



UTVS TELEVISION

COVID HANDBOOK

Table of Contents

Table of Contents	Page 2
Introduction	Page 3
If you have COVID-19 Symptoms	Page 3
Self-Assessment	Page 4
Mask Requirement	Page 4
If You're Able to Shoot Remotely, Do So	Page 4
Facility Guidelines	Page 5
Facility Usage Tracking and Scheduling	Page 6
Facility Scheduling for Special Requests	Page 6
Priority of Scheduling	Page 7
Cleaning the Facilities	Page 7
Show Producers Role in Cleaning	Page 7
TV Studios Operating Procedures	Page 7
Control Room Operating Procedures	Page 8
Checkout Counter Operating Procedures	Page 9
Contact-less Checkout Steps	Page 9
Checkout Rules and Regulations	Page 10

Introduction

If you see anyone not abiding by these bi-laws. Contact Derrick Silvestri and Jacob Palm Immediately. Those who report will be confidential by the Station Manager and UTVS Advisor.

Jacob Palm
jpalm@utvs.com

Derrick Silvestri
dcsilvestri@stcloudstate.edu

If you have COVID-19 Symptoms

Outlined by St. Cloud State University, if you are not feeling well, do not come to campus. This is quoted from St. Cloud State University, UTVS abides by these protocols to ensure the safety of our staff and members.

If you are sick, stay home and call for guidance first. DO NOT go directly to a medical facility without calling first. This applies to all students, faculty and staff.

If you are experiencing any of these symptoms, do not go to a medical provider, but call for guidance:

- 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

Call the St. Cloud State Medical Clinic with your COVID-19/Coronavirus health questions. Our medical team is will answer your call Monday - Friday 8 a.m. - 4:30 p.m. St. Cloud State Medical Clinic: 320-308-3193. Stearns County COVID-19 Hotline: 877-782-5683.

Self-Assessment

Outlined by the University, it is required to fill out a self-assessment before entering campus, this includes the UTVS Facilities.

This can be found by visiting:

<https://www.stcloudstate.edu/emergency/covid19/self-assessment/default.aspx>

If you do not pass, it is required to go through the required steps outlined from the University. Those who do not fill out this form and pass prior to entering the Television Facilities will be subject to penalties from the University, and to the discretion of the UTVS Executive Board.

Mask Requirement

Based on Governor Walz's Executive Order 20-81, and the mask requirement by the University, it is required to wear a mask in all UTVS facilities. Those who are on-air talent in the facilities are exempt while anchoring or being on-air. It is required to mask up during commercial breaks, as well as directly after the show. If you are not actively on air anchoring a show, you must have a mask on.

If You're Able to Shoot Remotely, Do So

To ensure the safety for all our UTVS members, aspects of show production that can be done remotely should. Do not enter the facilities if not needed. Obviously, this in Mass Communication check out, and show scheduling worked out previously with the Station Manager. Those with keys and access cannot roam the facilities freely without prior approval from Derrick Silvestri and station management, those who fail to abide by this will be subject to penalties and consequences.

Facility Guidelines

Personal Items

Personal items are discouraged in the Television Facilities except for the Newsroom, SH123. This includes but is not limited to: backpacks, purses, blankets, water bottles, etc.

Greenroom

Access to the Greenroom will only be granted to those who need to change prior to going on-air for the UTVS Newscasts or Husky Productions. However, those accessing the greenroom must be in and out in a timely manner. Personal grooming, shaving, hair straightening / curling must be done prior to entering the greenroom. Those who fail to abide by this will be subject to penalties and consequences. All personal property must be taken at the end of the night. Please take your personal property home with you at the end of the night.

Edit Suites

Edit Suites must be checked out in and out in the appropriate way outlined by the Mass Communications checkout. No two show producers / members may occupy the edit suites at the same time. We recommend that you must edit in the facilities to Zoom fellow producers and show members to collaborate on editing.

Hand Washing

It is required to wash your hands directly prior and directly after entering the facilities. This can be done in the Stewart Hall Bathrooms. Hand sanitizer will be available to those in the facilities, however, is not a replacement to washing your hands for 20 seconds with soap and warm water.

Room Occupancy and Social Distancing

The amount of personnel allowed in each specific room in the facilities will be listed outside of the room on signage. Those in the facilities must practice safe social distancing indicated on stickers on the ground. Productions must also attempt at consolidating crew as much as possible.

Combine positions where possible, for the safety of our members, less is best. Each control room has plexiglass installed at each control station. Do not reach over to other stations, peer over the plexiglass or hop around stations. Stick to your designated station.

Those who do not follow these protocols will be subjected to punishment. Security cameras in the facilities will be actively monitored to ensure social distancing and facility capacity guidelines. If you notice someone failing to comply with these guidelines, contact the UTVS Advisor and UTVS Station Manager immediately.

Facility Usage Tracking and Scheduling

All those in the facility will be accounted for prior and after shooting a show. The procedure for doing so is to follow, and must be filled out by a show representative (producer) no less than 48 hours prior to using the facility. Even if you have a recurring weekly show, this must be done every week.

