

Document purpose

As a volunteer operated arts & media organization, CFUV must strike a safe balance between the goals of offering valuable opportunities for volunteerism with it's duty to provide information to listeners throughout our community. This document lays out CFUV's response to the escalating COVID-19 situation, the various consequences it has on volunteerism and CFUV's broadcast; and proposed solutions to these consequences.

At all times throughout this crises, CFUV intends to continue broadcasting and including COVID-19 updates in it's broadcast. We intend to do so safely and maximising potential technology and software advantages available to us.

Station Assessment

In response to updated information, the recommendations of public health authorities, and with an understanding of the CFUV's volunteer base, CFUV will be transitioning away from live-broadcasts as much as possible over the coming days.

With the global response to Covid-19 shifting quickly, here at CFUV we too are adjusting as information & recommendations become available.

We recognize the important role that radio plays as a source of information, company, and entertainment to the public—especially for those who are housebound—in an effort to ensure the safety of our staff and volunteers, we have decided to shift away from live broadcasts. We will be phasing out in-person volunteer shifts over the next week.

That said, CFUV will continue to broadcast, and continue to make up-to-date content. In order to accomplish this and remaining safe we must take full advantage of the technology and communication tools at our disposable.

Please regularly consult the following resources for up-to-date information regarding COVID-19 and it's impact within our communities. CFUV's COVID-19 Page reflect the station's status based on information gathered from these sites:

[BC-Center for Disease Control](#)
[Island Health Authority](#)
[CRD - COVID-19 update site](#)
[Uvic - COVID-19 update site](#)
[CFUV - COVID-19 update site](#)

Changes

What does this mean for programmers?

Moving forward, programmers can choose from the following options:

1) Record & edit your show together remotely using free editing software like [Audacity](#), [Reaper](#), or [Anchor](#). Staff will make themselves available to troubleshoot over the phone; please reach out if you run into any difficulty. Shows can be uploaded to our google drive [available here](#) (full link included below). This drive also contains traffic items (PSAs, CRTC Transitions, etc.) and a trial version of a digital logsheet in the form a fillable PDF form.

Drive Link:

<https://drive.google.com/openid=1cbAsBplcUH12nUw2zeBqCJYcNm8u649F>

2) Send a playlist of songs (ideally, send mp3 files) to a staff member, and schedule a time to record voice-over content over the phone. We will be using the newsroom to record phoned-in shows.

3) Schedule a time to come in to the studio to pre-record your show before this Friday. This option is only for those who are not able to record remotely, and are not able to phone-in to record.

4) If none of these options are feasible for you, please let us know, and we will schedule alternate content during your timeslot.

Ideally, we would like to have a backlog of 2 pre-recorded shows on-hand in order to be prepared for this evolving global event. But, pre-recording 1 show/week is also totally fine also.

Starting tomorrow we will assume that no programmers are coming in to broadcast a live show, unless they get in touch with a staff member to let us know different. Please confirm receipt of this email and which of the above options you are able to pursue; staff will be contacting volunteers by phone tomorrow confirm options.

What does it mean for the broadcast?

We will continue to broadcast, including updates on Covid-19.

What does it mean for Funding Drive?

Funding Drive will be on the back burner for the rest of this week. While we are still accepting donations and will carry on with our fundraiser until it officially wraps up on the 20th, we recognize that a more important focus has presented itself. If you will be hosting a Funding Drive show this week within the above guidelines, feel free to go ahead with the content you had planned. If, instead, you will like to shift your content to providing the public with more information regarding Covid-19, that is up to you. We will support you in whatever you choose.

What does it mean for training sessions and other volunteer opportunities?

Training sessions are suspended until further notice. Audio Production volunteers will be limited to working from home until further notice. Basement Closet Sessions and other live studio performances are also on hold.

We understand that this transition may present challenges to many of our volunteers. The staff is committed to supporting our team through whatever needs present themselves. Please be in touch if we can be of help.

What about workstudies and podcast producers?

Continuing staff will be available to upload any content or files you need to the shared google drive. We will be in touch to arrange editing lessons and support remotely. Please cancel any in-person interviews you may have scheduled and move them to phone-calls and so on (we can show you how to record those from home).

How long will CFUV be remotely programmed for?

At this time, we're unsure how long the current situation will last for, or if things will become better or worse. The staff will continue to monitor the situation and make adjustments as needed. We ask for your patience and support during these times. Help one-another, and help those at-risk in your communities and homes.