

COVID-19 PROTOCOL FOR MEDIA HOUSES/JOURNALIST

ADMINISTRATIVE

- Every media house must prepare a COVID -19 response plan specific to your operations and ensure all staff are familiar with it. The plan must detail measures in place to address all areas of the operation to mitigate spread of covid-19 virus amongst clients and staff.
- Implementation of a robust continuing education and training system at the establishment to ensure all staff members are fully aware of the risk that exists according to duties and mitigation measures to minimize risk and exposure to covid-19.

SIGNAGE:

- Adequate posters and information should be placed in an around the facility to provide relevant information/ reminders on COVID-19 action plan to both guest and staff for example frequent handwashing, frequent use of hand sanitizers, cough and sneeze etiquette etc.
- Signage must be installed in high-traffic area indicating proper use and disposal procedures for masks.
- Post a sign(s) at the entrance(s) and throughout the building alerting customers that they must follow the 6ft separation rule.

RESPONSIBILITIES OF THE EMPLOYER

- Provide appropriate facilities (inclusive of appropriate disinfectants and instructions) for employees to maintain good hand hygiene, Environmental hygiene and PPE for staff
- Document protocols and continuously sensitize staff
- Provide tissue and no-touch disposal receptacles for use by employees and patrons.
- Provide a continuous supply soap, water and alcohol-based hand sanitizer.
- Provide Hand sanitizer in multiple locations to encourage hand hygiene.
- Provide protective personal equipment not limited to gloves, surgical mask, gowns where necessary, for staff.
- Cleaning equipment and PPE for cleaning staff

- Adapt emergency response plans so that social distancing is maintained in an emergency. In a fire, the priority will be to just get out of the building but once people have safely evacuated, social distancing can be re-established.
- Post a sign(s) at the entrance(s) and throughout the facility alerting staff and customers that they must follow the 6ft separation rule.
- Post sign(s) for customers and employees alerting them of efforts in place regarding COVID-19 o Information for Employees.
- Place shield guards in front of the cashier/receptionist that may not have the ability to stand 6ft away from the customer.
- Provide sanitizing stations for customers entering and leaving store.

EMPLOYEES WELL BEING

Sick employees:

- Employees who have symptoms of acute respiratory illness should notify their supervisor and stay home.
- Sick employees should not come to work until they are free of fever (temperature of 100.4° F [37.8° C]) or greater, signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines.

Separation of sick employees:

- Employees who appear to have developed respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick while at work should be separated from other employees. (isolated within designated room until this potentially sick person can be removed from the worksite)
- If employees develop fever and respiratory symptoms they must notify supervisor immediately.
- If you have a positive COVID-19 diagnosis, you can return to the office only after you've fully recovered, with a doctor's note confirming your recovery.

TRAVELING/COMMUTING MEASURES

VEHICLES: Used for the transportation of staff

Physical Distancing:

- Physical distancing between the driver and passengers is important, even in smaller vehicles.

Passengers must:

- Sit as far as possible from the driver and any other passenger. For example, if you are the sole passenger, sit in the rear left-hand side passenger seat, diagonally opposite the driver.

The maximum number of passengers must be limited to the number of passenger seats in the back of the vehicle.

- **Transit**

This vehicle should carry no more than 10 passengers. Each passenger shall be equipped with a face mask.

- **4 door Pick up/car**

This vehicle shall carry no more than 4 persons. Each passenger shall be equipped with a face mask.

- **2 door pick up**

This vehicle shall carry no more than 2 persons. Each passenger shall be equipped with a face mask.

CLEANING AND DISINFECTING VEHICLES. (to be done at the end of the work day)

- When cleaning the vehicle, persons should wear face mask and disposable gloves.
- Doors should remain open when cleaning the vehicle
- All surfaces that are frequently touched should be thoroughly cleaned and disinfected using 0.5% sodium hypochlorite solution or commercially approved disinfectant.
- Clean interior of vehicle with neutral detergent
- Rinse the interior of the vehicle with a bleach solution of 1:10 bleach to water
- Allow the bleach solution to remain for 10 minutes
- Rinse thoroughly with clean water
- Allow the vehicle to air dry

HYGIENE REQUIREMENTS

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20 second rule). . If soap and running water are not immediately available, use alcohol-based sanitizers.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).

PHYSICAL DISTANCING

- Isolate workers whose tasks can be done alone and which don't require specialized equipment. For example, they could work alone in a spare office, staff room, kitchen area, or meeting room.
- Staff within the workplace shall maintain a 6 feet physical distance between each other.
- There shall be no overcrowding within the working space (10 persons within a designated space or a minimum of 30 square feet per individual)
- Split meal breaks to reduce the number of people using the staff room, or kitchen.
- Place an impervious barrier between workers to enable them to keep a 6 feet distance from each other.
- Ensure that customers maintain a six feet distance when being served on a line (install markers)

WORK CONDITIONS/OPERATIONS IN OFFICE

- All field work which allows an officer to come within possible contact of another individual shall:
- Maintain a physical distance of 6 feet between themselves and any other individual

- workers should not use other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. Use approved cleaning chemicals.
- All workers shall be provided and be expected to wear face mask whilst within the work environment
- Employees who are receiving cash shall be provided with alcohol based hand sanitizer to maintain hand hygiene
- In-person meetings whether non company parties or in house should be done virtually where possible.

CUSTOMER RELATIONS

- Workers whose activities involve close contact with the customers will do so behind physical barrier glass pane where possible or maintain a 6 feet distance if a barrier is not possible.
- No employee will have direct contact with a customer
- Employees with underlying illnesses should not engage directly with incoming clients and shall be redeployed to perform other tasks which does not put them at risk.

ENVIRONMENTAL CLEANING/JANITORIAL SERVICES

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Cleaning staff should wear the recommended personal protective equipment including a minimal disposable gloves and face mask for all tasks in the cleaning process, including handling trash.

- Gloves should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.

- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves.

JOURNALIST

- Wash your hands as often as you can with soap for at least 20 seconds. If there is no water, carry wet wipes and then use an alcohol based sanitizer. Wash your hands after reporting as soon as you can. Don't forget to sanitize your mobile phone using alcohol-based sanitizers.
- Distant recording: Record from at least six feet away (try to stand without huddling). Conduct digital press conferences with questions from journalists taken up live.
- Avoid lapel/clip-on mics to avoid physical contact and to maintain appropriate distance. Use directional mics as much as you can and ensure it is held from a distance.
- Hand-held shots: If within a contaminated facility, do not place your equipment on the floor. Do a hand-held shoot.
- Clean microphones: Radio and TV reporters should refrain from touching the mics. Use disinfectant solutions to disinfect the equipment after your return. After which hands must be washed with soap and sanitized.
- Public transport: If public transportation is being utilized, use sanitizer on your hands as soon as you get off. If you have access to water, then wash your hands with soap for at least 20 seconds. Do not touch your face without sanitizing your hands.
- Wear a mask: Wear a mask at all times when outside. Change the mask as soon as it gets damp. Remove it from the elastic bands and do not touch the mask itself. Put the new one on by touching only the elastic bands. If possible, try to use home-made masks.
- Distant seating: At press conferences, persons including media personnel should seat at least 6 feet apart. If not possible, stand maintaining a clear distance of 6 feet minimum.
- If you experience onset of coronavirus infection symptoms, report this to your office, call a doctor and immediately self-isolate.
- Practice coughs and sneezes etiquette. Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap. If soap and water is not readily available, clean your hands with a hand sanitizer that contains at least 60 per cent alcohol.

