

Public Facility Safety Policies

As a public center we care deeply about providing a safe space for our community and staff. We have implemented new guidelines to support health safety protocols for everyone utilizing Open Signal's facility. **Effective 02/01/2022 until further notice:**

Public Days: CLOSED

Studio Use: By appointment only, studio capacity is limited*

Field Equipment Use: Curbside pickup, by appointment only

Program Ingest: By appointment only

Face Masks: Required** indoors for ages 5+

Building Capacity: 12 (including public and staff)

Health Requirements: Must not be experiencing cold symptoms, anyone with a temperature over 99.9 degrees fahrenheit will be sent home

Exposure Requirements: If recently exposed to someone assumed to be positive for COVID-19, a negative test result at least 7 days after exposure is required

***Masks may be removed while eating or drinking and while on camera if the person on camera is able to provide proof of full COVID-19 vaccination status.*

The health and safety of our producers and staff is our highest priority. Studio and building use is subject to change according to COVID-19 safety protocols and state recommendations.

Contact Tracing

Anyone entering the building will be asked to sign-in by a staff member before entering the facility. During the sign-in process you will be asked to provide:

- Your name
- Phone Number (or email if you do not have a phone number)

You will also be asked to sign-out upon your departure from the building. This information is collected for contact tracing purposes. Your personal information will be securely stored and not shared.

Reporting Exposure

It is in the best interest of the safety of our community to immediately report any potential exposure to COVID-19 or onset of COVID-like symptoms within 14 days of visiting Open Signal. To report exposure, reach out to hr@opensignalpdx.org. We will not provide the identity of exposed individuals unless authorized to do so by the individual.

Additional Information

Equipment Checkouts

Appointments are set for 30-minute time blocks by calling the front desk at (503) 288-1515.

For curbside pickup: Come to the front door at your scheduled pickup time and ring the doorbell. Wait outside the front room door while staff load a cart with your equipment. Staff will provide you with a copy of the checkout agreement.

For curbside drop off: Come to the front door at your scheduled drop off time and ring the doorbell. A staff member will meet you at the front door to provide you with a sanitized cart for you to load your gear for your return.

Studio Use

Appointments are set by contacting the front desk via phone (503) 288-1515. Due to staff limitations, all members of the crew are required to arrive at the same time. You won't be let into the studio until all members of your party arrive.

Studio Capacities

*Studio capacities are limited for the safety of staff and public. Below are the current studio capacity limits:

Studio A: 6 people **Control Rm A:** 3 people

Studio B: 3 people **Control Rm B:** 2 people

Studio Physical Distancing Requirements

1. Only crew and guests working with the scheduled studio show are allowed in the Studio.
2. Production crews and talent must work with studio staff to maintain physical distancing of no less than six feet whenever possible.
3. Physical contact with others, such as handshakes, hugs, etc. should be avoided.