

## **COVID STUDIO PROTOCOL**

1. ONLY ONE PERSON IN STUDIO AT A TIME AND NO GUESTS.

It is very important that you do your shift alone, no guests whatsoever, and no co-host in the studio.

2. WHEN YOU LEAVE THE STUDIO, MAKE SURE BOTH THE GREEN ROOM DOOR AND STUDIO DOORS ARE LOCKED. If you don't have a key, let me know. Some programmers have neglected to secure these rooms. If doors are not locked, outside people WILL come in. **All outside doors should be locked at 6 pm every day**, even if there is a programmer coming in at 7 pm.

3. COVID-19 MITIGATION OF COMMUNITY SPREAD. Programmers and board operators should wipe down surfaces, microphones, head sets, the broadcast board. There are cleaning supplies available, do not remove them. Bring your own disinfectant items to be sure. Make sure you dispose of used cleaning towels. **Everyone should purchase and use his/her own microphone.** Contact Chloe or Andy for information on purchasing and connecting your own microphone.

4. ANY PROGRAMMER WHO HAS A COMPROMISING CONDITION, or is in an at risk population, should self-quarantine AND AVOID COMING INTO THE STATION.

5. WE REQUEST THAT YOU TAKE CARE OF YOURSELF AND THE COMMUNITY. THANKS FOR BEING PART OF KPFZ.

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