

Covid-19 Virus TANK FM

We want to keep the workplace as safe as possible but ultimately you have to decide about any risk in presenting your program. If you feel it is not safe for you to continue with your programme, you have every right to discontinue until the pandemic is over for your personal safety.

1. If you have any symptoms - sore throat, headache, or just a sniffle, **do not** come to the station to do your program. Please phone or email the station (info@tankfm.org) well ahead to advise that you are not coming to do your program.
2. Signs have been placed on both the front and rear doors advising people that if they have returned from overseas in the last 14 days or have symptoms **NOT TO ENTER**.
3. You are to wash your hands with **soap** and water for at least 20 seconds (Left hand sink for this only). Or use a sanitary wipe but soap & water is best.
4. All common areas are to be wiped down with either sanitary wipes (for faders and knobs, phone, mice) and disinfectant (non perfumed) on desk, microphone adjustment arms before each shift. Obtaining a continuing supply may become an issue. Presenters are encouraged to bring their own wipes & disposable gloves. Alternate between studios. Come in early and clean the vacant studio before you commence your show in that studio.
5. Wear disposable gloves while presenting. You are also asked to bring your own large mic sock as you do headphones. When placing the sock take care. When adjusting the mic position use the arms to do so NOT the microphone itself. Remove your mic sock and place into a paper bag or plastic bag and take it home to clean it after EACH show.
6. **STRICTLY** no guests with you at the station. We need to limit the traffic through the station.
7. **NO LIVE STUDIO INTERVIEWS**. Any interviews must be done over the phone and only if you have been trained to use this facility.
8. Keep a personal space when near others. (1 ½ metres)
9. Avoid touching your face. You would be surprised how often you do this unconsciously.

Also wear a mask while doing your show if you have one, preferably a P2 mask, which are almost impossible to locate. A mask will stop you touching your face.

If you feel you are not confident presenting your program at the moment, that is fine. Please just advise management in writing of this fact.