

Scribe Video Center

Equipment protocol to prevent spread of Covid-19

June 2020

1. Appointments

Anyone renting equipment needs to make an appointment, a minimum of 2 days in advance. This will allow us to ensure the Tech Director or Tech Coordinator is at Scribe during the set drop off and pickup dates and times, and that incoming gear can be set aside and not used for 2 days. 2 days will be the max equipment rental period. Everyone who will be using the equipment must be named on the rental form.

Pickup and return times: 3:00 pm to 7:00 pm Monday, Wednesday, Friday
Additional return time: 11:00 am to 1:00 pm Monday.

2. Pickup

Equipment will be placed on a cart and left for the renter in the Bambara workshop as a contactless pickup. The Scribe Tech will wear gloves when handling equipment. The renter will have the opportunity to inspect the gear behind a vinyl barrier and Tech Director or Tech Coordinator will talk through any questions they have. Both parties will wear masks. The renter should wear a mask while using the equipment during the rental period.

3. Drop off

Equipment will be returned to the Bambara workshop and placed behind the vinyl barrier. Hand sanitizer or gloves will be used by the person returning, and alcohol wipes will be provided to them to perform an initial equipment cleaning. (Batteries should be removed and all touch surfaces wiped down. SD card should be cleaned. Alcohol wipes should NOT be used on camera lenses.) The tech will place the returned equipment in the server room for a minimum 2 day period.

Footage ingestion - If the footage is needed immediately and the renter has their own hard drive, they can take out the SD card and do the transfer on the designated iMac. The station will then be wiped down with disinfectant by Scribe tech. If a Scribe hard drive is used, the drive should be wiped down before and after hand off.

4. Cleaning

After the 2 day holding period, the equipment can be disinfected for the next use. Bleach wipes or spray should not be used on electronics. A 60% or more isopropyl alcohol spray, alcohol wipes, or a soap and water spray in small amounts with ideally a lint free cloth should be used on cameras, mics, and other electronics. Batteries should be removed before cleaning. Alcohol wipes should NOT be used on camera lenses or LCD screens. A Q-tip dipped in isopropyl alcohol

can be used to get hard to reach areas or around buttons. SD cards should be removed and wiped down. Cleaned equipment can be returned to the equipment closet.

5. Scribe Editing Area

Four people will be permitted to use editing stations at one time. Each station will be placed in a sufficiently distant area of the editing space and the Wyncote room. Computer keyboard and mouse should be wiped down with alcohol wipes after every use, or a plastic cover should be used on the keyboard. Shut down the computer before wiping the screen and back, and only use specified screen wipes for iMac screens. Desks and chairs should be cleaned with bleach wipes after use.

6. Screening area

Light switches, HVAC switches, remote controls, and the AV rack should all be wiped down regularly. Alcohol solution wipes can be used on remotes (remove batteries first). Q-tips dipped in alcohol solution can be used around buttons. Chairs and tables will be cleaned with bleach wipes before and after screenings or meetings.

7. Workshops

Workshop participants should be reminded of policies such as distancing, mask wearing and hand washing. The 2 day in advance equipment use rule will apply to all workshops as well. All tables and chairs to be cleaned with bleach wipes before and after workshops.

8. WPEB

Cleaning supplies and a checklist should be included in the WPEB booth for all broadcasters. Tables, chairs and door handles should be cleaned with bleach on entry. Alcohol wipes can be used on the keyboard and mouse. Alcohol in a spray bottle can be used on microphone windscreens and headphones. Mic arm should be wiped down. A small amount of alcohol on a soft towel is recommended to clean the mixing board. (Even a small amount of alcohol wiped on the mixing board might be dangerous because it cannot be powered down – we should consult Petri on this issue)

9. Street Movies

A street movies equipment staging area could be set up in the Bambara workshop. Before going out, the equipment should be cleaned with alcohol/soap and water/lint free cloth for electronics and bleach wipes for everything else. On site, hand sanitizer should be used by the crew during setup and takedown.