

## COVID-19 Protocols for Multimedia Journalists

In an effort to provide students, faculty, and staff a safe place to learn and work, the Arkansas State School of Media & Journalism (SMJ) will be following all suggestions and guidelines as set forth by Arkansas State University. For information regarding the University's Return to Learn plan please visit the Novel Coronavirus webpage at:

<https://www.astate.edu/safety/novel-coronavirus/>

In addition to these guidelines, A-State SMJ has also created additional social distancing guidelines for MMJ students in reporting classes. These are based on published professional guidelines.

### Interviewing

- If possible, conduct interviews via telephone or video conference. If you plan to record the call or video conference, please ask permission of the person being interviewed.
- Only interview persons face-to-face if there is no other option. If you do, take the following precautions:
  - Wear a facemask
  - Stay at least 6 feet away from interviewee
  - Do not use a lapel mic for the interview
  - Do not shake hands with interviewee
  - Wash hands before and after the interview

### Attending events and meetings

- If possible, attend live streaming of events.
- If attending an event or meeting, take the following precautions:
  - Wear a facemask
  - Stay at least 6 feet away from other attendants
  - Wash hands before and after the event or meeting

### Using Audio/Video equipment

- SMJ Students will be supplied with one Audio PPE Kit at the start of the semester. The kit Contents:
  - 2 Pair of Medium Headphone/Headset Sanitary Ear Covers
    - Fits smaller headphones, such as the ones in Room 155B.
  - 3 Pair of Large Headphone/Headset Sanitary Ear Covers
    - Fits larger headphones. These should fit all headphones or headsets in other classes, K Labs, Equipment Room Kits, Control Room, and Mobile Production Units.
  - 5 Sanitary Microphone Covers
    - Fits all U&O stick microphones.

- All other microphones within the department will be maintained and sanitized by Engineers or Equipment Room Attendants.
- It is the responsibility of the student to use items from these kits in public spaces where shared microphones and headsets are provided.
- It is the responsibility of the student to keep up with and maintain the cleanliness of these washable audio covers.
- If lost or damaged, additional protective audio covers can be purchased at the SMJ Front Desk.
- Additional Audio PPE will be provided by Engineers in cases where productions feature visitors, guest talent, or any other outside production crew.

#### SMJ Equipment Room

- Equipment will be sanitized by Equipment Room Attendants upon its return to the Equipment Room.
- All kits will rotate on a “Last In, Last Out” basis to allow as much time as possible for extra decontamination.
- Students are strongly encouraged to use the provided Audio PPE Kits when using items from the room such as headphones and microphones.
- Students **SHOULD NOT** take cleaning responsibilities into their own hands without first contacting an Engineer.
- Only approved cleaning solutions should be used on the equipment.

#### Radio, TV, DDNS and Herald labs and offices

- Social distancing limits posted in each room must be followed.
- Personal Protective Equipment (“PPE”) must be used.
  - Face coverings must be worn by all individuals when in these areas.
  - All camera operators, control room, and trailer positions will be required to wear gloves while handling equipment.
- Hand sanitizer and alcohol wipes will be provided in each area.
- All surfaces and equipment must be sanitized before and after use with EPA approved cleaning solutions.
- Headsets and Other Equipment (Microphones, Case Handles, Cameras/Lenses and Monitors).
  - Students are strongly encouraged to use Audio PPE Kits.
  - Headsets and other equipment will be sanitized before each event.
  - High touch surfaces will be cleaned prior to each event (this includes monitors, handrails, handles, etc.).
  - Users will be provided with approved cleaning supplies to sanitize workstations and equipment before each event.
  - In order to avoid damage to equipment, **NO** cleaning sprays will be used in control room.
- Signage will be posted in production areas outlining reminders for social distancing, hand washing and personal hygiene tips.
- No food or drinks will be allowed in any lab or studio.

- Control Room Reconfiguration
  - The ASUTV Control Room has been reconfigured to follow social distancing guidelines.