

IMPORTANT UPDATE REGARDING COVID-19



WRUW - FM 91.1 CLEVELAND

PHASE 7 PROGRAMMER'S MANUAL

Updated: 4/1/2023

**PHASE 7 EFFECTIVE
STARTING APRIL 1st,
2023**

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Section 1: Programmers Agreement

Programmers must:

1. Stay home if they feel any symptoms.
2. Clean all surfaces listed in Section 3c after use.
3. If they have tested positive for COVID-19, immediately cease coming into the station until symptoms have ended and tests are negative.
4. Read this manual in its entirety before returning to the station.

Programmers are encouraged to:

1. Wash their hands (with soap and water, for at least 20 seconds) upon entering and before exiting the station.
2. Provide their own headphones (all studio headphones will be locked in the office).
3. Arrive with their own pen to fill out the programming log (meter readings will continue to be done remotely).
4. Come to the station 20-30 minutes early to give enough time to sanitize and get settled in before their show.
5. Avoid touching their face when operating station equipment.
6. Wear masks around others, but this is not required.
7. Store their microphone cover in the paper bag it came in when they're not using it to avoid letting it touch their other belongings between shows.
8. Dress appropriately! Remember it's chilly in the studio!

WRUW will provide:

1. Microphone covers for each programmer. Programmers are expected to bring their microphone covers for each show they have in-studio. Additional microphone covers are available in Studio A, if needed.
2. Extra pens for if a programmer forgets to bring their own.
3. Cleaning solutions for equipment.
4. Oversized air purifiers in studios A, B and C.

Section 2: Phase 7 Description (Effective April 1st, 2023)

1. Phase 7 will start on April 1st, 2023.
2. Programmers must follow all general guidelines listed under the "programmers must" list in Section 1.
3. Masks are optional.
4. In-studio shows will alternate between studios B and C. If the next programmer in either studio comes in to prepare for their show, the programmer whose show has ended must leave.

5. The physical library is open. Please do not attempt to disinfect vinyl that you use. If it makes you feel more comfortable, you may use disinfectant wipes on CD jewel cases, however you are not required to do so before filing it back in the library.
6. There will be no PSA folder. Programmers will be expected to play recorded PSAs exclusively.
7. There will be no new music clipboard in the air studio. These spreadsheets can be found digitally in emails from Wade.
8. There will be no request printer; requests will come in on the desktop of the computer.
9. During this phase, if someone is sick/can't come in for their show, they must follow the directions in Section 4 on getting a sub or doing a remote show.
10. Guests are permitted in the station, but must wear a mask if they cannot provide proof of vaccination.

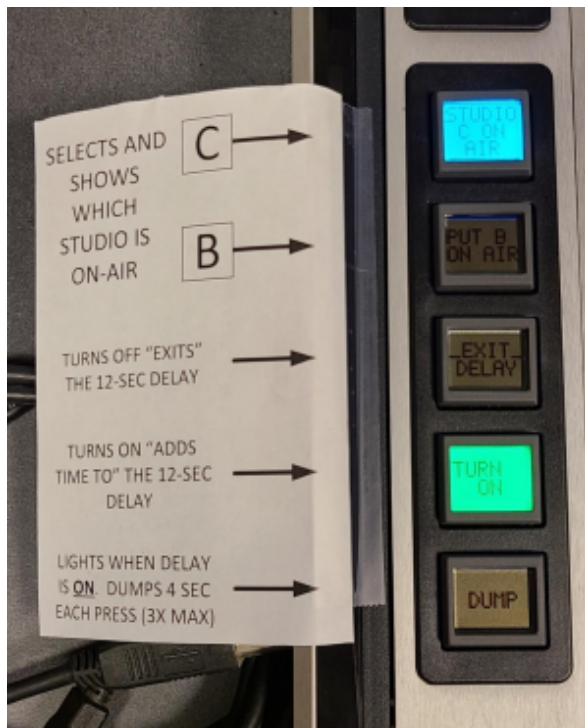
Section 3: Instructions

3a: Starting automation, stopping automation

Automation will run through the last fader on the mixing board - titled "Robot." Just fade it down and turn it off when you start your show (automation → in-person), and turn it on and fade it up when you end (in-person → automation)!