While in production, the Production Managers will also record all the active members in the facilities. This will include position, role and full name. This document will be shared with the Station Management.

Protocol for Usage Tracking and Scheduling

1. Be thorough about who your personnel will be. Each show should already have a solid plan for this by communication with the Station Manager.
2. Fill out the UTVS Covid Production Guide Google Form no less than 48 hours prior to using the facilities. Those who do not do so in the required format will not be allowed that week's ability to use the facilities.
3. Abide exactly how you filled out the form. This includes exact time entering the facilities, personnel, personnel crew position.
4. If there are any problems, contact the Station Manager, Production Managers and Advisor Immediately.

Facility Scheduling for Special Requests

Unless previously scheduled as a recurring show on the master schedule with the Station Manager, all special request scheduling must be done before shooting. This could include special shoots, interviews or others. However, only do so if not possible to do remotely. You must contact the UTVS Advisor, Station Manager and Production Manager prior to shooting with your pitch. Give yourself enough time to successfully communicate your intentions to the contacts stated previously. Give yourself enough time, if approved, to fill out the UTVS Covid Production Guide Google Form. This must be done no less than 48 hours prior to studio use.

Facility Scheduling for Special Events

1. Contact the Station Manager, UTVS Advisor and Production Managers with a pitch about what you are wanting to shoot. We recommend you do this 4 days prior to your event to give enough time for communication between the parties.
2. If granted permission, fill out the UTVS Covid Production Guide Google Form. This must be done 48 hours prior to entering the facilities.

3. Abide exactly how you filled out the form. This includes exact time entering the facilities, personnel, personnel crew position.
4. If there are any problems, contact the Station Manager, Production Managers and Advisor Immediately.

Priority of Scheduling

Priority of Scheduling in the Television Facilities are as follows:

1. Classes
2. Student Studio UTVS Shows
3. Projects

Cleaning the Facilities

The show producers and the production managers will be the main personnel in keeping the facility clean and safe after UTVS shows. The show producers are responsible for the initial cleaning after the show concludes. Production managers will then clean after the show producers to ensure safety.

Show Producers Role in Cleaning

After every UTVS production, the show producers or the main point of contact is responsible for cleaning the facilities after use. Hand sanitizer, disinfectant spray, as well as sanitary wipes will be provided. Below is the necessary check list of all that needs to be cleaned.

TV Studios Operating Procedures

1. The Television Studios must be reserved using Cheqroom.
2. The Television Studios must have an hour of non-use between scheduled uses.
3. Television camera and related electronic equipment used must be cleaned with Isopropyl Alcohol wipes after each production.
4. Computer keyboards, mice, desk surfaces, door handles and any other non-electronic devices used during productions must be cleaned using disinfectant wipes after each production.
5. Face masks must be worn within the Television Studios by all non-talent personnel.

6. Social distancing of 6 feet between people must be practiced inside the Television Studios.
7. The studio doors must remain closed during productions.
8. Headsets must be equipped with protective cloth covers before use.
9. No food or drinks allowed within the Television Studios.
10. Hands must be sanitized before and after using the Television Studios.
11. The campus self-assessment must be completed for each person before using the Television Studios.
12. A record must be filed in the checkout office of the day, time, position and name of each person using the Television Studios.

Control Room Operating Procedures

1. Computer keyboards, mice, desk surfaces, door handles and any other non-electronic devices used during productions must be cleaned using disinfectant wipes after each production.
2. The Karrera Video Switcher, Wheatstone Audio Board, RTS Intercom, Evertz router panels, headsets and any other control panels or electronic devices must be cleaned using Isopropyl Alcohol wipes after each production.
3. Only 4 people are allowed inside the control rooms at any time.
4. Only 1 person is allowed inside the audio control room at any time.
5. Only 1 person is allowed inside the voiceover booth at any time.
6. Social distancing of 6 feet between people must be practiced inside the control rooms.
7. Face masks must be worn inside the control rooms.
8. Headsets must be equipped with protective cloth covers before each use.
9. People must remain inside the protective plastic barriers of their positions inside the control room during productions.
10. The doors to the control room, audio and voiceover booths must remain closed during productions.
11. No food or drinks are allowed within the control rooms.

12. Hands must be sanitized before and after control room use.
13. The campus self-assessment must be completed for each person before control room use.
14. Control rooms must have an hour of non-use between scheduled uses.
15. Control rooms must be reserved using Cheqroom.
16. A record must be filed in the checkout office of the day, time, position and name of each person using the control rooms.

Checkout Counter Operating Procedures

1. The Checkout Counter is only open from 9:15 am to 11:45 am and 3:15 pm to 5:45 pm Monday through Thursday.
2. Everyone must have a reservation in Cheqroom prior to visiting the Checkout Counter.
3. Checkouts without a reservation will not be allowed.
4. Everyone must remain on the floor stickers in the hallway.
5. Everyone must practice 6 foot social distancing.
6. Everyone must complete the campus self-assessment before visiting the Checkout Counter.
7. Face masks must be worn when visiting the Checkout Counter.
8. All checkouts must be returned the next working day.
9. All equipment and rooms require reservations at least 15 minutes in advance using Cheqroom.
10. Equipment reservations may be made for no further than two weeks ahead.

