

WMC Reopening Procedures

Version 003

Last updated: August 17, 2021

WELCOME

The safety of staff and visitors is the highest priority at WMC. The following procedures were written in order to protect all who enter our facilities and to keep everyone safe and healthy. Any guidance that is provided by the Centers for Disease Control or the State of Massachusetts that is stricter than what is outlined below will take precedence. WMC will aim to maintain updated information throughout the remainder of the COVID-19 pandemic. If you have any questions or concerns about the following procedures or feel that a staff member or visitor is not properly following the outlined procedures, please report your concerns to Melinda Garfield, Executive Director, or John Cummings, WMC Board President.

Melinda Garfield
melinda@westwoodmediacenter.tv
774-538-9378

John Cummings
majjc@comcast.net

STAFF REQUIREMENTS & PROCEDURES

Self-certify

All employees must self-certify each day they come into work that they are not experiencing any COVID-19 symptoms as defined by the current CDC guidelines. Additionally, they must self-certify that they have not been in contact with a COVID-19 positive or exposed person as outlined in current CDC guidelines. If an employee cannot self-certify, they will not be permitted to work on-site at WMC and may work remotely until they are able to self-certify. If an employee is ill and unable to work, the Sick Leave policy should be followed (please refer to employee handbook).

Mask Requirements

Masks must be worn at all times in WMC's common spaces including the front entryway, hallways, studio, bathrooms, kitchen, control room, equipment room, supply room, and training room.

Employee masks may be taken off when there isn't a community member in the office and only if social distancing can be achieved.

Mask Guidance

- Mask should fit snugly against the side of your face and allow for breathing without restriction.
- Do not touch your eyes, nose or mouth when putting on your mask.
- Fabric masks should be cleaned after each use
- Disposable masks should be placed directly in the trash.
- Immediately wash your hands after removing a mask

THE OFFICE

Restricted Areas

Employee offices and/or desk areas should be kept to that employee as much as possible. Only when necessary should you enter another employee's space, and all surfaces touched must be sanitized. Employees should avoid sharing office materials and equipment (pens; desks; phones) when possible. If unavoidable, such items must be disinfected between use.

Activities that require being within a 6-foot proximity of another person (employee or visitor) should be avoided when possible.

Air Quality

The building owner, Dan McMackin, informed our staff in August of 2020 that MERV #13 filters were installed in the building's HVAC systems.

Office Air Flow

When the weather allows, windows can be opened in each room to allow fresh air to circulate.

SANITATION PROTOCOLS

Employee General Sanitation Protocols

Sanitize all high-touch surfaces of common areas and your office and/or work area when arriving at the start of the day. This includes doorknobs/handles, light switches, desktops, keyboards, mice, and other high-touch surfaces. All employees have been provided hand sanitizer and it is expected that employees wash their hands for 20 seconds before/after eating; after blowing your nose; sneezing; after using the restroom; after touching an item or surface in the office or public space; after putting on or taking off face mask.

Additionally, staff must sanitize between visitors, including high touch surfaces and restrooms.

Employee Equipment Sanitation Protocols

Staff will be trained on these cleaning procedures and will be expected to clean equipment after each use. Procedures may change based on future guidance by the CDC, but training will be held and information will be provided with each change.

Hard equipment surfaces (camera bodies, microphone handles and bodypacks, computer keyboards, computer mice, hard drives and flash drives, and other applicable non-porous materials)	At least 65% isopropyl alcohol wipes
Foam wind-screens Wind screens should remain on the microphone at all times.	At least 65% isopropyl alcohol fine mist spray. (should be damp but not soaked) Do not spray the microphone without the wind-screen - It is VITAL not to spray this mist where it can come into contact with electronic parts and cause damage.
Fabric/Canvas materials (camera bags, straps, and tablecloths, etc.)	At least 65% isopropyl alcohol fine mist spray. It is VITAL not to spray this mist where it can come into contact with electronic parts and cause damage.
Cables	Wiped with isopropyl alcohol wipes or liquid that has been first applied to a rag or microfiber cloth

Professional Cleaning

In addition to employee's daily sanitation of the station, the entire studio/office will be cleaned professionally every two weeks.

Everyday Employee Responsibilities

It is incumbent upon each of us to slow transmission of COVID-19, and any other illness. One of the best ways to do that is to stay home when you are sick. Each of us should be aware of our individual health risks every day prior to coming to work. Standard daily protocols include:

- Prior to coming to work, employees should ensure they are symptom free and have not been in close contact (within 6 feet for 15 minutes or longer) with an individual who has been identified as testing positive for COVID-19 starting 48 hours prior to symptoms.
- If the employee is exhibiting COVID-19 symptoms, they must remain at home, contact their health care provider, and be tested for COVID-19. Employees must remain at home until they are symptom free for 72 hours without the use of symptom-altering medications and have received a negative COVID test result.
- Any employee who begins to show signs of COVID-19 while at work must be immediately separated from other employees and be sent home.