3b: Alternating Studios

On the Axia mixing console in both studios are buttons to control the switchover between studios. The buttons are located to the left of the Mic 1 slider:



The top button in the group puts Studio C on the air and lights up when Studio C is on the air. The second button down (right underneath the previous button) puts Studio B on the air and lights up when Studio B is on the air.

To switch which studio is on-air, simply press the appropriate button for the studio from which you are broadcasting.

Preferred Method to Switch Studios:

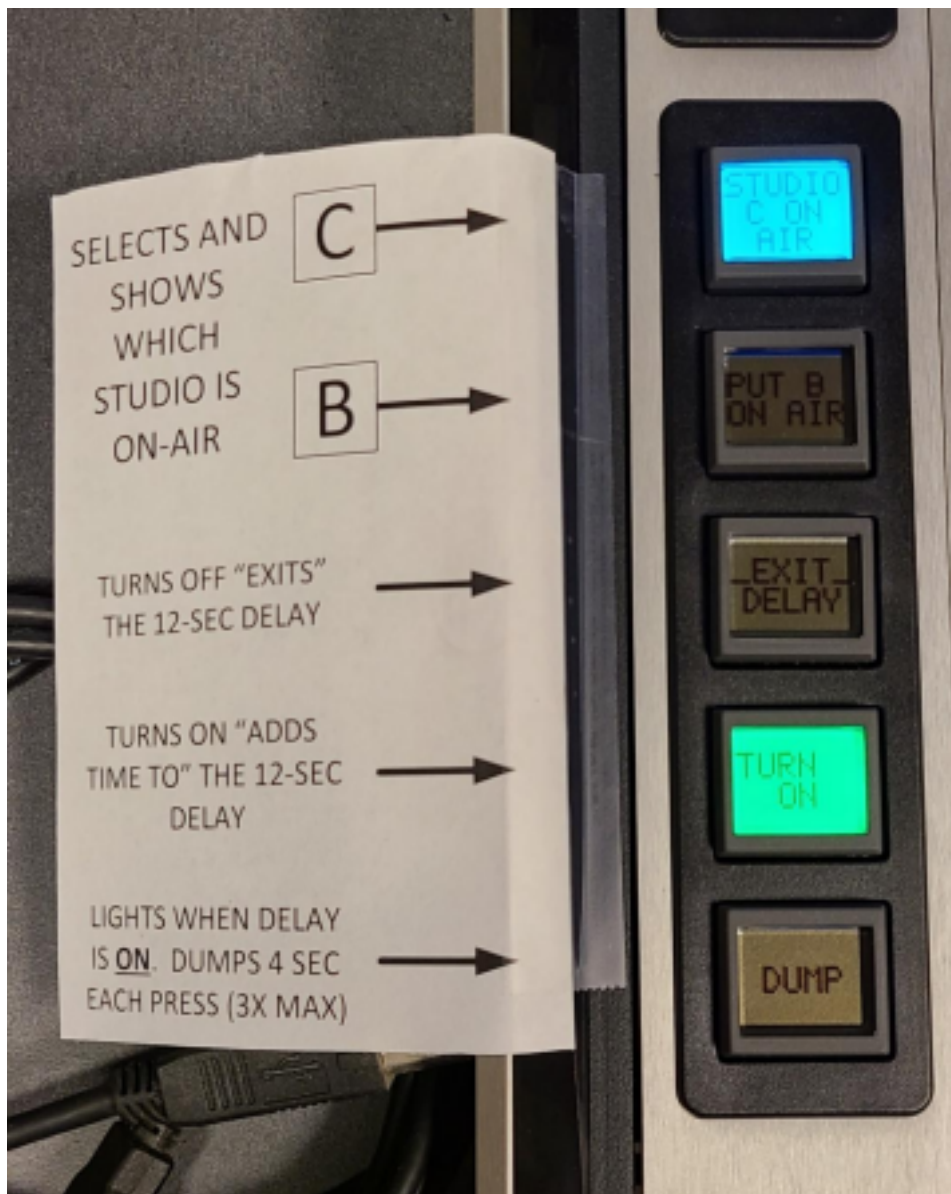
1. Make sure you are listening to the Program 1 channel in your studio, NOT External 1 (the air signal).



