

# **Bloomington Community Access Television (BCAT)**

## **COVID-19 Safety & Preparedness Plan**

**September 29, 2020**

The Bloomington Community Access Television (BCAT) COVID-19 Safety & Preparedness Plan (“Plan”) is to be used in conjunction with the City of Bloomington’s COVID-19 Safety & Preparedness Plan, dated May 22, 2020, and any subsequent amendments. Specific policies related to the operations of BCAT are included herein and have been developed in conjunction with the City of Bloomington’s COVID-19 Response Team. The goal of this Plan is to continue to provide responsive and high-quality services in a collaborative way while mitigating the potential for transmission of COVID-19. The City has used its best efforts to include best practices and procedures for public facilities as set forth by the Minnesota Department of Health (MDH), Centers for Disease Control and Prevention (CDC), and the Minnesota Department of Natural Resources (DNR). Contents of this Plan and continued operations of BCAT are subject to change at the sole discretion of the City of Bloomington.

### **OPERATIONS PLAN**

#### **General Operations Plan**

- Unless otherwise exempted or not recommended by local, state or federal guidance, all persons entering Bloomington Civic Plaza and BCAT Facility will be required to wear a face mask for the entire time that they are present in the building. Members must notify their participants of this requirement and ask that they bring their own cloth face masks. Members are encouraged to have a supply of disposable face masks that they can give to participants in the event the participant does not have their own cloth face mask.
- All persons entering the building are expected to maintain appropriate physical/social distance from others while in the building. Members and participants, including crew and talent, should not gather in close groups, hallways or other confined areas.
- Hand sanitizing stations are located at both main entrances to the Bloomington Center for the Arts and the adjacent entrances to the Civic Plaza. It is recommended that all visitors wash their hands with soap and water or sanitize their hands frequently throughout the day for at least 20 seconds.
- The City’s Facility Maintenance staff will clean “high touch” surfaces in the public areas in Bloomington Civic Plaza periodically throughout the day, Monday through Friday.
- Members are required to clean surfaces they use in between each use, but not any of the equipment. Equipment will be cleaned by BCAT staff only.
- Each Member, and any participants in their show, including crew and talent, must follow the requirements set forth in the City of Bloomington’s Safety and Preparedness Plan and this Plan and not come to Bloomington Civic Plaza or BCA if they are exhibiting any symptoms of, or have reason to believe they have been exposed to, COVID-19. Signage

has been posted by the City of Bloomington reminding visitors to not enter City facilities if they are exhibiting any of the known symptoms of COVID-19.

- It is the responsibility of the Member to supervise any participants, including crew and talent, in their show and to assure that they are following the policy and procedures set forth in this Plan. Failure of the Member or any participant, including crew and talent, to abide by the policies and procedures set forth in this Plan will result in the revocation of the Members permission to use space at BCAT and all of its facilities adjacent there to, until further notice.

### **Facility Use Plan:**

- Beginning September 29, 2020, BCAT Facility hours of operation will be Tuesdays and Thursdays from 4 – 9 p.m. Beginning October 26, BCAT will also be open Mondays from 4 – 9 p.m. Operating hours are subject to change at the sole discretion of the City and BCAT administration.
- Reservations are required for the use of field equipment and BCAT Facilities, including use of the edit suites and studio. Reservations can be made through the member portal on BCAT’s website ([www.bcat16.org](http://www.bcat16.org)), or by contacting BCAT staff at 952-563-4980 or [bcat@bloomingtonmn.gov](mailto:bcat@bloomingtonmn.gov). Reservations must be approved by BCAT staff before the Member and participants, including crew and talent, arrives at the facility.
- The front door to BCAT will be closed during hours of operation. Members and participants, including crew and talent, will only be allowed to access BCAT Facilities at their reserved time. No walk-ins will be allowed.
- All Members and participants, including crew and talent, will be asked to sign in when they arrive at the BCAT Facility and to provide a phone number or email address for contact purposes in case of a reported infection. Failure to provide this information will not disqualify the Member from using the BCAT facilities.
- Members and participants, including crew and talent, should not enter the building more than 10 minutes before the time of their reservation is scheduled to begin. Upon entry into the building, participants will proceed to the BCAT offices.
- Participants are asked to leave the BCAT facilities within 10 minutes of completion of the activity.
- Unless otherwise exempted, all Members and all participants, including crew and talent, are required to wear a face masks at all times by staff, members and any crew or talent while in the Civic Plaza building, which includes BCAT. Talent will be allowed to remove their face masks only while recording, as long as six (6) feet of physical/social distance can be consistently maintained. Once they are finished recording, they must put their face masks back on.
- All staff, members, crew and on-camera talent must maintain six (6) feet of physical/social distance from others at all times.
- Individuals will only be allowed to use the BCAT Facilities for up to two (2) hours per day.
- Hand sanitizer will be available at the entrance of the BCAT Facilities. Members and participants, including crew and talent, should to bring their own masks and sanitizing materials.

- A maximum of six (6) people will be allowed in the BCAT Facility, and no more than four (4) people in the studio, at one time. This includes Members using the studio and edit suites, and any crew and on-camera talent.
- The public access facility, studio and equipment will be cleaned by BCAT staff between each use. Members should clean all surfaces, including desk tops, keyboards, props, etc. that they touch during their use of the BCAT facilities. Members should not clean the equipment.

