

Recording for media production projects during COVID-19

INTRODUCTION

NUIT Digital Media Services are providing a **limited** recording service, whilst restrictions relating to COVID-19 are in place. As we **must** adhere to government and University guidelines, what we are able to record and how we do it may differ to what you may expect or have experienced previously.

As we can maintain a safe, sanitised, and controlled environment within our studio we **prefer** all recording to be carried out here where possible.

If studio recording is not possible, and we need to record 'on location', we *may* need to physically assess proposed environments in advance and carry out a risk assessment. We will also require you to complete a safety checklist in advance, to ensure that appropriate physical distancing and hygiene measures will be put in place and adhered to during recording.

If we decide we are **not** able to carry out the requested recording safely we will suggest you carry out the recording and send us the footage digitally. We will provide you with advice and guidance on how to use the equipment and how to achieve the best possible results.

STUDIO RECORDING

To maintain physical distancing, we will aim to record **one person** in the studio at any one time so, unless we have agreed otherwise, please **attend alone**. We will likely have a **maximum of two team** members in the studio at any one time however, if additional technologies (such as autocue) are required, then a third team member will need to be in attendance.

Please ensure you bring a suitable face covering as University guidance **must** be followed at all times. The University **encourages** wearing face coverings on campus and **requires** they are worn in situations where you may come into close contact with people, when moving round buildings and where 2m physical distancing measures may be breached.

In advance

- We will set the studio up at least one hour prior to your arrival and ensure the environment is safe and sanitised.

On arrival

- Aim to arrive promptly at the agreed time, as this may impact on colleagues booked in after you. If you are running late, please let us know as soon as you can if possible so we can manage subsequent bookings accordingly
- Refrain from bringing excess personal belongings with you if possible
- Ring the doorbell on arrival and wait for a member of the team to let you in
- Sanitise or wash your hands
- We will brief you on the recording process and how to remain safe whilst in our facility

During recording

- We will only be able to make certain studio furnishings available during recording. Please confirm in advance whether you prefer to deliver your content standing or sitting to enable us to provide appropriate furniture
- We will use boom microphones (on stands) rather than lapel microphones to record sound

When leaving

- Ensure you have all your personal belongings before you leave
- Sanitise your hands using the hand sanitiser provided

LOCATION RECORDING

There will be a **maximum of three** team members on site during recording. This is dictated by what we need to record and the space available for us to operate safely and maintain physical distancing. Please ensure that those that need to be films are the **only** people 'on set'.

Please ensure you bring a suitable face covering as University guidance **must** be followed at all times. The University **encourages wearing face coverings** on campus and **requires** they are worn in situations where you may come into close contact with people, when moving round buildings and where 2m physical distancing measures may be breached.

In advance

- We may need to carry out a recce and will need to risk assess all proposed recording locations before we can confirm our ability to carry out recording safely
- We will require you to complete our COVID checklist form in advance and ensure that the environment is safe and will be sanitised prior to the teams' arrival

On arrival

- We will arrive promptly at the agreed time and will need appropriate time in the area to set up our recording equipment
- We will brief you on the recording process and any processes in place to ensure we all remain safe

During recording

- We will use boom microphones (on stands) rather than lapel microphones to record sound

When leaving

- We will need appropriate time in the area to safely de-rig our equipment once recording is complete

DO NOT attend any scheduled recording sessions if you are sick or have shown **any coronavirus symptoms**. If you show symptoms **within 10 days** of attending our facility, then please **contact us** as soon as possible.

SELF RECORDING

For occasions where current restrictions prevent us from being able to carry out recording safely, we will propose that you carry out the recording and send it to us digitally. We will provide you with guidance in advance on best practice and how to achieve the best possible results.

Where possible we would prefer people to use their own recording equipment, most mobile phones record video at a quality sufficient for inclusion in our programmes.

If you don't have access to your own recording equipment, then we do have a small number of loan kits available for use. We will provide instructions on how to operate the equipment and get the best quality results. We will also ensure that our equipment is sanitised prior to collection and after use.