In recognition of the dedication demonstrated by the staff and volunteers of Sunrise Communications, Inc., the BOD requests that all KZUM personnel follow the updated policy and commit to engage in all reasonable precautions to protect the organization. The General Manager (GM), Program Director (PD), and staff are charged with the dissemination of this information to affected individuals and authorized to monitor and enforce this policy.

The following protocols will be required of volunteers and staff as a condition of participating in the daily operation of KZUM Community Radio during the COVID-19 pandemic:

1. All volunteers and staff will “self-screen” for COVID-19 symptoms before entering the KZUM facility. COVID-19 symptoms include (updated by the CDC 12/22/20)
   - Cough
   - Fever or chills
   - Shortness of breath or difficulty breathing
   - Fatigue
   - Muscle or body aches
   - Headache
   - New loss of taste or smell
   - Sore throat
   - Congestion or runny nose
   - Nausea or vomiting
   - Diarrhea

2. The following circumstances shall require a phone call resulting in direct communication with the GM or PD in order to allow the GM and/or the PD to make appropriate arrangements if necessary:
   - a volunteer or staff member experiences one or more symptoms of COVID-19.
   - a volunteer or staff member determines that they have had close contact with someone who has COVID-19. Close contact is defined as person-to-person interaction that was less than 6 feet between the two individuals and for 15 minutes or greater duration.

3. It is recognized that testing for COVID-19 is becoming more common and required in many circumstances as a condition of employment or eligibility for employment outside of KZUM activities.
   - The organization requires positive results of a COVID-19 viral test be reported to the GM or PD. Disclosure of a positive test result is a necessary requirement to protect the essential function and daily operation of KZUM. All test results will be kept confidential.
• If a volunteer or staff member has a pending COVID-19 test due to exposure or symptoms, entrance to the KZUM facility will not be permitted until test results are “negative”.
• If a volunteer or staff member has a pending COVID-19 test because it is required for work, school, etc., and not due to illness, access to KZUM will be granted, prior to results being received.

4. If a volunteer or staff member receives a COVID-19 vaccination, all policies and posted facility requirements shall be observed until the City of Lincoln Health Department determines the risk for COVID-19 is gone. (See attachment A for facility posted requirements).

5. Volunteers and staff are requested to abstain from entering the KZUM premises if:
   • they travel outside their regular area of residence or work
   • are in a setting where the risk of contracting COVID-19 is increased (such as large crowds or confined spaces)

6. Individuals that have refrained from entering the station due to potential COVID-19 exposure are eligible to return to the KZUM premises if:
   • ten (10) days have passed since close contact exposure, AND
   • no COVID-19 symptoms have developed while the person self-monitors for COVID-19 symptoms and wears a facial covering through day 14 since last close contact. 
     https://app.lincoln.ne.gov/city/covid19

Sunrise Communications is committed to providing all reasonable accommodations to all those who quarantine. Any violations of the policies listed within this document could result in the loss of volunteer privileges or employment. Individuals are encouraged to contact the GM or PD if assistance is needed.
Operational steps for KZUM staff to follow if a volunteer or staff member has a positive viral test for COVID-19:

1. Upon notification of a positive viral test result, a timeline of exposure will be established to determine if a station closure is required. This determination will be confirmed by the BOD Executive Committee and GM.
2. If a station closure is required, staff and volunteers will be requested to evacuate the premises. Only GM and/or PD (or other staff assigned by the GM and/or PD) will be allowed to enter the premises.
3. Volunteers on-air at the time of closure are required to leave immediately when notified by GM or PD and live broadcast will cease immediately and pre-recorded programming will be broadcast.
4. Any volunteers or staff who are determined to have had contact while in the KZUM facility with COVID-positive personnel will be notified as soon as possible so that they may self-screen for symptoms and/or start an appropriate quarantine period.
5. All volunteers, BOD members, and members of the Community Advisory Board are to be notified as soon as possible via email.
6. All staff will work from home until cleaning is complete.
7. Landlord to be notified
8. A professional cleaning service will be contracted to conduct a deep cleaning as soon as possible.
9. Once cleaning is complete, staff and volunteers will be notified to return to the station and live broadcasts may resume.

Sunrise Communications recognizes that these steps exceed recommendations of the CDC and Nebraska DHHS. These additional precautions are in place to ensure the safety of all KZUM volunteers and staff. Due to the large number of volunteers and the wide range of vulnerabilities among the volunteers and staff of our organization, it has been deemed necessary to exercise an abundance of caution to ensure that KZUM can continue to operate while keeping our community safe.

Any modifications to this document can be made with the approval of the Executive Committee of the Sunrise Communications Board of Directors. The full Board of Directors will then be notified when any modifications occur.

The KZUM Board of Directors (BOD), in the interest of the organization, adopts this updated COVID-19 policy (guidelines and protocol) on DATE TBD
The following are requirements of each programmer
(Attachment A)

- Wash your hand before entering.
- Only the certified programmer responsible for the show can be in the on-air studio, unless permitted by staff prior to the show. If there is more than one programmer scheduled for that program, social distance 6 feet apart. Masks must be worn at all times, unless behind the mic.
- Use a microphone cover.
- Social distance and wear your 2 layered mask when you are entering the studio during change over.
- Use the last 5 minutes of your show to wipe down the phone, pens, headphones, chairs, tables, PSA book and anything else that you touched. If you have a talk program and need some music to give you extra time, please use the Jazz or Blues back up playlists on the computer or a CD from the KZUM library. Please feel free to ask a staff member for assistance if you need more bed music.
- Use a different chair than the one used during the program before your’s.
- Do not bring extra personal items into the studio.
- No food or drink except for a covered beverage bottle that has a secured lid.
- Leave the premises when your show is over. We need to keep the number of people in the building to the bare minimum.

All of this is intended to keep you and your fellow programmers safe and KZUM up and running with live DJs, everyday. Full compliance is required. Failure to comply could result in suspension of your program.

If you have any questions or feel that you cannot meet these requirements, please contact Kerry or Patrick. Thank you!