

# Equipment Exchange Guide

This guide details the temporary procedures for collecting and returning equipment during the return to Futureworks, detailing new measures implemented to safeguard our students and staff from the COVID-19 virus at both our Riverside and Media City sites.

Whilst these measures affect how technical support may be carried out, please remember that we are still here for you, despite these new procedures and social distancing steps.

Exchanges with staff members may take a little longer than you would have previously been used to, so we ask for your patience and cooperation with these policies.

## Futureworks Riverside

### Prior to your arrival

- Download a digital copy of Riverside's equipment resource form. This can be found under the Facilities tab via the Student Information page on your VLE, along with all other guidance. (<https://my.futureworks.ac.uk/course/view.php?id=517#section-4>).
  - We will not be providing physical resource forms at Facilities Reception, instead a QR code will be provided that will link to the VLE document.
- Before your arrival, use the digital resource form to compile a list of all equipment you will need, including potential alternative items, should anything not be available.
- Ask yourself if there are any items you or your guest could bring yourselves. This may include guitars, amps, instrument jacks, and drums (and accompanying hardware/breakables). We *highly* recommend using personal pop shields. These items will still be available from Facilities Reception.

### What to do when you arrive

- All equipment, **facility bookings and access cards** are now all to be exchanged and managed at Facilities Reception (Floor 5).
  - If necessary, bookings can be created/amended at Facilities Reception, though we ask that you manage your own bookings online and call/email for assistance where needed.
- When you are ready to book equipment, we ask that you use your personal phone to call our roaming studio phone to seek attention or book out equipment. The roaming studio phone external number is: **0161 214 4607**. (This will be visible at Facilities Reception.)
  - The usual handset will still be present in case of emergencies, which will be cleaned between uses, but we would like to limit public contact with this phone where possible.
  - Please avoid gathering outside of the Storeroom as this will no longer be an appropriate waiting area.
- Main Reception is still available for questions and concerns, though they will now be managing traffic of our entrance way, preventing gatherings as well as managing the day to day operation of Futureworks.

### **How gear will be collected**

As mentioned, studio response times may be a little longer than usual, so we again ask for your patience. This will be a good opportunity, however, to ensure you have a plan for what equipment you need for your session.

- All equipment will be exchanged via the Equipment Exchange Desk outside of the Facilities Reception.
  - Please wait in the marked area until given verbal confirmation from the member of staff that your equipment is ready to collect from the desk.
- For equipment retrieval, marked areas will be provided for you to wait in.
  - Physical resource forms will not be used. Instead, a member of staff will write down and verbally confirm what equipment you have requested.
- Only 1 trolley will be available for moving equipment. This is to be returned to the marked area as soon as equipment has been unloaded.
- Off-site equipment will be managed with stricter rules. Between bookings, a minimum cool down period of 48-hours will be applied.
  - Off-site equipment is taken out of our controllable area and are often in use near the mouth and attached to clothing. The cool down will allow some natural decay of microbes before manual cleaning.

### **How gear will be returned**

- When ready to return used equipment, please call us from the studio you are in before leaving. This allows time to get to the exchange table with the appropriate PPE in place.
  - For off-site equipment, please call before entering the building. These measures allow us to make any further distancing requirements at Facilities Reception.
- The Equipment Exchange Desk will be used for gear returns.

***Important:*** *If you feel symptoms of COVID-19 whilst in possession of off-site equipment, please **do not** try to return the gear to us until your symptoms have either subsided or you are considered able to go outside into public, as per the government's advice (<https://www.gov.uk/coronavirus>).*

### **How gear will be cleaned**

We will be cleaning all equipment before it leaves the Store Room and when it is returned after every booking, to make the equipment safe for each use. This is also the case with studio environments and any in-house drum hardware in the live rooms.

