CICK Studio and Office COVID-19 Protocol

Effective March, 2022

In order to maintain a high quality of safety for our volunteers, access to the studio are subject to the conditions outlined in the following statements.

1. Symptoms of Sickness.
   A. Under **no circumstances** should any volunteer attempt to enter the station while they are experiencing any flu-like symptoms.
   B. In addition to seeking medical attention at their own discretion, any volunteer who finds themselves experiencing symptoms of this nature, and has attended the station in the previous 14 days, should contact glen@smithersradio.com to report their symptoms. This will allow staff to attempt to notify any volunteers who may potentially be at risk as a result of exposure to the same environment.

2. Hand Washing/Sanitizing
   A. Upon entering the station premises, each volunteer should immediately wash their hands thoroughly with soap for at least 30 seconds (soap and sink available in the cd library) or use the hand sanitizer mounted on the wall across from the studio booth.
   B. Prior to exiting the station premises, each volunteer should wash their hands thoroughly with soap for at least 30 seconds or use the wall mounted hand sanitizer.

3. Number of Volunteer Programmers and guests within the Studio
No limitations as to the number of people within the studio.
   A. As per normal station rules, **only those who are contributing to the program** shall be allowed in the studio. No parties!
   B. Plexiglass between host and guest will remain in place
   C. Masks are optional but consideration must be given when there is more than one person in the studio.

4. Microphones
In order to limit the risk of cross contamination via microphones, each programmer will be assigned their own personal microphone foam filter.
   A. The station-issued microphone foam filter must remain at the station when not in use.
   B. A labeled, resealable bag will be provided to each programming volunteer in order to store their individual foam filter. The bags will all be stored on individual hooks in the studio.

C. Prior to using a microphone, the programming volunteer must access their foam filter from the storage location, and install it on the host microphone in the studio.

D. Prior to using a microphone, the programming volunteer must clean the microphone surfaces with a paper towel and disinfectant.
Note: the proper,method of cleaning the microphone surface is to spray a small amount of disinfectant onto a paper towel or cloth, and use that cloth to wipe all areas of the microphone that the volunteer expects to touch, or has touched.

E. Upon completion of a studio session, the programming volunteer must remove the foam filter from the microphone, replace it in the resealable bag, and replace the bag on the storage hook located in the studio.

F. Upon completion of a studio session, the programming volunteer must clean the microphone surface with a paper towel and disinfectant.

G. All non-essential microphone booms and microphones will be removed from the studio until such a time as this protocol is amended to reflect an easing of restrictions by the Board of Directors.

5. Headphones

In order to facilitate a safer way to support the use of headphones in the studio, common headphones will now be stored on hooks on the studio wall, instead of being stored on each individual microphone boom. All volunteer programmers are encouraged to supply their own headphones to be used in the CICK studio. Headphones should have a 1/4" stereo plug in order to easily interface with the CICK headphone amplifier. Plug headphones into front ports of the amplifier within the rack and use both the volume dial on the amplifier and control board to control levels.

A. Volunteer programmers are welcome to use CICK studio headphones.

B. CICK studio headphones must be wiped down prior to use.

C. CICK studio headphones must be wiped down immediately after use, the cable wrapped neatly, and returned to the hook in the studio.

6. Control Surfaces

A control surface is any surface that the volunteer programmer is required to touch in order to manipulate sound into or out of the console, and any computer input device used in producing content. This includes the light switches, fan switches, power switches, mixing boards, turntables, CD players, computer keyboard, mouse, etc…

A. All control surfaces must be carefully wiped with disinfectant both prior to, and after use.
Note: The proper method for wiping down any electronic surface is to apply a small amount of disinfectant to a paper towel, and then to use that wetted paper towel to carefully wipe the surface. <u>At no time should disinfectant spray or any liquid be sprayed directly onto electronic equipment surfaces.</u>

7. Training

In-person training sessions can be scheduled at info@smithersradio.com

8. Lounge Car Session (live band performances for on-air broadcast)
No limitation to numbers within the band. Live audiences are allowed based on comfort level of the band and volunteers.

9. Sign In
All volunteers attending the station must sign in and out of the station in a log book, noting the time at which they arrive, and the time at which they depart.

10. Access Codes
Access codes to the station door will be issued to all volunteers requiring access to the CICK Studio in conjunction with the release of this protocol. Contact the Station Manager for your unique access code. Access codes are not to be shared.

11. Time Consideration and Scheduling for back to back live programs
All programs that follow or precede other in-studio programs may take additional precautions depending on the comfort level of both hosts.
If one or both hosts wish to reduce contact with each other, the program that precedes another in-studio program must complete their program and prepare to leave the station 10min prior to the start of the following program. This requirement may be waived if the host of the following program contacts the host of the preceding program. If no contact is made, the host must assume the host of the following program will be wanting access to the studio.
If you are the host of a program that follows another regularly live program, you must make every effort to contact the host when you are not planning on accessing the studio for your show. Please consult with the Station Manager for host contacts or further information.

12. Membership
All volunteer programmers should ensure that their membership to the Smithers Community Radio Society is in good standing. Membership payment can be arranged via the smithersradio.com website, or by contacting info@smithersradio.com

13. Washroom
When washrooms are open, programmers who need to use the washroom in the train-car may do so. Washrooms will be cleaned as part of the daily cleaning regime. To ensure the washroom is cleaned regularly, we ask that you make a note in the appropriate column of the sign-in log book (see section 9) when you use the facilities.

14. Contravention of this Protocol

At this time, the Smithers Community Radio Society Board of Directors considers the safety of our volunteers to be the most important directive of our Society. Contravention of this protocol at

any level may lead to compromising the safety of fellow volunteers, and as such, the safety of the Society in general.

Any member of the Smithers Community Radio Society found in contravention of this protocol must be reported to the Station Manager. The Station Manager shall have discretion in determining how each report is to be handled on a case by case basis. Volunteers found in contravention of this protocol are subject to suspension of studio privileges, or other consequences as deemed appropriate by the Station Manager and the Board of Directors.

I have read and agree to abide by these policies:

Name

Date