FPA will implement new safety rules and protocols designed to protect you and others from COVID-19. Any member or guest, who does not comply with these rules and protocols, will be directed to leave the FPA building. Staff has been instructed to call the police in cases of noncompliance, and members, who refuse to follow safety rules, risk revocation of FPA membership. Once again, please realize these rules are designed to protect you and others.

As the COVID-19 pandemic eases, we will review the situation and evaluate the easing of the COVID-19 precautionary measures below, and will announce to you as the precautionary measures are lifted. In the interim, I ask for your cooperation in following these protocols, in order to help protect you and others.

**PLEASE PROTECT OTHERS FROM COVID-19 AND DO NOT ENTER THE FPA BUILDING, IF ANY OF THE BELOW APPLY TO YOU:**

- Have been within 6 feet of a person with a lab-confirmed case of COVID-19 for at least 5 minutes, or had direct contact with their mucus or saliva, in the past 14 days
- Live with a person who has COVID-19
- Have traveled to regions affected by COVID in the past 14 days
- Prior to entering FPA, in the last 48 hours had any of the following symptoms:
  - Fever of 100.5 F (38 C) or above, or possible fever symptoms like alternating shivering and sweating
  - New cough, new trouble breathing, shortness of breath or severe wheezing
  - New chills
  - New muscle aches
  - Sore Throat
  - Diarrhea
  - New loss of smell or taste, or a change in taste
SAFETY PRECAUTIONS THROUGHOUT THE FPA BUILDING:

FACE MASKS: Anyone entering the FPA building MUST wear an appropriate face mask to help prevent the spread of COVID-19. Anyone not wearing such a protective face mask will NOT be permitted to enter the building. NO EXCEPTIONS. Anyone removing their mask (except for on-camera talent and on-air radio talent, while in a studio, during a production) will be instructed to immediately leave. Staff has been authorized to telephone the police, if anyone refuses to wear a face mask while in the FPA building. Any member refusing to comply with the above protocol risks possible revocation of FPA membership.

SOCIAL DISTANCING: Individuals in the FPA building should maintain at least six feet of social distancing. Please do not congregate with others in hallways, the green room area, the area outside the equipment room counter or elsewhere in the building.

WASHING HANDS AND USE OF HAND SANITIZER: Signs encouraging proper hand washing will be posted in the restroom area and elsewhere. Dispensers of hand sanitizer will be placed at several locations throughout the building.

PRESENCE IN THE BUILDING: Members should have an appropriate objective when on the FPA premises, and once members accomplish whatever they have come to do, they should exit. No unnecessary loitering, please.

SAFETY PRECAUTIONS IN AREAS RELATED DIRECTLY TO TELEVISION AND RADIO PRODUCTION:

When FPA staff assists members in TELEVISION STUDIO CONTROL ROOMS, STUDIOS A, B AND C, EDIT ONE, OR RADIO STUDIOS, members will be asked to keep at least six feet of distancing, while staff provides assistance.

EQUIPMENT ROOM: In order to maintain social distancing, only one member may stand at the counter at one time. Individuals waiting in line to speak to equipment room staff should stand on the marked six feet social distancing signs on the floor in the equipment room area and leading into the hallway outside Edit One.
Additionally, NO FIELD EQUIPMENT CHECK OUTS OR RETURNS, DURING THE FINAL HOUR OF DAY, in order to allow equipment room staff to properly sanitize equipment and studios/control rooms spaces for that day.

EDIT 1:
Members may only reserve and use edit stations B, D, and F, in order to ensure social distancing. (The instructor station may only be used during classes.)

SHORTENING OF TELEVISION STUDIO TIME SLOTS BY 30 MINUTES TO PROVIDE TIME FOR STAFF TO DISINFECT STUDIOS AND CONTROL ROOMS: In order to allow staff to disinfect television studios and control rooms, television producers must vacate the television studio/control room (and any FPA equipment must be returned to its designated space) 30 MINUTES PRIOR TO THE RESERVATION END TIME.

SHORTENING OF RADIO FAIRFAX AND WRLD STUDIO TIME SLOTS BY 15 MINUTES TO PROVIDE TIME FOR STAFF TO DISINFECT STUDIOS: In order to allow staff to disinfect radio studios, radio producers must vacate the radio studio 15 MINUTES PRIOR TO THE RESERVATION END TIME. FPA Programming Director Maryam Shah will send radio producers an email detailing this protocol.

