

# Energy Center Phase 1

## Administration Building

1. We will close the lobby and use it for appointments only. **Those reserving the lobby will be responsible for cleaning and sanitizing the workspace area used.** Must maintain 6-foot distance.
2. All hallway furniture is removed to avoid gathering in halls.
3. We will keep the conference room locked and can be used by appointment only. **Those reserving the conference room will be responsible for cleaning and sanitizing the workspace area used.** Must maintain 6-foot distance.
4. **Student-workers or those needing to use the copier will have to clean and sanitize the workspace and equipment used.**
5. The admin office will keep both doors closed to the office and will have no more than three people in the office at a time. The window will be utilized for students, faculty, and guests and is a sufficient distance from the student worker desk and the administrative specialist's desk.
6. Faculty offices will have no more than two people in the office at a time (faculty member and guest) and will maintain a 6-foot distance. If this is not possible, the lobby or conference room can be reserved. Encourage all students and/or guests to have an appointment to decrease the number of people standing in the hallway.
7. We have three entrances and exits for the administration building. To control distancing during traffic we will keep one locked and use one for entrance and the other for exiting the building. We will have signs posted accordingly.
8. We have hand-sanitizing stations in place already and will encourage those coming in to use them.

## Broadcast Center

1. We have two entrances and exits for the Broadcast Center. To control distancing during traffic, we will use one for entry and the other for exiting the building. We will have signs posted accordingly.

2. All camera checkout reservations must be made online or through email before pick-up. [www.atu.edu/broadcast](http://www.atu.edu/broadcast). Email Broadcast Production Specialist, Christie Kellar, at [ckellar1@atu.edu](mailto:ckellar1@atu.edu) with your reservation information, and the equipment will be waiting outside the office door for pick up. When returning, leave it outside the door, and Mrs. Kellar will sanitize before returning it to the storage cabinet.
3. No more than two people in the Broadcast Specialist's office at a time and must maintain a 6-foot distance.
4. All hallway furniture is removed to avoid gathering in halls.
5. Only one person is allowed in the Radio Control room. Co-hosts will use the Guest Booth and will no longer be permitted in either room together. Those using these areas will be responsible for cleaning and sanitizing the equipment and workspace.
6. There are four areas with editors; the back edit bay, the control room, the KXRJ guest booth, and the Broadcast Specialist's Office. Each area will be allowed one person at a time for editing. The Broadcast Specialist's Office will only be available if all others are not and as the last option. All edit bays will be listed on the reservation site. Students will sign up for the time and bay that works best for their needs. **Those using these areas will be responsible for cleaning and sanitizing the equipment and workspace after each use.**
7. We have requested three plexiglass dividers for the Control Room. The 6-foot distance must be maintained while using the space—no more than three people at a time in the Control Room.
8. The studio will have no more than five students at a time: news and sports anchor, WX or host, teleprompter operator, and floor director.
9. No more than four students working to stack the shows with content. They will do so in the edit bays, assuming other students have not signed up to edit, or on the teleprompter in the studio.