



MIT Video Productions COVID-19 Operating Procedures

We are here to help support the running of the Institute's mission to education.

All our operating procedures follow and are updated per Institute Guidelines: covid19.mit.edu

We continue to support recordings that take place in classrooms and large lecture halls where there is the ability to have separation between our team members and others on site.

We have added new streaming technologies to our service offering, enabling you to continue your work remotely in a socially distanced and virtualized world. These new service offerings facilitate conferences, town halls, and other event-based activities for our community in support of the Institute and its partners.

We continue to support post-production, editing, and captioning projects.

Recordings in Studio 24-042 are suspended until further notice.

Safety Measures

Production team members have been assigned equipment to avoid sharing. In the rare event when sharing is necessary, we follow a strict protocol of disinfecting all touched equipment surfaces (including microphones, knobs, cables, media, cart handles) and setting it aside for 72 hours before new use. Production team members wear face coverings and gloves.

Tech-enabled rooms (10-250, 32-123, 9-151, 34-101, and 6-120) are operated with single video technicians who are assigned to one room only.

Post production editors work on projects either remotely or in dedicated single-person editing suites at NE48-308.

We have introduced a contactless system of transferring production media (recorded video) to the post-production work platforms.

Following standard guidelines including frequent hand washing.