



KCZY 107.3 FM Radio Station COVID-19 Pandemic Protocols and Re-entry Plan

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The university radio station acknowledges all health and safety procedures instituted to ensure the safety of all NTU students, faculty, and staff. The following are procedures developed for all interactions or business conducted at the radio station studios and location.

Entrance to KCZY Radio Station: All visitors must report to the front desk of the IT Building to sign in and request entry. The entrance to the radio station is inside, please do not attempt entry from the exterior of the IT Buildings southwest exit. The maximum number of visitors including the KCZY staff is no more than 3 individuals at one time. We can allow one person to wait in the hall by the entrance with two people in the studio or office to accommodate safety protocols.

- Daily Log/Temperature Check: Students and employees will take their temperature upon entering the IT Building and record their name and temperature on the visitor log.
- All visitors must wear a COVID 19 mask at all times upon entering the IT Building and radio station studios.
- Hand Sanitizers are available at the entrance, and near the radio station entrance.
- We encourage all visitors to provide advance notice through email or phone so proper arrangements can be made to accommodate everyone.
- Daily Log/Temperature Check: Students and employees will take their temperature upon entering the IT Building and record their name and temperature on the visitor log.
- Disinfect Studio Equipment: Clean and disinfect frequently touched surfaces such as studio equipment, keyboards and door handles.
- Social Distancing: All volunteers, students, faculty, staff, and visitors should always maintain a minimum of six (6) feet of distance from one another. Extra care is taken when conducting live shows or recordings.
- Identification Card (IDs): Students should always have their IDs while in the lab in case the safety officer or security officer needs to confirm their identity.
- Stay at home if you feel sick and advised to get tested and wait for results.
- Follow the NTU guidelines on reporting positive COVID-19 Test results.