VISITOR PROTOCOLS

Appointment Only

All visitors to the studio are strongly encouraged to make an appointment ahead of time to ensure adequate space, sanitized materials, and a staff member available to help them with their request. They can call or email to make an appointment. Visitors must certify they are not experiencing any COVID-19 symptoms before

entering WMC by using the QR code on the front door or filling out a paper version available in the lobby. An archive of those certifications are kept on file, along with email addresses for contact tracing purposes.

There is a maximum of 2 people in the studio space, and a maximum of 5 people in the Conference Room and Training Room (including staff).

Social distancing must be maintained to the best of your/their ability.

Staff should prioritize virtual meetings/appointments when possible, to cut down on in-person meetings and gatherings.

Studio Shoots

There is a maximum of two people in the studio at any time.

Masks must be worn all of the time in the office, and are only permitted to be taken off when directed by a staff member during filming of a show. Masks must be worn to enter and exit the studio, as well as during bathroom breaks or any time a producer or guest is leaving their seat.

Microphones and equipment must be sanitized after each use consistent with guidelines provided above. Guests should be seated 6+ feet apart from each other.

It is the responsibility of the producer to communicate this mask policy to their guests, and to give them any pertinent information regarding the producer's vaccination status so the guest can make an informed decision about whether or not they would like to wear their mask during filming. If your guest is under 18 years of age, the decision to wear or remove their mask during filming lies with their legal guardian.

Field Shoots

Social distance must be maintained even outdoors.

Masks will be worn by staff at all times, talent may take off masks ONLY when filming outside and the subject is more than 6 feet away from the employee (this means keeping masks on while setting up and putting on their microphone if applicable).

Microphones must be sanitized after use consistent with guidelines provided above.

EXPOSURE TO COVID-19

Exposure to COVID-19

It is important to note that testing, combined with contact tracing and isolation, helps control the spread of COVID-19 in Massachusetts. All test results, both positive and negative, are reported to the Massachusetts Department of Public Health (DPH). When a person has a positive COVID-19 test, it is the local board of health or the Massachusetts Community Tracing Collaborative that will reach out to provide support so that these individuals can remain safely in medical isolation. They will also ask for help to identify close contacts. These organizations will then reach out to the individual's close contacts to provide important information that is aimed to stop the spread of the virus, including how to safely isolate/quarantine. While these organizations will provide support, to further assist with contact tracing the staff or visitor are asked to reach out to their personal contacts and notify Westwood Media Center.

If You Have Been Notified by DPH You Are a Close Contact For a Positive Case

- Current Massachusetts DPH guidance is that all close contacts of someone who has tested positive for COVID-19 should be tested.
- The staff member who was in close contact with someone who tested positive for COVID-19 should be tested at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or an appointment.
- Close contacts should isolate at home prior to testing and while awaiting test results.
- Close contacts are asked to communicate their test results to Westwood Media Center. They should not return to the office until they have quarantined for 14 days. This includes close contacts who receive a negative test result or who choose not to be tested. Because tests performed too early can be falsely negative, ideally the test should be performed no sooner than 4 or 5 days after the last contact with the person who tested positive.
- IF POSITIVE TEST: The staff member should remain at home (except to get medical care), monitor their symptoms, notify Westwood Media Center, notify personal close contacts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms.

IF an Employee Becomes Symptomatic in the office

• It goes without saying that now more than ever, anyone who does not feel well should stay home. But there will be occasions when an employee begins to feel sick at work. In those situations, the employee should call their doctor to be evaluated for symptoms.

• **IF NO SYMPTOMS:** The staff member should follow the standard protocols for being excused due to illness.

• **IF ANY SYMPTOM:**

• Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic. (Any individual who chooses not to be tested but instead to quarantine, is not eligible for any time under the FFCRA)

• The staff member should get tested at one of Massachusetts’s test sites. Sites may require pre-screening, areferral, and/or appointment.

• Isolate at home until test results are returned

Proceed as follows according to test results:

▪ **IF NEGATIVE:** Staff member stays home until asymptomatic for 24 hours.

▪ **IF POSITIVE:** Staff member should remain at home (except to get medical care), monitor their symptoms, notify the Westwood Media Center, notify personal close contacts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms.

By signing below, I certify that I have read and understand the policies and procedures outlined in this document and referenced through links for updated guidelines and information. I have had the chance to ask questions and they have been answered prior to signing this document. I recognize that these policies are in place to protect staff and visitors to the best of our ability and I will uphold the policies to the highest standard.

Name (printed)

Signature

Date