



WELCOME BACK

BRIC Media Center

COVID-19 Rules & Protocols for Community Producers & Students

All of us here at the BRIC Media Center are excited to welcome you back. We have missed working with you and look forward to seeing you in person. *Beginning Monday, September 12, 2022, the Brooklyn Free Speech TV and podcast facilities will reopen to the public in an expanded capacity as part of the official reopening of BRIC House.*

The whole community has been through an unimaginably difficult experience over the past two and a half years. We have all learned of the need to be careful for ourselves and each other.

Thank you for your passion, your dedication, your smiles, your creativity, your genius, and your unwavering commitment to supporting community-made media.

For free speech,

A handwritten signature in black ink, appearing to read "Anthony Riddle".

Anthony Riddle
Senior Vice President, BRIC Community Media

TABLE OF CONTENTS

- I. [Care & Safety](#)
- II. [Services, By Appointment Only](#)
- III. [Services, Open to All](#)
- IV. [COVID-19 Related Protocols](#)
- V. [Space Capacity Limits](#)
- VI. [Orientation & Recertification](#)
- VII. [Brooklyn Free Speech TV Programming](#)
- VIII. [Equipment Checkout & Return](#)
- IX. [BRIC Media Center Hours](#)

I. Care & Safety

We are excited to get back to work, but recognize the need to operate in new ways that will keep us safe and which will give us the greatest opportunity to remain open. The health of our community and staff will remain our number one priority. We are providing more access to the facilities in this phase of reopening. If BRIC rules change, BRIC Media Center rules will change with them. If the situation improves in the future, we will ease our protocols. *If the situation requires, we will return to previous restrictions.*

II. Services, By Appointment Only

All of the services below are available by appointment only. Any person entering BRIC House **MUST** show proof of vaccination or a negative COVID-19 test from a doctor's office (home test results will not be accepted). Upon arrival, proof of vaccination or a negative COVID-19 test **MUST** be shown to a BRIC security team member in order to gain entry to BRIC House.

- Equipment pick-up or drop-off.
- Use of TV and podcast studios for production.
- Media Lab (currently for classes only).
- Production classes.
- Program upload.
- Pre-scheduled meetings with Brooklyn Free Speech staff, including [Producer Liaison](#), [TV Programming](#), [Facilities](#), [Education](#), [Partnerships](#) or [Administration](#).
- Ticketed events.

III. Services, Open to All

- Information Services
- BRIC Media Center Tours
- BRIC Media Center Lobby
- BRIC Café
- BRIC Lobby & Stoop

Whether you want a tour, want more information about BRIC Media Education courses, or have an appointment, any person entering BRIC House **MUST** show proof of vaccination or a negative COVID-19 test from a doctor's office (home test results will not be accepted). Upon arrival, proof of vaccination or a negative COVID-19 test **MUST** be shown to a BRIC security team member in order to gain entry to BRIC House.

IV. COVID-19 Related Protocols

- In accordance with the Key to NYC mandate, proof of vaccination is now required to enter BRIC House and the BRIC Media Center. Masks must be worn at all times until further notice—with the exception of on-camera talent as described in the BRIC production protocols and/or office rules. Head to BRICartsmedia.org/safety for our full vaccination policy.
- Eating & Drinking
Masks may be removed for the consumption of food and beverages in the following designated spaces:
 - The Green Room
 - The Conference Room
 - The BRIC House Lobby Café
- All use of the facility and equipment will be preceded by an orientation to explain the facilities-use rules, and by a recertification on studio equipment. A brief recertification training is required of everyone using the studio facilities.
- A list of all crew, talent, and guests must be provided to staff and approved prior to entry.

V. Space Capacity Limits

- Posted capacity limits **MUST** be observed at all times.
- Staff has unilateral authority to enforce the limits as needed to keep everyone safe.
- A list of all crew, talent, and guests must be provided to staff and approved prior to entry.

This is a summary of the changes to our operating rules for the BRIC Media Center. We will go over them with you in more detail and answer your questions upon your return.

VI. Orientation & Recertification

After being away from the BRIC Media Center for 24 months, a facilities refresh and orientation is **mandatory** for any producer wishing to use the facilities. The refresh is to cover equipment changes, as well as to reacquaint all with the facilities. We have also had to make changes in the facilities-use rules due to the pandemic. The orientation will familiarize you with these rules.

If you have any questions about the retraining process, please email classes@BRICartsmedia.org.

Everyone must attend a session before being able to use the facilities. These mandatory sessions are for Brooklyn Free Speech community producers already certified on the equipment being discussed. If you have already taken this refresher, you do not have to take it again.

VII. Brooklyn Free Speech TV Programming

We will continue remote upload as during the pandemic. There will be one program upload station at BRIC House, available by reservation only. Any producer needing help with uploading or needing to meet with programming, will need to call ahead or email programming@BRICartsmedia.org for an appointment. Appointments will be confirmed by email.

There will be no walk-ins.

VIII. Equipment Checkout & Return

Equipment checkout is available Wednesday - Saturday. All equipment drop-offs will continue to be on Tuesday. Pick-ups and drop-offs may take place upstairs or down, depending on the number of people scheduled to be in the BRIC Media Center at any given time.

BRIC MEDIA CENTER HOURS*								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TIME
Equipment Checkout**			✓	✓	✓	✓		12PM - 8PM
Equipment Return**		✓						12PM - 8PM
Public Equipment		✓	✓	✓	✓	✓		12PM - 8PM
TV Studio A		✓	✓	✓	✓	✓		4PM - 7PM
Mini Studio		✓	✓	✓	✓	✓		12PM - 8PM
Podcast Studio		✓	✓	✓	✓	✓		12PM - 8PM
Program Office (<i>early morning</i>)	✓		✓					9AM - 5PM
Program Office (<i>late evening</i>)***		✓		✓				11AM - 7PM
BRIC Media Education	✓	✓	✓	✓				10AM - 6PM
Partnerships		✓	✓	✓				10AM - 4PM
<p>*All hours subject to change. **Available by appointment only. ***Tuesday Program office hours subject to change.</p>								

Please email questions or comments to [Producer Liaison](#) or [Facilities](#).