

## Email from CJTR to Volunteers

Dear CJTR volunteers,

It's likely you've recently heard news about the coronavirus (COVID-19) situation here in Canada & across the globe. We wanted to write to check-in and provide you with an update about what this means to CJTR volunteers. The health of our volunteers and community is of top priority. We are taking precautions to lessen the Canadian public health risk associated with COVID-19.

At the moment we are continuing to broadcast, but with stricter health restrictions, because we know that in situations like this, radio is very valuable.

With the health concerns we currently face, we would ask all of our volunteers to take the following measures:

- DO NOT come into the station if you or your families are feeling ill in any capacity.
- If you have been travelling we ask that you follow government advisories to self-isolate for two weeks and to not come into the station.
- We do not recommend in-studio guests at this time. If you are familiar with phone interview procedures you can use that option or we can replay older interviews and older shows. You are also welcome to get creative with your format – contact Amber if you have any questions or want to bounce ideas around! If you can pre-record shows remotely, please do so and send them to [production@cjtr.ca](mailto:production@cjtr.ca) and [agoodwyn@cjtr.ca](mailto:agoodwyn@cjtr.ca) at least 48 hours in advance of your broadcast time either via WeTransfer or a DropBox link.
- The office doors will remain closed at all times, so please familiarize yourself with the door codes.
- Limit or eliminate Handshakes; maintain social distance.
- Wash Hands before and after your show with either soap and water or an alcohol-based hand sanitizer.
- Wipe down the studio with provided Lysol wipes at the end of your show (microphone, computer mouse, door knobs and buttons - please leave this bottle in studio). Staff are also disinfecting the studio and shared spaces daily.
- When coughing or sneezing, do so into your elbow.
- Please also refrain from making joking comments or making light of the situation on air or within our community.
- Please refrain from giving advice on-air that is not in line with the health authorities. It is more important than ever to give accurate information and to not alarm the public unnecessarily.
- Please email Amber at [agoodwyn@cjtr.ca](mailto:agoodwyn@cjtr.ca) if you are unable to make it to your program.

We will continue to keep you up to date with any related changes at CJTR. We encourage volunteers to learn more using the information available through Government of Canada Public Health Services.