:glen@smithersradio.com) to report their symptoms. This will allow staff to attempt to notify any volunteers who may potentially be at risk as a result of exposure to the same environment.

## 2. Hand Washing/Sanitizin

- A. Upon entering the station premises, each volunteer should immediately wash their hands thoroughly with soap for at least 30 seconds (soap and sink available in the cd library) or use the hand sanitizer mounted on the wall across from the studio booth.
- B. Prior to exiting the station premises, each volunteer should wash their hands thoroughly with soap for at least 30 seconds or use the wall mounted hand sanitizer.

## 3. Number of Volunteer Programmers at the Studio

In order to provide as much inherent protection as possible, at this time, the CICK 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 Station Manager to enter the CICK studio.
- B. All programs with more than one regular co-host must contact the Station Manager to receive additional instruction in order to waive this condition. Additional procedures will include both co-hosts being required to wear face masks and attempting to maintain a distance of 6 feet during studio session.

#### 4. Microphones

In order to limit the risk of cross contamination via microphones, each programmer 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 stored on individual hooks in the studio.
- 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:** 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.

- 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 will be 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 studio, common headphones will now be stored on hooks on the studio wall, instead of being stored on each individual microphone boom. All volunteer programmers are encouraged to supply their own headphones to be used in the CICK studio. Headphones should have a 1/4" stereo plug in order to easily interface with the CICK headphone amplifier. Plug headphones into front ports of the amplifier within the rack and use both the volume dial on the amplifier and control board to control levels.

- A. Volunteer programmers are welcome to use CICK studio headphones.
- B. CICK studio headphones must be wiped down prior to use.
- C. CICK 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:** 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. Training**

All in-person training sessions at CICK are currently suspended.

## **8. Guests in Studio**

Under **no circumstances** may volunteers welcome any guests into the CICK 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 CICK Studio 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 situations, approval must be obtained from the Station Manager prior to attending the station.

## **9. Sign In**

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

## **10. Access Codes**

New access codes to the station door will be issued to all volunteers requiring access to the CICK Studio in conjunction with the release of this protocol. Contact the Station Manager for your unique access code. Access codes are not to be shared.

## **11. Time Consideration and Scheduling for back to back live programs**

All programs that follow or precede other in-studio programs must take additional precautions. Programs that precede a regular in-studio program must complete their program and prepare to leave the station 10min prior to the start of the following program. This requirement may be waived if the host of the following program contacts the host of the preceding program. If no contact is made, the host must assume the host of the following program will be wanting access to the studio.

If you are the host of a program that follows another regularly live program, you must make every effort to contact the host when you are not planning on accessing the studio for your show. Please consult with the Station Manager for host contacts or further information.

## **12. Membership**

All volunteer programmers should ensure that their membership to the Smithers Community Radio Society is in good standing. Membership payment can be arranged via the [smithersradio.com](http://smithersradio.com) website, or by contacting [cickmeghan@gmail.com](mailto:cickmeghan@gmail.com).

### **13. Washroom**

Programers who need to use the washroom in the train-car may do so. Washrooms will be cleaned as part of the daily cleaning regime. To ensure the washroom is cleaned regularly, we ask that you make a note in the appropriate column of the sign-in log book (see section 9) when you use the facilities.

### **14. Contravention of this Protocol**

At this time, the Smithers 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 Smithers Community Radio Society found in contravention of this protocol must be reported to the Station Manager. The Station Manager 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 the Station Manager and the Board of Directors.

I have read and agree to abide by these policies:

Pamela Haasen

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Name

June 27, 2020

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Date