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 facilities and equipment for the various media productions conducted in classes and by student media.

II. Applicability:
This standard operating procedure applies to all participants of Radio TV Film productions including: RTF courses, Film Society, WRST-FM, and Titan TV.

III. Procedure: Moderate Alert Protections in Place

A. Procedure/Process
1. The following spaces will be utilized by productions.
   i. RTF Broadcast Studios, Master Control and control room
   ii. Post-Production Lab and editors
   iii. Foley Studio & finishing room
   iv. WRST on-air and production studios
2. Protocols for Non-Class Studio & Field Productions
   i. Daily Symptom check thru Titan Alert required for all cast and crew.
   ii. Any unmasked talent will be temperature checked on-site by a producer prior to mask removal. Only one unmasked talent at a time with at least 6 feet of distance from crew.
   iii. If a student wishes to drink water, they must leave the immediate filming area or studio. Student may only unmask keeping acceptable social distance as advised by the university. Student may only return to the production once they have put their mask back on.
   iv. A producer will keep an attendance list of students on set including contact information, arrival, and departure times.
v. Cast and crew must check-in with producer on arrival and prior to leaving. Cast and crew should not leave in the middle of filming, even during breaks.
vi. The attendance list will be returned to professor or advisor at the end of filming.
vii. Attendance lists will be stored securely in the RTF department office and will be available for use for UWO contact tracing efforts if needed.

3. Single-Camera Field Production Protocols
i. Minimum cast and crew should be used.
ii. Minimum crew 3-4 depending on space allowance of filming location.
iii. Students must follow mask guidelines based on filming location (outside vs inside).
iv. Social distancing will be adhered to in any location. A display monitor will be used to maintain social distancing while filming.
v. Crew will wear masks and remain at a distance of six feet and only cast members will remove masks once camera begins rolling. Cast will be limited to one person or those who already live together to limit risk. All cast must wash and sanitize their hands before each filmed scene and will be reminded to not touch their face.
vi. If any food or drink is to be consumed while working on set, food or drink will be consumed away from the set, ideally outside or another room with proper social distancing guidelines followed.

4. Multi-Camera Studio Production Protocols
i. Minimum Cast and Crew should be utilized.
   1. Studio 1 suggestion: 3 camera operators with one operator acting as the floor director.
   2. Studio 2 suggestion: 2 camera operators with one operator acting as the floor director.
ii. Crew must always wear masks on set and should wash hands prior to coming into studio.
iii. A single individual acting as on-air talent must be placed at a minimum of 6 feet (10 feet when possible based on studio configuration) and can only remove face coverings immediately prior to filming. Coverings must be worn at once following filming. This is per the recommendation of Wisconsin Broadcasters Legal Counsel.
iv. On-air talent will be either reading off a teleprompter or extemporaneously speaking. There will be no yelling or singing.
v. During rehearsals and any class labs which are not being produced for broadcast, talent will always leave masks on.
vi. All cast and crew should stay in studio, within the AC West building, or outside the building during filming, even during breaks.

vii. No food or drink is allowed in the studios.

5. Radio Station Protocols
i. The WPR affiliation agreement means the station cannot go local before 1:00pm. Maximum live student hours are 1:00pm-8:00pm weekdays. The station will be automated 8:00pm to midnight weekdays and on weekends.

ii. Students will be live on air for shifts of one hour, alternating the on-air studio between studios A and C.

iii. Only one student in a studio at a time – if a talk show, co-hosts will operate simultaneously from studio B, C or D.

iv. No food or drink is allowed in the studios.

6. Radio/TV Live Remote Broadcasts
   i. Minimum Cast and Crew should be utilized.
   ii. TV Broadcasts: 1 director, 1 audio/cg op, 1-4 camera operators based on ability to social distance.
       For sports broadcasts, play-by-play crew will remain masked for entirety of broadcast maintaining at least 3 ft of social distance. Students will be assigned headsets.
       Crew must always wear masks on set and should wash hands prior to coming to set.
   iii. Equipment should be cleaned, set up, and returned by sole operator. Equipment touched by someone outside of operator must be wiped down before and after touching.
   iv. No food or drink is allowed on site during productions.
   v. Sports Broadcasts
      1. In accordance with the athletics department standard operating procedures, broadcasts with follow the following protocols:
         a. Crew Lists must be sent to the sports department on Mondays for that week’s broadcasts.
         b. Crew must schedule a COVID test for that Monday with results sent to the director of tv services.

