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## COVID-19 Safety Practices in the Newspaper Industry

Newspapers and other news organizations throughout the U.S. are taking precautions to help prevent the spread of COVID-19 while continuing to provide timely and accurate information to their readers. While many employees can work remotely, some newspaper staff must utilize records or equipment that are only accessible in an office.

The Centers for Disease Control and the state of Nevada have issued general social distancing guidelines that newspapers may want to reference to insure they are taking every step to mitigate the risk of transmission posed by COVID-19. In addition, NPA has compiled below a list of ways in which newspapers around the country are working to keep staff, contract workers and readers as safe as possible during this public health crisis.

### Newsgathering and General Office Practices

Many or most staff work remotely, communicating via teleconferencing software. Office buildings are closed to the public, including customers and visitors. Reporters conduct interviews by email or phone whenever possible. Photos are taken outdoors at a safe distance. Photojournalists are provided with antiseptic wipes to frequently sanitize their equipment.

Offices are stocked with hand sanitizer and antiseptic wipes, and office walls feature posters highlighting proper social distancing guidelines and other risk mitigation strategies. Staff are provided with gloves and masks where supplies allow. Work stations are relocated within office buildings to maximize the physical distance between employees. Employees frequently sanitize equipment, mobile devices, doorknobs, backs of chairs, and other high-touch surfaces.

### Printing and Distribution

Frequent cleaning of printing/distribution areas, including sanitary wipe-down of surfaces during high-use periods, as well as complete scrub-downs at intervals. CDC safety guidelines and materials are distributed to staff and contractors. Newspaper delivery personnel are required to wear disposable gloves or rubber gloves that are regularly sanitized.

Loading-dock pickup times for delivery personnel are staggered to enhance social distancing. Loading areas are moved outdoors. Bundles of newspapers to be sold at stores are bagged and left outside the store, with a bag for returned newspapers, which can also be left outside.