

## **COVID-19 guidance for recording audio/video interviews**

We are subject to all WVU, state and national guidelines on COVID-19 safety.

The WVU Health and Safety committee recommends that interviewers and interviewees wear masks at all times as these interviews are being conducted in public places, particularly when held indoors.

### **Indoor shooting**

- **CONSIDER BEFORE ALL ELSE:**
  - Can this be done virtually? If so, do so.
  - Can this be done outside? If so, do so.
- All equipment handed off to others (e.g. microphones) must be wiped down and placed in a common space to avoid crossing 6 feet of contact
- Maintain at least 6 feet of distancing between you and the subject
- Keep interviews as short as possible (consider e-mailing questions ahead of time, typing out prompts)
- Disinfectant wipes and hand sanitizer must be available when handling equipment
- Masks must be worn correctly at all times, covering nose and mouth
- Set up long before interviewee enters to the room
- Keep density as low as possible (Can one person set everything up and interview the subject, instead of a larger group?)
- Wipe down with disinfectant wipes and sanitize shared equipment to ensure a safe environment

### **Outdoor shooting**

- All equipment handed off to others (ex. microphones) must be wiped down and placed in a common space to avoid crossing 6 feet of contact
- Masks must be worn correctly at all times, covering nose and mouth
- Maintain at least 6 feet of distancing between you and the subject
- Disinfectant wipes and hand sanitizer must be available when handling equipment
- Wipe down with disinfectant wipes and sanitize shared equipment to ensure a safe environment