



NHTV Facility Re-Opening Guidelines

	Require ALL those who plan to come to NHTV to make an appointment a minimum of 24 hours (or more) in advance. No one will be admitted without an appointment. They will be required to not come in if they are feeling ill (and/or have a fever) on the day of their scheduled session. On days where there are no appointments, facility may be closed if staff chooses to work remotely.
	Only one member of the public in the facility for any purpose, at any time, unless they are a guest on a producer's show. Producers are limited to a single guest per booking
	All who enter NHTV must wear a mask and gloves, and must keep them on during their entire stay at NHTV. For those appearing on-camera, they can only remove those items when they are ready to appear on camera. Once the camera stops, they must put mask and gloves back on. All persons entering NHTV must stay 6 feet apart at ALL times.
	A single person can supervise an edit, but only from a distance of 6 feet away or more.
	To avoid cleaning potentially sensitive equipment with damaging chemicals, NHTV will designate an area for returned equipment to be left for a certain amount of time before it is handled by staff.
	All who enter NHTV will be immediately checked with an infrared thermometer by NHTV Staff. If they have a fever they must immediately leave and reschedule their session. While we realize there is a high-amount of asymptomatic carriers, use of an infrared thermometer can still be helpful.
	NHTV Staff will sanitize the facility daily (Disinfectant Wipes, Lysol, etc.). NHTV will provide these items for staff.
	All members of the public must remain in the main lobby (or vehicle) until it is time to enter the studio or edit. When possible, visitors will be asked to wait in their vehicles for their appointments and be notified when they can enter the building, so there is not a gathering of people in the lobby area.
	The NHTV lobby has been realigned to allow greater distance between chairs.

State of Connecticut Guidelines for Offices as of May 20, 2020:

- Maximum 50-percent capacity
- Work from home where possible
- Meetings subject to 5-person limit
- Employees seated 6 feet apart, leave empty desks where necessary
- Physical partitions where possible
- High contact areas & bathrooms cleaned frequently
- Common areas & lobbies cleaned frequently
- Limit equipment sharing
- Hand sanitizer & cleaning wipes at entrance and in common areas
- Employees to wear facemasks or cloth face coverings except when in a private office
- Increased ventilation and airflow where possible