

**A-State**

**School of Media &  
Journalism**

---

**COVID-19**

**Preliminary**

**Production**

**Protocols**

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.

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

In addition to these guidelines, A-State SMJ has also created additional Production Protocols, based on industry standards, which can be found below.

## PPE Kits:

- SMJ Students will be supplied with one PPE Kit at the start of the year
- 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/Microphone Sanitary 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.
    - Also fits most microphones. These can be pulled over pop filters in the K Labs and 155B, and can be used on stick microphones that are used in the Equipment Room Kits, TV Studio, or Mobile Production Units.
- 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 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.

## Remote and Studio Productions:

- Personal Protective Equipment (“PPE”).
  - Face coverings must be worn by all individuals in the production area.
  - 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 for each production.
- Students will sanitize all surfaces and equipment before each show with EPA approved disinfectants and cleaning solutions.
- Headsets and Other Equipment (Microphones, Case Handles, Cameras/Lenses and Monitors).
  - Students are strongly encouraged to use PPE Kits.
  - Students should be assigned a designated headset if part of a permanent crew.
  - 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 work-stations and equipment before each event.
  - High touch equipment that has been used, must be cleaned upon return to the mobile unit.
  - In order to avoid damage to equipment, NO cleaning sprays will be used in the mobile unit or control room.
- Signage will be posted in production areas outlining reminders for social distancing, hand washing and personal hygiene tips.
- Mobile unit doors will be propped open, when possible, for increased fresh air flow.
- Limited Personnel for Remote Productions
  - Only key individuals will be allowed in and around the production area.
  - Crew members must confine themselves to their assigned bubble for remote events.
  - Only one Engineer in Charge will be inside the mobile unit at one time except during setup or technical failures.
  - Personal belongings will not be allowed in the mobile unit.
  - Additionally, no food or drinks will be allowed inside the mobile unit.
- Control Room Reconfiguration
  - The ASUTV Control Room has been reconfigured to follow social distancing guidelines.

- Upon completion, the future ASUTV Mobile Unit will also be spaced out to follow social distancing guidelines and provide a safer space to work than the previous Red Wolves One trailer.
- On-Air Talent
  - On-Air Talent will be spaced out among multiple sets in the studio so that they can maintain social distancing of at least 12 feet and present their segments without the use of masks.

## Cooperative Productions:

In an effort to keep students, faculty, and staff safe, outside entities will be asked to follow similar guidelines as above. Negligence to do so could forfeit the support of the School of Media Journalism students, personnel, and resources.