2. Channel 15 on each mixing board is the audio output of the opposite studio. A few minutes before your show is scheduled to begin, press the ON button for channel 15 in your studio, and fade up the volume to between the "0" and "-10" mark.



3. On the left side of the mixing board, press the appropriate 'studio switchover' button for the studio from what you are broadcasting.



NOTE: After you press the appropriate button, your studio is now on the air, playing the audio from the opposite studio through Channel 15.

4. At the start time for your show, begin your show as normal (start playing music or talking).
5. Remember to fade down channel 15 (the opposite studio), and press the OFF button for that channel.

Backup Method to Switch Studios:

The “studio switchover” buttons on the mixing boards are run from the Tech Room computer. If, for some reason, the switchover buttons stop working, the person in Studio C can do the switchover instead.

At the very top of the transmitter rack in the air studio is the switchbox that transfers control as to which studio is on the air. It's a small piece of equipment on the right side of the top-most rack space.



The equipment is clearly labeled Studio Switcher. An alternate way to switch between studios is the person in Studio C can press the button to put the appropriate studio on the air.



Overall when you switch studios, it should be completely transparent and unnoticed by the listener.

3c: Cleaning

If you notice any cleaning supplies are running low, immediately email the General Manager, Vince Hoppel (vth9@case.edu). Don't wait for someone else to do it!

Surface	Cleaning Method
Your hands <i><u>Responsibility of programmer upon entering and leaving station</u></i>	Use soap and water for at least 20 seconds
Door handles <i><u>Responsibility of programmer upon leaving station</u></i>	Use disinfectant wipes
Microphone Hardware <i><u>Responsibility of programmer upon leaving station</u></i>	Use disinfectant wipes
Keyboard <i><u>Responsibility of programmer upon leaving station</u></i>	Use disinfectant wipes

<p>Mouse</p> <p><i>Responsibility of programmer upon <u>leaving station</u></i></p>	<p>Use disinfectant wipes</p>
<p>Flat surfaces (table, stool, etc.)</p> <p><i>Responsibility of programmer upon <u>leaving station</u></i></p>	<p>Use disinfectant wipes</p>
<p>Mixing board</p> <p><i>Responsibility of programmer upon <u>leaving station</u></i></p>	<p>Use <i>Isopropyl Alcohol</i> - 70% *</p>
<p>Phone</p> <p><i>Responsibility of programmer upon <u>leaving station</u></i></p>	<p>Use <i>Isopropyl Alcohol</i> - 70% *</p>
<p>CD player</p> <p><i>Responsibility of programmer upon <u>leaving station</u></i></p>	<p>Use <i>Isopropyl Alcohol</i> - 70% *</p>
<p>Turntable</p> <p><i>Responsibility of programmer upon <u>leaving station</u></i></p>	<p>Use disinfectant wipe on the cover and <i>Isopropyl Alcohol</i> - 70% * sprayed on a soft rag on the buttons.</p>
<p>CD Jewel Cases</p> <p><i><u>Optional</u></i></p>	<p>Use disinfectant wipes</p>
<p>Other surfaces you might come in contact with but are not “high contact” areas (ie: red telephone, side of monitor when plugging in a jumpdrive, etc.). DO NOT</p>	<p>Use <i>Isopropyl Alcohol</i> - 70% *</p>

<p>TRY TO DISINFECT VINYL RECORDS.</p> <p><i>Responsibility of programmer upon leaving station/studio</i></p>	
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*How to clean with the Isopropyl Alcohol:

1. Locate the spray bottle labeled Isopropyl Alcohol - 70% and spray some on a soft rag (all cleaning materials are located in a labeled box in the air studio).
2. DO NOT spray cleaner directly on the technology.
3. When spraying the cleaner on the rag, point the spray bottle away from the technology in the room.
4. Use enough where all the buttons, faders, etc. are covered, but you need to be careful not to use too much where it might seep into the unit.
5. DO NOT use other disinfectants on the phone or mixing board.
6. When finished with the rag, place it in the dirty rags bin.

3d: Filling out the Programmer's Log

First, recall that the Transmitter Log (the one with the meter readings) is no longer your responsibility, but you are still expected to fill out the Programmer's Log (the one with promos, PSAs, Legal IDs and Lake Park Tower)!

