

# WLOY COVID-19 SAFETY PROTOCOLS

*As of the creation of this document, more than 400,000 people in the United States have died from COVID-19 infections. In response to this pandemic Loyola University Maryland, the State of Maryland, the City of Baltimore and the Centers for Disease Control have all implemented safety standards. WLOY Loyola Radio is adding these protocols to all of the standards already in place and anyone in WLOY studios or space must abide by ALL of the existing standards AND the WLOY-specific protocols. None of these are intended to reduce, avoid or negate existing standards on campus. These standards are required in all of the WLOY operational spaces in Bellarmine Hall, and in the use of any WLOY vehicles, equipment or media.*

- MASKS ARE REQUIRED OF ALL PERSONS INSIDE ANY WLOY SPACE, VEHICLE OR EVENT AT ALL TIMES. THIS INCLUDES STUDIOS WHILE ON AIR OR RECORDING.
- Food and drink are no longer permitted inside any WLOY spaces as this will require the removal, even temporarily, of masks which is not permitted.
- No guests are permitted in the station at any time.
- ONLY scheduled students, staff and DJs are permitted in the station. It is critical that all follow the scheduled times to avoid crowding in the station and social distance violations. If you are not scheduled to be in the station with the General Manager DO NOT ENTER the station.
- No more than 2 students, staff or DJs may be inside a WLOY space at the same time. This applies to the entire WLOY space in Bellarmine Hall, not just a single studio.
- Students, staff and DJs are limited to 1 (ONE) person in any room space or studio at a time. No DJ shows or recordings will be permitted with 2 DJs in the same studio space at one time unless a specific WRITTEN exemption is provided by the Operations Manager.
- No non-campus personnel are permitted in the WLOY space at ANY time. This includes friends, siblings, community members, etc.
- Students who are not permitted to come to campus are NOT permitted to be inside the WLOY spaces as they are campus spaces.
- Students, staff and DJs who are in the WLOY spaces MUST be adhering to the daily vital check protocols and observe health symptoms. If you are experiencing ANY symptoms which may be related to COVID-19 illness you are not permitted in the station and should leave the space immediately. Report your condition to the university health team immediately and do not return to the WLOY space until after you have completed a negative COVID-19 test.

I agree to the Spring 2021 protocols required for access to the WLOY facilities at Loyola University Maryland and will remain in compliance with them at all times. I understand that access to these facilities is a privilege and these protocols are for the safety of all involved.

\_\_\_\_\_ Name \_\_\_\_\_ Signature \_\_\_\_\_ Date

- MASKS ARE REQUIRED IN STUDIOS. All studios are equipped with bowls of disposable covers for headphone earpieces and microphones. All DJs are responsible for placing NEW covers on all microphones and headphones in use during their shifts. When the shift is completed remove and discard all used covers in the brown trash can in the station hallway. These are single use items. Do NOT reuse these.
- All computer keyboards in the WLOY spaces are covered with a wipeable silicon shield. When you complete a shift in the station use the provided alcohol wipes and clean any and all keyboards, mice, trackballs and desk surfaces.
- When you complete a shift, all door handles, bins, shelves, etc... with which you have had contact must be wiped or sprayed with the provided sanitizing spray. DO NOT SPRAY ELECTRONICS!
- Audio consoles in the on air and production studios must be cleaned when your shift is completed. Use the provided alcohol wipes and clean any surface you have contacted. AVOID GETTING LIQUID INSIDE THE ELECTRONICS!
- Any CDs which are used in your show should be returned to the TO BE SHELVED bin. Any places you have made contact with the CD's or shelving can be sprayed and left damp. DO NOT re-shelve your CDs.
- The station is equipped with UV air filters on the floor in several rooms. DO NOT move, or adjust these in any way, they are providing additional air purification for everyone's safety. An upgraded filter is also in place on the station HVAC system.
- Facilities personnel will make regular visits to the WLOY spaces to provide sanitizing cleaning to the desk surfaces, carpets and chairs. If you use any of the chairs, please spray them with the provided sanitizer at the end of your shift.

*These protocols are to protect the health and safety of the WLOY team, as well as those with whom they will interact. If for any reason you are unable or unwilling to follow these protocols, please immediately notify the station Operations Manager (John Devecka) or General Manager (Mackenzie Britt). You will be removed from access to the radio station facilities until such time as you are able to comply with the rules for the safety of all.*

*Failure to follow these protocols will result in removal from the station, potential loss of employment, fines and other disciplinary issues. Note that in addition to the card reader monitoring access, there are security cameras in operation inside the WLOY spaces. Do not violate these rules.*

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\_\_\_\_\_ Name \_\_\_\_\_ Signature \_\_\_\_\_ Date