### **Cleaning Protocols:**

- The City's contract cleaning company will clean restrooms and public areas of Bloomington Civic Plaza on a daily basis. The City's Facility Maintenance staff will also clean "high touch" surfaces in the public areas of both Bloomington Civic Plaza and the Bloomington Center for the Arts periodically throughout the day, Monday through Friday.
- BCAT staff cannot guarantee that previous users have properly sanitized the spaces they have used or touched during their use of the space. Members, crew and on-air talent are encouraged to wipe down all table surfaces, counters, arms of chairs, and door knobs with a disinfecting agent before any participants are allowed to enter the space. Please allow for this additional setup/cleaning time prior to use of the space.
- Upon completion of the use of the space, the Member must wipe down all counter tops, table surfaces, door handles and any props that have been used with a disinfecting agent before leaving. Members are expected to pick up/clean up after themselves.
- Between each use of the studio, BCAT staff will wipe down all of the equipment in both the studio and control room, as well as any microphones used, with sanitizing spray and a wash cloth or sanitizing wipes. Sanitizing spray will have to be applied to wash cloths first, and not directly to the equipment, in order to protect equipment. Computer and TV monitors will be cleaned with a screen cleaner spray to minimize damage.
- Cleaning supplies will be available in each area. If additional supplies are needed, please notify BCAT staff.

### **Studio Use:**

- Members may use the studio by reservation only, on a first-come, first-served basis.
- In order to minimize the amount of time spent in the facility, and allow fair use for all members, studio use will be limited to a maximum of two (2) hours.
- Members, crew and any talent must arrive on-time at the beginning of reserved time.
- A maximum of four (4) people will be allowed in the studio at one time. This includes crew members, on-camera talent and BCAT staff.
- Only one (1) crew member will be allowed in the control room at a time.
- BCAT staff will only enter the studio or control room upon request from the Member to assist with technical issues, and will leave as soon as the issue is resolved and the crew starts recording.
- BCAT staff will wear a face mask according to the City of Bloomington's Plan as needed for the duration of time that any members, crew and talent are in the Facility.

- All crew members will be required to wear a face mask for the duration of their stay.
- On-camera talent will be required to wear a face mask up until they begin recording, as long as they are able to maintain six (6) feet of physical/social distance between all participants. Once they are finished recording, they must put their face masks back on. If on-camera talent is unable to maintain six (6) feet of physical/social distance from one another, they must wear face coverings while recording.
- In order to minimize the amount of studio set furniture being handled, members will be asked to use only *five* (5) pieces on their set. This includes any combination rugs, chairs, tables, plants and backdrop pieces.
- A maximum of two (2) reservations/use of the studio will be allowed per day, with at least one half-hour between reservations to allow sufficient time for staff to clean between reservations.
- Crew members will be given the option to use a directional (boom) microphone that allows for contactless recording of audio from the talent, or on-camera talent may use a lavalier (lapel) microphone. If a lavalier microphone is used, the crew will not be allowed to touch or help attach the microphone. On-camera talent will have to attach the lavalier themselves.

### **Editing Suite Use:**

- In order to maximize social distancing, only Editing Suite 3 will be available for use.
- Members may use the edit suite by reservation only, on a first-come, first-served basis.
- In order to minimize the amount of time spent in the facility, and allow fair use for all members, Editing Suite reservations will be limited to two (2) hours maximum.
- A maximum of two reservations for the Editing Suite will be allowed per day, with at least one half-hour between reservations to allow sufficient time for staff to clean between reservations.
- Only one (1) person will be allowed in the Editing Suite at one time.
- BCAT staff will only enter the Editing Suite to assist with any technical issues, but will leave as soon as the issue is resolved.
- Members will be required to wear a face mask for the duration of their time at BCAT.
- BCAT staff will wear a face covering for the duration of time any members are in the facility.
- Between each use of the edit suite, only BCAT staff will be responsible to wipe down the equipment.

### **Field Production Equipment Checkout:**

- Members may checkout field production equipment by reservation only, on a first-come, first-served basis, for up to one (1) week at a time (temporarily expanded from current checkout time of three (3) days).
- Field equipment can be picked up and dropped off curbside near the northwest door to the Civic Plaza building. Members do not need to enter the building or BCAT to pick up or drop off the equipment.
  - Members must arrive on-time for scheduled pickup, and call BCAT staff when they have arrived.
  - A BCAT staff member will bring the equipment down to the pickup location and place the equipment in the member's trunk. Members will be asked to stay in their car.
  - Equipment must be returned on-time at scheduled drop-off time, and members must call BCAT staff when they are at the drop-off location. Failure to return equipment on time may result in the Member losing their equipment privileges as outlined in the BCAT Rules of Operation.
  - A staff member will bring an equipment cart down to the member's car and ask the member to load the equipment onto the cart. Staff will then bring the loaded cart back to BCAT.
- In order to protect the equipment, Members should not clean the equipment prior to returning to BCAT. BCAT staff will wear face masks and gloves when handling any unclean equipment.
- Upon return, BCAT staff will wipe down all of the equipment with sanitizing spray and a wash cloth or sanitizing wipes, including any bags and accessories.
- Members will be allowed to checkout a maximum of *five* pieces of field equipment at one time. This includes any combination of cameras, tripods, stabilizers, audio equipment, lighting equipment, etc.
- BCAT staff will leave at least one hour between when one reservation ends and the next begins for the same equipment in order to allow proper time to sanitize the equipment.
- BCAT staff and Members will wear a face covering for the duration of pickup and drop-off.
- **Members should cancel any pickup/drop off appointments for equipment if they are ill.**

### **Orientation Classes:**

- BCAT Orientation may be taught online upon request for new Members

**Miscellaneous BCAT Procedures:**

- Renewal of memberships and purchasing of clothing and media requires payment in either cash or check. If paying in cash, members will be required to pay exact amount to avoid needing to provide change.
- BCAT staff will continue to encourage members to submit their shows for playback online.