

ITS Academic Media Production Studio - Fall 2020 Operating Plan

The ITS Academic Media Production Studio will be open for the fall 2020 semester with limited staffing, social distancing, and sanitization procedures in place, to provide a safe environment for students, faculty, and staff.

Hours of Operation

9:00 am – 5:00 pm, Monday - Friday

Staffing

A maximum of two staff will be in the studio at a time with one employee positioned behind the control desk and the other operating cameras and assisting with setup. Work areas will be reorganized to ensure a minimum of six feet of separation between the production staff and talent. The Lightboard will be used as a barrier between talent and production staff.

Personal Protective Equipment

Masks will be required at all times for production staff. Talent will need to wear a mask anytime filming is not underway.

Capacity

Capacity of the Academic Media Production studio will be limited to three occupants at all times to maintain social distancing while filming. This can be a combination of production staff and talent. Production schedules and types will be adjusted to adhere to this maximum.

Services

Services for the fall semester will be limited to capturing Lightboard instruction, teaching station instruction, and screen capture with voice over. All recording equipment will be secured and only accessible by LEMP staff.

- Instructors will use either their own laptop or the teaching technology in the studio, and will be required to sanitize their own equipment.
- Employees will wipe down the teaching station and the control station before and after each use.
- Post production will be conducted remotely

Additional Policies

- Masks will be required at all times
- Eating and drinking will not be allowed
- Anyone leaving and entering the studio will be required to sanitize their hands and work area
- Instructors will be required to sanitize their work areas at the start and completion of their visit
- The entrance to the Studio will be kept clear to allow for proper social distancing upon entry and exit

All of this information is subject to change based on public health and Syracuse University guidance. This information will be presented to instructors when booking the studio.