STUDIO A AND STUDIO B WILL NOT BE AVAILABLE FOR USE AT THE SAME TIME: We are establishing this protocol because we are attempting to reduce the number of people throughout the building and walking through hallways and common areas, in order to help prevent the spread of COVID-19, during the pandemic. The above practice also helps provide more time for staff to disinfect the remaining studios. THIS PROTOCOL WILL REVIEWED AND REEVALUATED, AS THE SITUATION CHANGES AND PRECAUTIONARY MEASURES ANNOUNCED BY THE GOVERNOR AND OTHER OFFICIALS ARE RELAXED.

FOR STUDIOS A and B: Only TWO camera operators in each studio with Camera Two locked down on a wide-shot. All camera operators and any floor director should wear face masks and ensure six feet social distancing while in the studio. On-camera talent may remove face mask during production.
STUDIO A KITCHEN SET: Two people may be on set as on-camera talent, but one person must stand at the island by the refrigerator. This is marked with gaff tape on the floor, in order to ensure six feet distancing. Equipment room staff will show talent this marked space. We are also removing the dining table, since the table does not provide six feet social distancing.

STUDIO A NEWS SET: FPA staff has marked on the floor where the desk should be, depending on whether one or two people sit at the desk. We also marked the desk showing where on-camera talent should sit. Equipment Room staff will show the above to producers who use the news desk set.

STUDIO B: FPA staff has created and positioned a generic set, which provides six feet of distancing between two persons, serving as on-camera talent. If producers want different prop pieces (i.e., chairs, tables, monitors, plants or our backdrops), they must ask the equipment room staff to switch out the above. Equipment room staff will remind producers of the above when producers arrive and sign in. If producers have their own backdrops, they are allowed to put those up themselves.

FOR STUDIOS A and B: If a producer is producing more than one episode, it is essential that he or she ensure on-camera guests do not show up early for a later episode taping. This is especially important if there are more than one on-camera guest or more crew members planned for the later production. Guests should follow face mask and six feet social distancing protocols prior to the production start time. Any guests who do arrive early for a later production will need to wait outside the facility.

STUDIO C: Only ONE person can be physically on the desk set in the studio. Any guest/interviewee should maintain six feet social distancing while inside the studio. Alternatively, a guest can be Skyped in remotely. Additionally, only two persons may be in the control room at the same time -- one person (Director/Technical Director) may operate the TriCaster controls/switcher, and one other person may operate the computer on the back table. There should be NO audio board operator. (The distance between the director/technical director and an audio board operator would only be a maximum of five feet.) As such, the audio board should be pre-set prior to commencing production. If a producer
is uncomfortable with having no audio operator, he or she should consider producing his or her program in Studio A or B.

FOR STUDIOS A AND B: NO MORE THAN TWO PERSONS serving as on-camera talent at any one time.

FOR ALL STUDIOS: NO STUDIO AUDIENCES are permitted during the COVID-19 precautionary period.

FOR ALL STUDIO PRODUCTIONS: No use of MAKE-UP ARTISTS, since the use of such would violate six feet of distancing.

ONLY HAND-HELD MICROPHONES MAY BE USED FOR ANY STUDIO OR FIELD PRODUCTION: NO lavalier mics will be available for the duration of the COVID-19 precautionary measures. We are taking this step to ensure proper disinfecting of microphones, which is extremely difficult with the lavalier microphones.

**DURING THE COVID-19 PANDEMIC, FPA AND ITS STAFF ARE TAKING THE FOLLOWING PRECAUTIONS TO PROTECT OUR FPA MEMBERS:**

Pre-scheduled curbside pickup and return of shows. FPA Programming Director Maryam Shah will be sending program producers information on how to schedule curbside drop off and pick up of programs and paperwork.

Equipment room staff members will disinfect studio spaces and equipment after each use, updating a cleaning chart after each sanitizing.

Staff members will be encouraged to wear gloves when assisting members. Any staff members not wearing gloves, who touch any equipment, will need to wipe the equipment with disinfectant both before and after he or she touches it. After giving assistance to the member, staff members are also encouraged to wash their hands. Staff members will be provided the opportunity to wear coveralls and face shields supplied by FPA.
Each staff member is being provided with two washable cloth face masks that they may keep.

When field equipment is returned, staff members will disinfect it, and will indicate on the equipment checkout sheet when it was disinfected. Further, the staff member will record the reservation number on a separate chart indicating when that equipment had been disinfected and by whom. Completed check out sheets will be kept in a three-hole binder.

We hope that all of the precautionary protocols above, which are designed to safeguard you and your fellow FPA members, will protect all of our members as we work through the COVID-19 pandemic.