



## We're Reopening 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. *We will begin reopening the Brooklyn Free Speech TV and podcast production facilities on Monday, August 16, 2021.*

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

For free speech,

A handwritten signature in black ink, appearing to be "Anthony Riddle", with a small flourish at the end.

Anthony Riddle  
Senior Vice President, Community Media

### TABLE OF CONTENTS

- I. [Care & Safety](#)
- II. [Phase Two Reopening: Basic Rules](#)
- III. [COVID-19 Related Protocols](#)
- IV. [Orientation & Recertification](#)
- V. [Equipment Checkout & Return](#)
- VI. [Brooklyn Free Speech TV Programming](#)
- VII. [BRIC Media Center Hours](#)

## I. Care & Safety

The whole community has been through an unimaginably difficult experience over the past year and a half. We have all learned of the need to be careful for ourselves and of the need to be careful for each other. 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, Free Speech 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. Phase Two Reopening: Basic Rules

Attendance at BRIC will be restricted to the following purposes and must be approved in advance:

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

## III. 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](https://BRICartsmedia.org/safety) for our full vaccination policy.
- Everyone entering BRIC must fill out the BRIC Health Screening form each visit.
- Space capacity limits are posted on each room of the Community Media Center and will be observed at all times. Staff has unilateral authority to enforce the limits as needed to keep everyone safe.
- 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.

*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.*

## IV. Orientation & Recertification

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 after 18 months away. We have

also had to make changes in the facilities-use rules due to the pandemic. The orientation will familiarize you with these rules

We will send an email with the retraining schedule for the Mini Studio, Podcast Studio, and Main Studio directly to producers certified in each area. If you have any questions about the retraining process or schedule please email [classes@BRICartsmedia.org](mailto:classes@BRICartsmedia.org).

Everyone must attend a session before being able to use the facilities. These mandatory sessions are for community producers already certified on the equipment being discussed.

## V. Equipment Checkout & Return

Equipment checkout will continue to be on Thursday, and Friday. Drop-off will continue to be on Tuesday to allow for sanitation between users. This may take place upstairs or down, depending on the number of people scheduled to be in the media center at a given time.

## VI. Brooklyn Free Speech TV Programming

We will continue remote upload as during the pandemic. There will be one program upload station, available by reservation only. Any producer needing help with uploading or needing to meet with program staff, will need to call ahead or email [programming@BRICartsmedia.org](mailto:programming@BRICartsmedia.org) for an appointment.

Appointments will be confirmed by email.

*There will be no walk-ins.*

BRIC MEDIA CENTER HOURS*								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TIME
Equipment Checkout**				✓	✓			-- - --
Equipment Return**		✓						-- - --
Public Equipment		✓		✓	✓	✓		12PM - 8PM
TV Studio A	✓	✓		✓	✓	✓		12PM - 8PM
Podcast Studio				✓	✓	✓		12PM - 8PM
Program Office ( <i>early morning</i> )	✓		✓					9AM - 5PM
Program Office ( <i>late evening</i> )***		✓			✓			11AM - 7PM
<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](#).**