Your responsibilities for filling out the Programmer's Log are:

1. Only interact with the programming log in your studio
2. Start a new sheet after 2AM
3. Remember to log Lake Park Tower announcements when you do them! Many in-person shows are responsible for doing Lake Park Tower announcements during their show, so don't forget!

Section 4: FAQs (Frequently Asked Questions)

● I can't come in for my show. How do I go about getting a sub?

Here's step-by-step instructions:

- Ask the person with an in-person show before or after you first.
- If they can't, ask your friends (who are currently programmers).
- If they can't, ask the general list. Before making plans with anyone, make sure the person who volunteered to sub for you is currently a programmer (i.e. has a microphone cover, is familiar with the COVID manual and has active card access).
- Alternatively, you always have the option to record a remote show or make a playlist (See Part II on remote programming for more instruction). Just make sure if

your show is immediately after another in-person show, you tell the person before you to start the robot instead of waiting for you!

- In extremely last-minute situations, if you cannot get anyone to sub your show or create a remote show, you can just not show up and automation will play through your time slot. If your show is immediately after another in-person show, make sure to tell the person before you to start automation instead of waiting for you! This option is not encouraged and should be a last resort.

- **Where do I find...**

- My microphone cover (first time coming to the station)?
 - In Studio A, in a small cardboard box with your name on it.
- Cleaning Supplies?
 - In the corner of the studio (B or C) in a box labeled "COVID cleaning supplies for programmers." If supplies in your studio have run out, check the other studio to borrow some, and immediately contact the general manager so they can replenish the supply.
- The new music list?
 - Wade Tolleson (wtolleson2@earthlink.net) sends out emails with new music arrivals to the WRUW-general mailing list.
- The PSA folder?
 - There is no PSA folder in the studio anymore, you will need to play PSAs from wavecart.
- The transmitter log?
 - There is no transmitter log in the studio anymore. You are no longer responsible for filing the transmitter log, since we will continue to do this remotely for the time being.
- The request printer?
 - There is no request printer in the studio anymore. Online requests will appear on the computer screen as they come in.
- Headphones?
 - You are expected to bring your own headphones. However, extras can be found near the CD players in Studios B and C.

- **What happens if I get COVID?**

If you test positive for COVID-19, you must cease coming into the station until you no longer have symptoms and test negative. We also ask that you contact any programmers you may have come in contact with in the time leading up to the positive test. This allows those programmers to know that they may have been exposed, and they can choose their next steps accordingly.

- **What happens to the station when someone gets COVID?**

If a WRUW staff member tests positive for COVID-19, the station will continue its operations, with the person who originally tested positive staying home until they have fully

recovered.

- **What happens if I don't follow the rules?**

We'd like to believe that all programmers will be doing their best to keep those in the community and their homes safe. However, if it comes to our attention that a WRUW programmer is acting recklessly, ultimately putting others at risk, there will be punitive measures taken that will be addressed on a case-by-case basis.

More questions?

- Programming related: email Vani Subramony - vas63@case.edu
- Automation/software related: email Isaac Nicholas - ids2@case.edu
- Tech-related: email David Caban - david@cabanonline.com
- Access-related: email Sophia Kafiti - slk112@case.edu
- General questions: email Vince Hoppel - vth9@case.edu

Quick References

a: Packing Checklist

Did I bring...

- ☐ My key-card for station access?
- ☐ My microphone cover?
- ☐ My mask?
- ☐ My headphones?
- ☐ A pen?
- ☐ Music from home that I want to play?

b: Cleaning Checklist

Did I clean...

- ☐ My hands?
- ☐ The door handles?
- ☐ The keyboard?
- ☐ The computer mouse?
- ☐ The mixing board?
- ☐ The phone?
- ☐ The CD player?
- ☐ The turntable?
- ☐ The microphone hardware?
- ☐ Flat surfaces like the table, stool or clipboard?
- ☐ Other surfaces I touched (ie: red telephone, side of monitor when plugging in a jumpdrive, etc.)?

c: What's prohibited again?

- ☐ Not respecting cleaning protocols

PART II: Remote Programming

Section 1: Making Playlists

One way to do your show remotely is to create a weekly playlist at jukebox.wruw.org. The Robot will play your tracks in order, display them on wruw.org "Now Playing" and then place it on your wruw.org show playlist for that day after your show. The Robot will also play Legal IDs, promos, PSAs and Safe Harbors as needed for you.