Contact-less Checkout Steps

1. The Checkout worker will ask to see the user's SCSU ID through the glass checkout window to confirm their reservation.
2. The Checkout worker will open the checkout counter door.
3. The Checkout worker will place the equipment to be checked out on the checkout counter.

4. The Checkout worker will tell the user to come forward to pickup the equipment.
5. The Checkout worker will step back 6 feet until the equipment is picked up.
6. The Checkout worker will clean the counter after the equipment is picked up.
7. The Checkout worker will close the counter door.

Checkout Rules and Regulations

1. The TV Studios and Checkout office are open 9:15 am to 11:45 am and 3:15 pm to 5:45 pm Monday through Thursday. Closed Friday through Sunday.
2. The TV Studios doors will be closed between 12:00 pm to 3:00 pm and after 6:00 pm Monday through Thursday.
3. The TV Studios are only open for broadcasts after hours and weekends with proper staff supervision that is scheduled in advanced. Only people that have key access have authorization to stay after hours (ex. UTVS show producers, staff, faculty).
4. Use of the TV Studios outside of the normal Monday through Thursday hours of 9:15 am through 11:45 am and 3:15 pm and 5:45 pm must be cleared through Derrick.
5. If a professor will be working with you in the same room and supervise, have your professor contact Derrick (dcsilvestri@stcloudstate.edu) ahead of time.
6. Edit Suites must be checked-in and checked-out of when used. Failure to check-in or check-out of edit suites may result in suspension from edit suites at the discretion of management, including suspension for 2 weeks.
7. Only current students in Mass Communications classes and/or Mass Communications organizations may reserve and checkout equipment.
8. Other non-Mass Communication students may not reserve or checkout equipment from the TV Studios until authorized by management. If your name is not registered in our check out system, no equipment will be checked to you. Faculty may check out any equipment at any time.
9. All Equipment, studios, control rooms and edit suites must be reserved using Cheqroom (<https://app.cheqroom.com>).

10. Reservations should be made a day in advance of the scheduled checkout, as equipment is provided on a first-come, first-served basis.
11. Reservations must be made at least 15 minutes before the scheduled checkout date so equipment may be cleaned and prepared for checkout.
12. Reservations may not be made in person at the Checkout office. Reservations should be made a day before the checkout.
13. Reservations may be made up to two-weeks in advance of the scheduled checkout. Management may add comments to reservations, and may cancel reservations as needed if reservations are not updated.
14. Control rooms and studios may only be reserved from 9:15 am through 11:45 am and 3:15 pm through 5:45 pm when the Checkout office is open.
15. Scheduled shows have priorities during their allotted time. Please email Derrick (dcsilvestri@stcloudstate.edu) for a schedule.
16. Equipment may be reserved for one working day from Monday through Thursday (1 day), and from Thursday to Monday (3 days) when the checkout is open. Reservations longer than one day between Monday through Thursday may receive a notification to change the due date, and may be cancelled.
17. Equipment must be returned the next working day at the time specified in Cheqroom, unless special permission has been authorized by management.
18. Students must show the checkout an official St. Cloud State University ID before checking out any equipment, studios, control rooms or edit suite(s).
19. If you are going to be late picking up or returning equipment, call the Checkout office at 320-308-4782 or add a comment to the reservation or checkout in Cheqroom so the pickup and return times may be changed accordingly in the Cheqroom system.
20. If reserved equipment is more than 15 minutes past the pick-up time and the Checkout office has not been notified, the reservation may be declined and the equipment may be made available to other students in need of the equipment at the discretion of management.

21. If checked-out equipment is more than 15 minutes late and the Checkout office has not been notified the equipment is going to be late before the equipment is scheduled to be returned, the person who checked out the equipment may be suspended from checking out equipment for a period of time at the discretion of management, including suspension from checkout for 2 weeks. Faculty will be notified if equipment is not returned within 1 day.
22. You are responsible for any missing and/or broken equipment. Please pay special attention to the contents of the equipment checked out. Add a comment to the checkout in Cheqroom if you notice any issues with
23. any equipment.
24. Classes that create groups for projects may only checkout 2 camera systems at a time unless prior approval is made and/or available equipment is in the checkout.
25. AA, AAA and 9v batteries will be supplied to equipment that requires it. If the checkout is out of batteries we reserve the right to not supply them.
26. All camera units will come with a minimum of 2 charged batteries. Camera units with a light will come with a minimum of 3. Additional batteries are available upon request if available.
27. There is a 1 hour checkout limit on all CD's and DVD's. CD's and DVD's may not be checked out overnight and/or leave Stewart Hall.
28. All newsroom (SH123) edit suites will be used for news production from 9:00 am until 6:00 pm.