STANDARD OPERATING PROCEDURE (SOP)  
Recreation  

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<tr>
<th>Effective Date: 2/24/21</th>
<th>Department Name: Radio TV Film</th>
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<tr>
<td>Approval Date: 2/26/2021</td>
<td>Phone: 920-424-3131</td>
</tr>
<tr>
<td>Title: Radio TV Film Showcase Operations</td>
<td>E-mail: <a href="mailto:rtf@uwosh.edu">rtf@uwosh.edu</a>; <a href="mailto:smocka@uwosh.edu">smocka@uwosh.edu</a>; <a href="mailto:hubbardb@uwosh.edu">hubbardb@uwosh.edu</a></td>
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<td>Website: uwosh.edu/rtf</td>
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I. Overview  
The Radio TV Film department is committed to providing a safe, professional environment for students returning for classes. These procedures cover the use of the Time Community Theater by the Radio TV Film course RTF 440 Advanced Visual Production for the purpose of holding a showcase of films produced in the class. The showcase is an annual screening held by the Radio TV Film department the Sunday after graduation, but it will be adapted to keep attendees safe.

II. Applicability:  
This standard operating procedure applies to all students, faculty, and guests who attend the showcase.

III. Procedure: Moderate Alert Protections in Place  
A. Event Procedure  
1. The event will not be open to the general public to decrease the number of attendees. In addition, the number of guests allowed will be limited. The Advanced Visual Production course has a total enrollment of 17 students and 1 professor. Each of these attendees will be allowed 2 guests each, for a maximum total of 54 people in attendance.  
2. The event will last around 1 hour total. There will be 4 short films, each around 10 minutes long, plus a brief introduction and closing. For more than half of the event time, attendees will be seated and stationary.  
3. Attendees will be temperature checked on-site before entering the Time Community Theater by a student enrolled in the course. Anyone with a temperature of above 100.4 degrees will not be allowed entrance.  
4. Event expectations will be conveyed to the attendees and their guests by consistent communication through:  
   • Email, at least 1-2 weeks prior to the event.  
   • Posters on-site.  
5. The general public will be asked to tune into a YouTube premiere of the films available online.
B. Face Covering Requirements
   1. All attendees are required to wear a face covering that covers their mouth and nose.
   2. Face masks must be worn at all times.

C. Physical Distancing Parameters
   1. Only alternating rows of seating at the Time Community Theater will be utilized for the event to increase social distancing.
   2. Seating assignments will be determined before the event, by an online reservation system. All individuals are required to remain appropriately physically distanced unless sitting with family, roommates, or living partners.

D. Hygiene
   1. Sanitizing wipes will be available for attendees to wipe down their seating area when they arrive and before they leave. There will be a trash receptacle available for disposing of wipes.
   2. The staff at the Time Community Theater will sanitize the facility prior to the event taking place.
   3. Hand sanitizer will be available for attendees when they enter or exit the theater.

IV. Procedure Modifications: Very High Alert
Radio TV Film will not hold an in-person event at the Time Community Theater. The showcase will be an online event only.

V. Procedure Modifications: High Alert
Radio TV Film will not hold an in-person event at the Time Community Theater. The showcase will be an online event only.

VI. Procedure Modifications: Low Alert
Radio TV Film will hold an in-person event at the Time Community Theater with mask requirements, disinfecting, and social distancing guidelines still in place.

VII. Guidance Documents/Policy Links:
   a. The protocols above were developed after extensive research into measures that will provide a safe experience for everyone at an in-person event associated with the University. The following is a list of resources used:
      i. Titans Return Event Host FAQ
      ii. Titans Return Scheduling Events SOP
      iii. Titans Return Event Safety and Planning Checklist

VIII. Templates/Forms:

IX. Definitions
X. Revision History:
Created: 2/24/21
Revised/Reviewed: 2/26/2021