



TANK FM COVID-19 HEALTH AND SAFETY PRESENTER GUIDANCE OCTOBER 2020

1. The first presenter of the day is requested to start in the “live” studio. If for any reason the TDN is on when a presenter arrives at any time throughout the day or evening to do your show, you are requested to use that “live” studio when you begin your programme.
All other presenters throughout the day, are requested to alternate studios.
Presenters are reminded to read their presenters’ manual and ensure they know exactly how to alternate studios with another presenter.
The studio you use may change at any time, week by week, due to a number of factors.
2. No guests, friends or co-presenters are permitted in the Elbow Street premises before, during or after your shows, except for specific purposes for which an exemption has been made.
3. During programme changeovers, we request that incoming/outgoing presenters do not enter the other studio and are asked to vacate the premises as soon as possible.
4. Before entering **EITHER** studio, presenters **MUST** use the hand sanitizer supplied at the door **BEFORE YOU ENTER OR RE-ENTER** your studio.
5. The announcer microphones must not be placed ANYWHERE in front of your mouth. They are to be kept high, out of the spit/breath zone.
6. Microphone windsocks are NOT to be touched or removed. These have been cleaned and sanitised and will be replaced and cleaned at regular intervals.
7. Wearing of gloves is optional and are to be supplied by the presenter. Where exemptions have been made for two people in the studio at once, such as for training purposes, mask wearing and any other special conditions have been advised for those affected.
8. We request that the table surface, keyboard/mouse surfaces, phone handsets, remote control devices for the air con and TV, plus the CD Decks be cleaned PRIOR to each presenter starting their programme with the supplied antiseptic wipes.
9. Entry to the premises is **VIA THE REAR DOOR ONLY**.
10. In order to minimise contact with doors and door handles, presenters in their general area of the studio complex, should keep all internal doors open.

However, if the air con unit is in use, then the door to that room should be closed for the duration, after which time, door handles as appropriate should be wiped clean. Do not leave air con units on for another presenter.

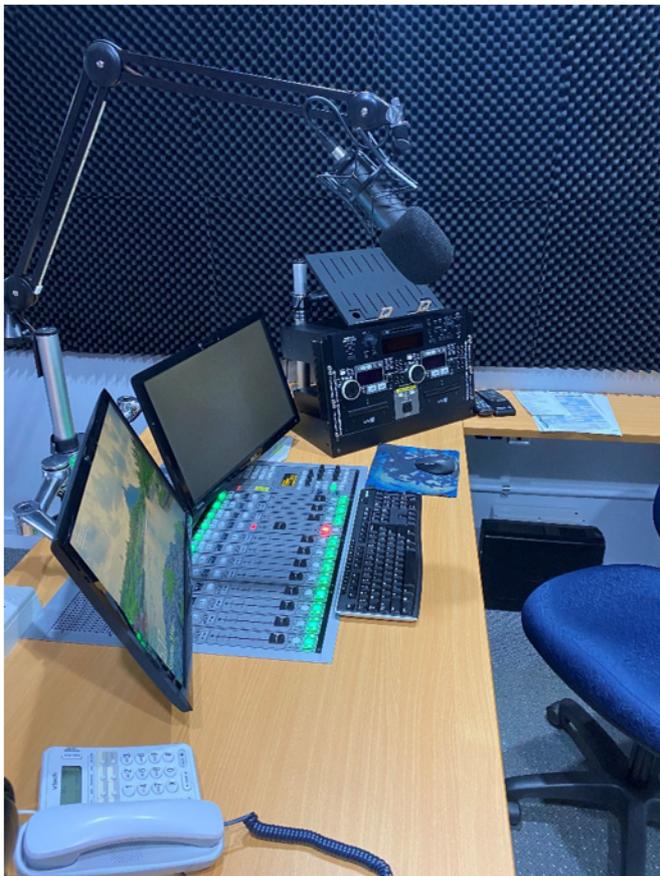
11. Where-ever possible would you kindly minimise touching any surface areas.
12. The door between the Studio 1 ante-room and the office is to remain closed, while the FRONT OFFICE AREA remains **STRICTLY OFF LIMITS** except for those who have specific duties in the office.
13. The last presenter, when leaving and locking up the rear door is requested to use a disinfectant wipe to clean both the inside and outside handles/knobs.
14. If you use or touch anything in the kitchen area, or the toilet rooms, we request you wipe touched areas (such as taps, buttons, doorknobs, light switch, cupboard door and fridge handles) before leaving.
15. The presenters' PC has been returned for your convenience to one of the ante-rooms. Use is restricted to before and/or after your programme. Seek management approval for further use at other times.
16. Presenters are required to sign in upon arrival at the studios, and likewise indicate time of departure from the premises, by signing off.
17. Please DO NOT wipe down the AEQ Consoles with the supplied wipes as they can (and are) doing damage to the control surfaces and fader controls. If hand sanitiser is used anytime you enter the studio, this should not be a problem. The Technical Manager will arrange cleaning of the AEQ consoles with the appropriate products mid-week and on the weekend.
18. Please dispose of any wipes and paper towels used in the bins provided. Please place food items in the bin outside.
19. Any presenter with ANY flu type conditions are NOT eligible to present and must email info@tankfm.org or immediately inform a Management Committee member to inform them of being unable to present. Presenters will be required to present themselves to local health facilities for testing and be cleared of COVID-19 (doctor's certificate) before they are permitted to recommence hosting their shows.
20. Presenters who are unable to present under other circumstances, must contact a member of either the Management or Programming Committees to organise a replacement. See current advice.
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Presenters and other volunteers are asked not to leave personal cups and so forth in the kitchen area. While coffee and tea have been made available for your convenience please adhere to all hygiene and care.

Your co-operation is appreciated as part of Tank FM Health and Safety Policy compliance during the Covid-19 pandemic.

While not compulsory, Tank FM Management recommend that presenters familiarise themselves on COVID-19 requirements in a shared environment. Please understand your “Social Distancing” requirements to minimise the risks of virus contamination entering the 59 Elbow Street facility.

The Management Committee is committed to providing and maintaining a low risk environment for all presenters, allowing our “Live and Local” shows to continue. Please work with us to make this happen and engage with our community of listeners and supporters who we know are eager to see this continue to happen.



Please remember to keep the microphone located high and well out of the breath or spit zone when presenting!

Do not handle the windsock or mount unnecessarily!

Tank FM Management thanks you for your co-operation.