



MA INTERNATIONAL JOURNALISM MA JOURNALISM

COVID-19 PROTOCOL SEPTEMBER 2021

Although the COVID-19 pandemic means we have to change the way we work, it is still possible for us to film, interview people, record audio etc. provided we do so sensibly and follow the appropriate guidelines.

News programmes and documentaries continue to be produced and before long you will be working in this world. This document is meant to be read alongside the generic risk assessment to prepare you to work in a safe way.

Most importantly, make sure you're familiar with and follow the *latest* Welsh government guidelines:

<https://gov.wales/coronavirus>

DURING ANY FULL LOCKDOWN PERIOD, THERE SHOULD BE NO IN PERSON NEWSGATHERING ACTIVITY OF ANY KIND. THIS INCLUDES EG. PRACTICE INTERVIEWS OR FILMING.

WORKING SAFELY ON LOCATION

- Follow the latest social distancing rules.
- Where possible, try to film outdoors.
- If you are filming inside, you should follow the guidance of the contributors who have given you access. And you must continue to follow the Wales Covid guidelines yourself.
- Do not ask a contributor to remove his/her mask for an interview unless it is safe and legal to do so. You must never demand that a contributor take off their mask if they are uncomfortable doing this.
- If possible, get to your location on foot. If you use public transport, make sure you wear a mask and follow all the other relevant government advice.
- Wash or sanitise your hands regularly and particularly after using any form of public transport, or shared vehicle.

WORKING SAFELY IN THE BUILDING

- Use the available hand sanitiser frequently
- You should wear masks in the newsrooms and when you are moving around the building, but it's OK to take them off to speak.
- Please arrive for lectures no more than five minutes early so that you aren't having to wait in the corridor.
- When you come into your newsroom use the hand sanitiser and clean down your work station, using materials provided.
- Spray cleaner onto the paper towels provided and pay specific attention to the keyboard, mouse and desk.
- At the end of class, you should clean down your workstation again
- Aim to do any socialising or group discussions after the class outside where possible

SOME OTHER THINGS TO REMEMBER

- Covid-19 is particularly dangerous for certain people, such as the elderly, or people who are being treated for cancer. You should take care to avoid putting these people at risk and always ask potential contributors if they or any members of their household are vulnerable in any way before you meet them. Make sure your course leaders know if you are planning to interview a vulnerable contributor and be clear that it is safe to do so. If you have any questions, please ask your course leader.
- When filming in public places you should make sure your position does not make it difficult for members of the public to follow social distancing rules.
- If you are interviewing outdoors, try to make sure you are in as quiet a location as possible. Make sure you monitor audio levels using your headphones.