7. Equipment
   i. Equipment should be cleaned, set up, and returned by sole operator. Equipment touched by someone outside of operator must be wiped down before and after touching.
   ii. Sets and equipment must be setup to maximize social distancing. Markings should be placed on the floor designating 6 feet of distance from talent and production crew.

8. General RTF Shared Space Considerations
   i. Radio TV Film facilities will only be open to students during hours when faculty/staff are on-site to supervise. This will typically be regular business hours. Students will no longer be given 24/7 key access to shared spaces.
   ii. Regular business hours are defined as Monday-Friday 8:30am – 5:30pm, excluding holidays. Extended and weekend hours will be made available based on demand and class assignment deadlines.
iii. This information will be communicated to students through email, Canvas, and the RTF website (uwosh.edu/rtf).
iv. Any changes to the hours of operation will also be communicated through these channels and posted on the doors to these shared spaces.
v. During regular business hours, facility doors will remain unlocked and left open for student use except for the foley facilities, radio studios, and tv studios.
vi. Students must obtain permission from a faculty/staff member to gain access the foley, radio, and TV studios. Students must bring headphones when editing so doors can remain open during use. Foley, radio, and TV studio doors can remain closed when actively recording or on-air.
   Each space will be marked with a sign detailing maximum occupancy and cleaning procedures. Cleaning supplies will be made readily available for use when students arrive and leave a space.

B. Face Covering Requirements
   1. Face Coverings are required by cast and crew except where noted above. When a cast member will be unmasked a temperature check will be required.

C. Physical Distancing Parameters
   1. Cast and crew sizes will be limited based on space considerations (size of room, indoor/outdoor, etc.).

D. Hygiene
   1. All equipment is cleaned at the beginning and end of use by the operator.
   2. Shared computer keyboards and mice are sprayed every morning by departmental engineers.
   3. RTF Equipment Checkout
      i. No checkouts allowed without a prior reservation.
      ii. Students will fill out this online form to request reservations. Reservations will not be made over the weekend. Students should email two business days in advance of desired checkout date.
      iii. Faculty will create equipment packages for student checkouts to minimize the amount of gear leaving campus.
      iv. Faculty will work with students to create a production assignment schedule to balance student use with the cleaning of equipment.
      v. Every attempt should be made to make sure multiple students are not returning or checking out gear at the same time. To help with this returns and checkouts will be staggered to maximize social distancing.
         1. Returns – 9:30am – 12:00pm
         2. Checkouts – 1:00pm – 5:30pm
   vi. Checkout Protocols
      1. Students pick up gear from RTF Checkout Room at their designated time. If student cannot make designated checkout, they should call master control at 424-7068 to reschedule.
      2. Student worker or staff should prepare checkout prior to student arrival.
      3. Upon arrival the student should remove and clean all gear.
4. Cleaning kits will be supplied for gear to be cleaned while in the student’s possession.

vii. Return Protocols
   1. Student returns gear to master control to the designated return & cleaning station.
   2. Student or student worker removes and cleans all gear prior to return being completed.

E. Disinfection
   1. Individual facilities will be responsible for disinfection of the space.

IV. Procedure Modifications: Very High Alert
Radio TV Film will cancel all productions. Only Titan TV and WRST will operate as needed to stay on-air.

V. Procedure Modifications: High Alert
Radio TV Film will follow the recommendations of the College of Letters and Science and university to modify or cancel productions and access as appropriate.

VI. Procedure Modifications: Low Alert
Normal operating procedures may resume.

VII. Guidance Documents/Policy Links:
   a. The protocols above were developed after extensive research into the media industry response to the pandemic. The following is a list of resources used:
      i. Wisconsin Broadcasters Association
      ii. National Association of Broadcasters
      iii. Alliance of Motion Picture and Television Producers Industry-Wide Labor Management Safety Committee Task Force

VIII. Templates/Forms:

IX. Definitions

X. Revision History:
   Created: 1/25/21
   Revised/Reviewed: