Dear Community Producer—

I hope this letter finds you well. I am writing with good news. PCTV will reopen on June 15th on an appointment only basis. This is Phase 1 of what we hope will be a clear path to resuming normal operations at some point in the future. During subsequent phases we will loosen restrictions as we are able.

The first appointments will be offered to those who had their studio reservations cancelled during the closure period. Once those community producers are scheduled, we will start taking reservations for other community producers.

I will cover this in more detail below but one of the major restrictions we will have during this Phase 1 is on the number of people in the studio. During Phase 1, we can only allow one member of the public in the studio at a time. This means that your show can only have one person on camera. We cannot accommodate shows with multiple on-camera participants at this time.

Please read this letter carefully. When we reopen, the following procedures will be in place:

General:

- PCTV will be open by appointment only. No drop-ins. To make an appointment, please call 412-322-7570.
- During Phase 1, PCTV will have limited staff available on site. We may or may not be able to answer the phone. Please leave one message and we will return your phone call within 24 hours, unless it falls within a weekend, holiday, or studio closure.
- Visitors to PCTV must wear a mask at all times, except for when they are appearing on camera during a production. Masks must be on prior to entering the building. Visitors must provide their own mask.
- All visitors will have their temperature taken upon entering the building. Anyone with a temperature above 100.4 will be sent home.
- If you become ill while at PCTV we ask that you inform PCTV staff and management before leaving the facility.
- If you are sick, please do not come to PCTV. There is no penalty for cancellation. If you are sick, please notify PCTV staff and management.
- Upon arrival at the facility, we ask that you wash your hands. Frequent handwashing while at the facility is encouraged.
- Please maintain a distance of at least 6 feet from all other persons while at PCTV.
- All high touch surfaces (doorknobs, etc.) will be sanitized between productions and at the end of the day in preparation for the next day.
- Any payments to PCTV will be contactless. Whenever possible, payments will be taken over the phone with a credit card. If someone wishes to pay by cash or check, they may do so by putting it in an envelope and dropping it in the collection box in the lobby. A receipt will be emailed or mailed.
- If someone who has been in the building contracts Covid-19 (staff or public), PCTV will follow all Allegheny County Health guidelines for cleaning and notification.
Studio use:

- When doing studio productions, staff will limit contact with the public as much as possible. This includes only entering the studio to set up or adjust equipment when absolutely necessary, and using boom or desk mics instead of clip on microphones. A distance of at least six feet must be maintained at all times.
- Only one studio production will be allowed in the building at a time.
- Community producers will not be permitted in the control room. Any tasks that are usually done in the control room, such as adjusting credits, will need to either be taken care of by PCTV staff or done by community producers at home.
- The studio must remain empty for a minimum of one hour between productions.
- **No more than one member of the public will be allowed in the studio at any time.** Additional on camera participants can join via Skype or another service if it is available. **Only the person doing the studio show will be permitted in the building. Please bring yourself only.**

Camera checkout:

- Portable camera equipment reservations and pick-ups will not be available during phase 1.

Editing Suite:

- Community producers may reserve editing time but only one person is permitted in the edit suite at a time. Community producers are expected be self-sufficient. PCTV staff will be available by phone for minor issues but will not be able to assist in person.

Programming Submissions:

- All programming submissions will be electronic. PCTV will not accept DVDs or hard drive submissions during this period.

Classes:

- Classes and trainings will be offered virtually during this period, as feasible.

Thank you for your understanding as we transition to reopening. The restrictions and limitations are put in place to keep the health and well being of staff and visitors as the number
one priority. In the coming weeks and months, we hope to gradually loosen these restrictions and return to something approaching normalcy.

Sincerely,

John H. Patterson
Executive Director