RCTV Reopening Procedures

Safely returning to the studio.
Ready To Come Back?

We are eager to have you back in person. Here are the next steps:

- Read through the RCTV Reopening Protocols. (You’re already doing that!)
- Take the RCTV Reopening Quiz (linked at the end of these slides)
  - Every member/producer must pass the quiz to have studio and lab access.
- Wait for an email from RCTV Management approving your return to the studio.
  - The email will clearly state <Your Name> has been approved to return to the RCTV studio.
  - Do not return to the studio until you have received this email.
COVID-19 Restrictions

- TV studio capacity is limited to 4 people.
- Editing Lab capacity is limited to 2 people. (No guests in the lab.)
- All Studio and Editing lab use must be reserved in advance by contacting the front desk at 585-325-1238.
- No external guests (anyone not involved in recording) are allowed in studio. Producers and Talent only.
- Sessions MUST end 15 minutes early for cleaning and exit prior to the next show.
- No hanging out at the studio before/after shows- please leave as soon as you are done cleaning!

These rules are subject to change at anytime. The latest version of this information will be available via the RCTV website at RCTVmediacenter.org. Failure to comply with these rules will result in one week suspension. A second offense will result in virtual only access. Repeat offenders may be asked to discontinue their production indefinitely.
Step by Step: Before Coming Into the Studio

1. Complete the RCTV COVID Pre-Screen

One pre-screen must be completed per person, and must be completed no more than 1 hour before coming to RCTV. TV studio guests must complete this as well. The survey may be completed online or at the front desk.

If you answer YES to any of the first 4 questions on the pre-screen or NO to the last 2 questions, DO NOT go to the studio. Instead, let RCTV know of your absence by calling (585) 325-1238.
Step by Step: Entering the Studio

2. Wear a mask!

Masks are required AT ALL TIMES when in the RCTV building and studios.

Even when talking on the mic, EVEN if you are the only person in the studio. COVID droplets/aerosols can linger in the air for a long time, and wearing a mask can keep them from getting into the air.

If you do not have a mask (or yours makes your voice too muffled), please take one from the mask box as you enter the building.
Step by Step: Entering the Studio

3. Sanitize your hands well!
   There is an automatic sanitizer dispenser to the right of the fire extinguisher in the lobby. PLEASE USE IT!
   Alternatively, go to the bathroom and wash your hands with soap for a minimum of 20 seconds.
   Gloves are also provided if you wish.
Step by Step: Entering the Studio

4. Stop and Observe
If you’ve arrived too early and the previous show is still in the studio, please wait in the lobby.

Please DO NOT hang out in the broadcast studio with the previous show hosts... This is to prevent the spread of germs.
Step by Step: Entering the TV Studio

5. Complete pre-show studio cleaning

Inside the TV studio, there is a table with RCTV Studio Cleaning Checklists at the vanity mirror.

Please go through all of the pre-show steps of the checklist before starting your show.
Step by Step: Entering the Editing Lab

5. Complete pre-use station cleaning

Inside the editing lab, there is a shelf with RCTV Editing Lab Cleaning Checklists.

Please go through all of the pre-use steps of the checklist before using the computers.
Step by Step: Doing Your Show

6. Do your show as normal! Have fun!

7. Wrap-up your show 15 minutes prior to your typical scheduled end time. *
   This is to give you time to pack up, clean the TV studio, and leave so that the next show can do their pre-show cleaning and start on time.

* This does not apply to the Editing Lab. End at your scheduled time.
Step by Step: Wrapping Up

8. Complete post-show/post-use cleaning steps on the cleaning checklist
Don’t forget to sign the checklist when complete!

9. Sanitize your hands!
It’s good for you!

10. Complete your regular post-show checklist if your show is after hours.

11. Exit the building!

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TV Studio Post-Show Checklist

Please check off the items as you complete them.

____ Sanitize or wash your hands with soap for 30s

(Do not spray the consoles directly)

____ Use disinfecting wipes to carefully clean ONLY the following on the lighting, sound and Broadpix consoles:
  slider and caps
  headphones, monitor/cue volume knobs
  Switches, Door Handles, Headsets, Remotes

____ Return Mics to staff for disinfecting

____ Wipe down the chairs and props that you used with wipes

____ Wipe the studio door handles (both sides) and any other TV Studio door knobs that you have used with wipes

____ Place dirty wipes in the garbage

Signature__________________________________________
Important Reminders

● TV Studio capacity is capped at 4 people.
● Editing Lab capacity is capped at 2 people.
● Studio AND Editing Lab use must be reserved in advance via the RCTV front desk.
● Masks are required at all times.
● No guests are allowed in the Editing Lab, and only those involved in the studio production are allowed in the TV Studio.
Ready to come back?

Take the RCTV Reopening Quiz!

**RCTV Reopening Quiz**

**REMINDER:** Even if you pass the quiz, you must wait for an email from RCTV management to clear you back to the studio. The email will clearly state:

“<Your Name> has been approved to return to the RCTV Studio.”