If you do nothing to make a playlist, the Robot will play random music from a giant playlist during your show time. The playlist will be automatically generated and placed on your wruw.org show playlist for that day, after your show airs. NOTE: letting the robot make your playlist for you may not look so good on your future show applications.

JUKEBOX MODE: You put in quarters, the jukebox plays them in order.

How to make a playlist using the digital library:

1. Go to <https://jukebox.wruw.org/> (The username and password to access this page is "wruwclient" and "wruw@cwru911" respectively)
 - a. Type in your email, username (this can be left blank and your email becomes your username), and your desired password.
2. Click on Playlists. Scroll all the way down and click "Create new playlist".
3. Click EDIT and rename your playlist something like "My Show 20-09-18" so you'll remember what day this playlist is for.
4. Click SAVE to go back to the playlist view. DO NOT click the "Make This Playlist Visible To Others" box. Note below your playlist name it shows "0 songs - 0:00". Keep checking this as you add songs; it should display how many songs you've added and how long your show is.
5. Search for songs! When you find one you like, click its checkbox then scroll down to "Selected songs..." Click on the triangle and choose "Add to playlist". A box will pop up "Playlist updated". Rinse and repeat until you get to "x songs - 0:57:00" or thereabouts (gotta leave room for the announcements every hour).
6. Finalize your playlist. Click Playlists and find yours. You can rearrange songs by click-dragging them up and down or click the big X to delete it.
7. Click EXPORT and save it somewhere you can find it.
8. Upload your playlist file. Go to wruw.org/submitshow and fill out all fields. Click "PLAYLIST" then "BROWSE" and find the file you just saved, then click SUBMIT.

MAXIMUM JUKEBOX MODE: You put in lotsa quarters, you'll hear it soon.

How to make a HUGE playlist using the digital library:

1. You can add tunes to your playlist from The Jukebox ad nauseam, as big as you want. It's all of the above except for steps 6, 7 and 8. The Robot will play songs from your custom playlist randomly during your scheduled show's timeslot and take care of all the housekeeping too. See directions above on how to submit your playlist to be broadcasted.

Section 2: Submitting Show Recordings

“LIVE” FROM ... SOMEWHERE!: Create a new “live” show every week (preferred)

1. Choose your music and download it.
2. Record what you would like to say.
3. Find Legal IDs, promos, PSAs, and Safe Harbors [here](#) (as many you need for the length of your show).
4. Combine all of these audio files into one using a program such as Audacity.
5. Upload your finished 256k mp3 file. Go to wruw.org/submitshow and fill out everything, then click "RECORDING" then "BROWSE" and find the file for your show's mp3, then click SUBMIT.
6. Submit your playlist via Spintron. See [Self-Publish Spintron Instructions](#).

ENCORE BROADCAST I: Submit an EDITED old show of yours

1. Check the beginning and end of the old show and edit them out (remember you'll have to leave 2-3 minutes for Robot Announcements)
2. Listen for promos and such, leave the good ones and edit out the out-of-date ones like ticket giveaways, remote broadcast promos and the like.
3. IMPORTANT: Record "This is an encore rebroadcast of..." and drop it in at least once an hour. [This is an FCC legal requirement because it's a pre-recorded show](#). See Cash if you have questions. Make one for each show or a generic one to use all the time.
4. Upload your finished 256k mp3 file. Go to wruw.org/submitshow and fill out everything, then click "RECORDING" then "BROWSE" and find the file for your show's mp3, then click SUBMIT.
5. Submit your playlist via Spintron. See [Self-Publish Spintron Instructions](#).

ENCORE BROADCAST II: Submit an UNEDITED old show of yours

This is not a good idea because:

- A. It's missing the pre-recorded show announcement
- B. It probably contains out-of-date material (concert promos, ticket giveaways, old promos, etc.)
- C. If it was pulled down from the old WRUW archive it will be 5-10 minutes too long, which means it will be cut off at the top of the hour for the next show to start on time.

IMPORTANT: If you choose to do this anyway, you MUST record "This is an encore rebroadcast

of..." and drop it in at least once an hour. This is an FCC legal requirement because it's a pre-recorded show. See Cash if you have questions. Make one for each show or a generic one to use all the time.