

Interim Operating Procedures May 14th through August 13th, 2020:

As a precursor to the following, State and Federal safety guidelines and mandates will be strictly adhered to at all times. Should these guidelines or mandates allow for on-site work by staff and/or contract producers, the following considerations will be put into place.

Note: Personal protective equipment (Masks, gloves and hand sanitizer) will be provided by the LMCC for both staff and contract producers as needed to complete their job tasks.

LMCC Staff:

- a. The Operations Manager will be splitting his duties both onsite and from home. This will be necessary until schools and daycare reopens. He may also be required to work on location at a Member City. When this occurs, he will take all necessary precautions to protect himself and anyone else he could possibly come into contact with.
- b. Initially, the Productions Manager will continue to work onsite unless his job tasks deem working outside of the facility as being necessary. In those instances, the Productions Manager will take all necessary precautions to protect both himself and anyone else he could possibly come into contact with.
- c. The Television Productions Specialist will be splitting his duties both onsite and from home. This will be necessary until schools and daycare reopens. He may also be required to work on location at a Member City or other locations deemed necessary to complete his job functions. When this occurs, he will take all necessary precautions to protect himself and anyone else he could possibly come into contact with.
- c. While working together at the facility, all staff members will practice social distancing and wear protective gear including facemasks and protective gloves when necessary.
- d. Anytime protective gloves are not worn, any surfaces that they come into contact with will be disinfected at the end of their job task and hands will be properly washed at the end of the disinfecting step.

General Public and Deliveries:

- a. The facility will remain locked to the general public
- b. A sign will be posted noting that access to the facility by appointment only. It will include a staff list with contact information i.e.: phone and e-mail. Individuals without an appointment will be asked to leave.
- c. Those who are allowed into the facility must wear a mask and any other protective gear deemed necessary for the safety of staff.
- d. Once an individual leaves the facility, staff on hand will decontaminate the areas of the facility accessed by the non-staff member. This includes

doors and any areas that the non-staff member may have come into contact with.

e. These guidelines will be updated based on changes to the current pandemic situation.

Contract Producers:

a. Contract Producers will be allowed to access the facility via the southside door.

b. Contract Producers will follow the same strict safety procedures as the general when accessing the facility. This includes wearing a facemask and any other protective gear deemed necessary at the time of entry.

c. Contract Producers will contact a staff member at the LMCC to arrange for a time to pick up and drop off their gear.

d. When contract producers arrive, they will contact staff who will unlock the southside door to allow access for gear and media pick up.

e. Contract Producers and Staff will demonstrate proper social distancing whenever in the LMCC facility at the same time.

f. Once the contract producer leaves the facility, LMCC staff will lock the southside door and disinfect the affected area. This includes doorknobs and surfaces that the contract producer came into contact with.

g. These guidelines will be updated based on changes to the current pandemic situation.

Janitorial Service:

a. Our janitorial service will enter and exit the building during non-business hours. Currently, staff work hours are between the hours of 8am and 5:30pm.

b. Even though they will be accessing the facility during non-business hours, the janitorial service will wear a protective facemask and gloves.

c. Communication with the janitorial service will be limited to telephone, e-mail and mail services.

d. Should the janitorial service require access to the facility during regular business hours, they will contact staff to arrange for a time to access the facility following the same protocols as the Contract Producers as a means of keeping staff and themselves safe at all times.

e. These guidelines will be updated based on changes to the current pandemic situation.

LMCC Commission Meetings and Committee Work:

a. Future meetings of the LMCC, whether Full Commission, Executive or other Committee work will be done via Zoom until such time as the current situation warrants on location meetings and a safety plan can be put into effect.

On Location:

LMCC Staff:

- a. Staff will be allowed to work “On Location” as needed to perform their job function and when deemed safe by both the location being visited and the staffer agreeing to the visit.
- b. Local Emergency Management is: Local police and fire officials should be contacted ahead of time and whenever possible, asked to review the location to determine if it is safe to work there.
- c. Staff will follow safe social distancing procedures when “On Location”.
- d. Staff will wear a facemask and any other protective gear deemed or felt necessary to protect themselves and others.
- e. Staff will secure a safe perimeter by utilizing safety tape, stanchions or any other items that can be used as a safety barrier to provide for safe social distancing.
- f. All Federal, State and Local Orders and Mandates will be strictly adhered to.

Contract Producers:

- a. Before a Contract Producer will be allowed to record a government meeting onsite a number of steps will need to be taken:
 - 1). The City/Partner will need to request on site recording services.
 - 2). The local Emergency Management group (Police and or Fire) will need to be contacted to determine if they feel the location of the meeting is safe. An onsite visit by authorities is preferred.
 - 3)The LMCC Operations Manager will need to perform a site visit to determine if:
 - i. Is there a safe location designated for the contract producer and their equipment.
 - ii. Is the area to be used by the Contract Producer marked off to prevent members of the public from preventing an adequate social distancing situation.
 - iii. Has the number of residents allowed into the meeting area been established to allow for proper social distancing.
 - 4)The Contract Producer must also agree to record the meeting onsite.
 - 5)The Contract Producer must also wear protective gear including a face mask at all times while onsite.
 - 6)The Contract Producer must wipe down all surfaces that they come into contact with using a disinfecting wipe or spray to prevent the potential spread of any virus. This must be done both before as well as after recording a meeting onsite.

Mediacom Complaints:

-Customers who would like to have a formal complaint registered against Mediacom should continue to contact Operations Manager via e-mail at jim@lmcc-tv.org or via phone at 952-471-7125 x104 to initiate a formal complaint against Mediacom.

Please feel free to contact Jim or Chris during this interim time if you have any questions or requests.

Sincerely,

Steve Howarth
LMCC Chair

Jim Lundberg
Operations Manager
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Chris Vogt
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