All microphones will be wiped down with 90% Isopropyl Alcohol as part of an enhanced cleaning regime. We may ask when exchanging gear that you make us aware if you intend to use any microphones for vocal use. This will help us determine which microphone(s) require a deeper clean. Similarly, we will be distributing disposable pop shields which will be preassembled before use and disposed of by whomever is singing in one of our PPE disposal bins.

All other equipment will be thoroughly cleaned using disinfectant spray/wipes and hot soapy water, where applicable. As mentioned above, for potential high-risk items, primarily off-site equipment, we will be implementing 'cool-down' periods of up to 48 hours. This will allow any microbes to start decaying naturally before we disinfect the item(s) ourselves, reinforcing the effectiveness of our cleaning.

# Futureworks Media City

## Prior to your arrival

- Download a digital copy of Media City's equipment resource form. This can be found under the Facilities tab via the Student Information page on your VLE (<https://my.futureworks.ac.uk/course/view.php?id=517#section-4>).
  - We will not be providing physical resource forms at the cage, instead a QR code will be provided that will link to the VLE document.
- Before your arrival, use the digital resource form to compile a list of equipment you will need, including potential alternative items.

## What to do when you arrive

Generally, the method in which equipment is exchanged hasn't changed. Facilities Staff are still the points of contact for equipment exchange, which will still be carried out at the cage.

- When ready to collect equipment, wait by the cage in the marked area for the Out-Desk (see below) and call the Media City phone to request equipment. (The contact number will be clearly visible by the cage.)
- Equipment exchange times might be slightly longer than usual. Please use any delays to your advantage by revising your equipment list and amending it if necessary.
  - If returning equipment, this will be a good opportunity to prepare the equipment for inspection if there is space.

## How gear will be exchanged

- As with Riverside, Equipment Exchange Desks will be dedicated for the safe collection and return of equipment.
- At Media City, there will be an "In-Desk" and an "Out-Desk".
  - For equipment collections, please wait in the marked area by the Out-Desk. After given verbal confirmation by staff, you may collect your equipment.
  - For equipment returns, please wait in the marked area by the In-Desk. Staff will give you verbal confirmation when you can approach the desk.
- A no-entry area has been extended around the cage. This ensures that equipment can be moved in and out of the cage safely, following social distancing guidelines.
- Please return all equipment at *least* 30 minutes before the end time of your booking.
- Upon arrival, wait in the marked area by the In-Desk and call the Media City phone.
  - From on-site work with any bulb-based lights, please leave these left up in a tidy manner by the In-Desk to allow them to cool.
- Leave any used props on the set and grouped together. **Do not put them back into the prop area.** Use your own props where possible.
- Wearable costumes or garments will not be provided. Please bring your own.
  - The mo-cap suit will still be available however, which will be cleaned between uses.

***Important:*** *If you feel symptoms of COVID-19 whilst in possession of off-site equipment, please do not try to return the gear to us until your symptoms have either subsided or you are considered able to go outside into public, as per the government's advice (<https://www.gov.uk/coronavirus>).*

### **How gear will be cleaned**

We will be cleaning all equipment before it first leaves the cage and every time it is returned to the cage, ensuring you receive equipment safe for use. This is also the case with hotspots on the set and with props. As mentioned above, we ask that you leave any used props on-set and grouped together to help us clean things efficiently between use.

All sensitive equipment, such as cameras and lenses, will be wiped down with 90% Isopropyl Alcohol. We are using this over a disinfectant as it evaporates quickly and does not contain corrosive compounds which would cause blemishes and dry into a powder, while still effectively killing microbes.

All other equipment will be thoroughly cleaned using disinfectant spray/wipes and hot soapy water, where applicable.

As mentioned above, for potential high-risk items, primarily off-site equipment, we will be implementing 'cool-down' periods of up to 48 hours. This will allow any microbes to start decaying naturally before we disinfect the item(s) ourselves, reinforcing the effectiveness of our cleaning.

As mentioned above, the Mo-cap suits will still be available however after each use they will be made inactive for a period of 48 hours to allow time for cleaning and drying. These will be hand washed on-site and left to air dry.