**Rattler Newsroom Safety Guidelines**

To be followed at all times in the newsroom—

1. A maximum of four staff members permitted in the office at any given time.
2. Face masks must be appropriately worn inside (nose and mouth covered).
3. Six feet social distancing.
4. Each staff member is responsible for wiping down their stations before and after use.
5. Only Rattler newspaper staff is allowed in the newsroom.
6. Use of media equipment must be discussed with EIC or ME and disinfected before and after use.
7. Limit personal belongings brought into the newsroom to essentials only.
8. Personal belongings such as backpacks and book bags must be placed under desk or floor.
9. Food and beverages are not allowed
10. Staff is required to take a 5-10-minute break every hour that they are in the newsroom.
11. If you are not feeling well, do not come to the newsroom.
12. University protocol for COVID-19 must be followed.

Questions about newsroom safety guidelines can be directed to EIC and ME.

**This is our workspace, so let’s make sure to be holding ourselves and each other accountable in keeping it safe and clean!**