
SVG[®] COVID-19

SPORTS PRODUCTION

OPERATIONS GUIDE

INTRODUCTION

Welcome to the SVG COVID-19 Sports Production Operations Guide. In early April, SVG held a series of meetings with industry leaders to discuss the return of sports production during the coronavirus pandemic. This guide is a result of those conversations. It is designed to provide guidance for those who may have questions about how to approach some of the challenges that our industry is facing, given the requirements for safety protocols, social distancing, and more. Please note that this guide is simply a starting point for your own organization's internal discussions, as we are well aware that the wide range of sport productions cannot be served by one document. In addition, please stay tuned for additional sections to be added in the coming weeks.

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PART 8: AUDIO

This section deals with handling and cleaning microphones and audio equipment, such as radios, and how to mike up talent safely.

8.1 General Recommendations

- Crew must wear masks and gloves, including work gloves while handling equipment.
- DO NOT use any disinfectant sprays directly on the equipment; it could cause irreparable damage.
- Always use safe, approved disposable wipes on equipment. Wipes are usually 70% isopropyl alcohol (IPA); higher concentrations are no more effective. IPA is a great disinfectant: it kills bacteria, fungi, and viruses. It also dissolves oils and grease buildup and dries fast without leaving residue.
- The important detail is to sanitize hands after touching an item that may have come into contact with contamination. Common items — cellphones, pens, notepads, glasses, keys — are often the source of contamination, being used often and usually without hand-sanitizing.
- Although these procedures may be helpful, the results are only as good as the measures that people follow faithfully.

8.2 What is the best way to mike talent when social distancing is a concern?

Crew members must wear masks, sanitary gloves, and safety glasses or face shield when working with talent, and they should gloves and wash their hands before and after working with each of the talent.

If medical gloves are running low or not available (which may need to be considered if medical glove supplies are critically low and demand is high) then use medical gloves beyond the manufacturer-designated shelf life in a setting where there is a lower risk of transmission, if feasible (for example, non-surgical, non-sterile people with no known COVID-19 diagnosis). The user should visibly inspect the gloves prior to use and, if there are concerns (for example, discolored or visible tears or holes), discard the gloves.

Extend the use of medical gloves by not changing the gloves between people with no known infectious diseases. Gloved hands should be cleaned between patients and at other times when hand hygiene would normally be performed during routine patient care. Alcohol-based hand sanitizers may degrade vinyl gloves. If a glove becomes damaged (for example, discolored, deteriorated, visible tears or holes), contaminated (for example, body fluids) or no longer provides a liquid barrier, replace it.

Consider using non-medical gloves such as those used for food service, embalming, cleaning, or other industrial-grade gloves that most closely align with the ASTM standards for medical gloves as outlined in the FDA's Medical Glove Guidance Manual.

Be aware that counterfeit medical and non-medical gloves may be on the market, especially during this time of increased demand.

Reusable masks, face shields, safety glasses, and containers should be disinfected and placed in a sealed, sanitary storage case until next use.

Used gloves should be safely discarded at the end of the shoot, and hands should be washed before and after disinfecting equipment.

8.3 Can headsets and earpieces be shared?

It is recommended that each crew member and talent have their own headset and earpiece. At the start of a shift, the new user should put on their own disposable covers and windscreens before use.

Shared headsets may be used with sanitary earcup covers and windscreens.

USEFUL LINKS

https://www.amazon.com/Stretchable-Headphone-Disposable-Sanitary-Large-Sized/dp/B01MZABCNG/ref=sr_1_6?crd=3559VFAUXUBNE&dchild=1&keywords=headset+covers+disposable&qid=1591280498&sprefix=headset+cover%2Caps%2C144&sr=8-6

https://www.amazon.com/Disposable-Sanitary-Earpiece-Covers-Headphones/dp/B00C7BXWGO/ref=sr_1_3?crd=3559VFAUXUBNE&dchild=1&keywords=headset+covers+disposable&qid=1591280575&sprefix=headset+cover%2Caps%2C144&sr=8-3

https://www.amazon.com/Wode-Microphone-Windscreen-Headset-Protection/dp/B07D2B8HXN/ref=sr_1_8?dchild=1&keywords=foam+windscreen&qid=1591280696&sr=8-8

At the end of a shift, users should remove and throw away any used headset covers and windscreens and wipe down headsets with disinfectant wipes. Also, ear cushions and windscreens (microphone covers) or voice tubes should be replaced every time a new person uses the headset.

Leatherette and foam ear cushions and reusable windscreens (microphone covers) or voice tubes should be replaced every six months or sooner if they become clogged with makeup or otherwise soiled.

Headset plastics, consoles, and equipment should be cleaned regularly with approved wipes, especially when a headset is assigned to a new user.

A secondary sanitization step using UV-C or heat may also be used to improve disinfection.

And, again, after equipment has been disinfected, it should be placed in a sanitary sealed container to prevent contamination before its next use.

8.4 What are the best processes for deploying microphones?

Microphones should be wiped with approved disinfectant wipes before and after use. Remove any windscreens (microphone covers) from the microphone boom to allow the surface to be wiped down completely.

Disinfected microphones and headsets should be placed in sanitized storage containers to prevent contamination before their next use.

Microphone and headset windscreens need to be changed regularly.

USEFUL LINKS

https://www.amazon.com/Wode-Microphone-Windscreen-Headset-Protection/dp/B07D2B8HXN/ref=sr_1_8?dchild=1&keywords=foam+windscreen&qid=1591280696&sr=8-8

https://www.amazon.com/Windscreen-Microphone-Handheld-Perfect-Recording/dp/B07L9S1YVZ/ref=sr_1_18?dchild=1&keywords=foam+windscreen&qid=1591280734&sr=8-18

8.5 How should windscreens be safely deployed?

It is recommended that new windscreens be used, but, when foam versions must be reused, they may be cleaned of visible debris, then washed with mild detergent and water or an approved disinfectant, such as 70% isopropyl alcohol. Note that the windscreens must be completely dry before being reinstalled on the microphone or stored in individual sanitary containers until next use.

8.6 How should lavalier microphones be handled?

First, crew members must wash their hands before and after handling the mic.

The A2s must wear gloves when they touch equipment that the talent will handle. Face shields are necessary for A2s since they may need to be up close to talent to make adjustments and provide assistance. Ideally, the talent will be able to place the lav mic themselves, but, with the different uses, lav mics, and pack configurations, it is likely that the talent will need some sort of help.

Wireless and lavalier microphones must be disinfected before and after each use. If the microphone is to be used multiple times by the same person, it may be placed in a sealed container, such as a zip-lock bag, between uses.

The microphone, cables, and wireless pack must be disinfected after final use and returned to its sanitary storage case.

A foam windscreen must be either replaced with a new one or properly disinfected and dried before being returned to its sanitary storage case.

8.7 What are some recommendations for cleaning hard surfaces of equipment in the audio area?

First, disposable gloves should be worn for cleaning and disinfecting surfaces. Reusable gloves should be dedicated to cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Follow manufacturer instructions for the cleaning and disinfection products used. Hands should be cleaned immediately after gloves are removed.

If surfaces are dirty, they should be cleaned with a detergent or soap and water prior to disinfection.

For disinfection, most common EPA-registered household disinfectants should be effective. Follow manufacturer instructions for all cleaning and disinfection products (concentration, application method, contact time, etc.) because they can all be deployed differently.

Additionally, diluted household-bleach solutions (at least 1,000 ppm sodium

hypochlorite or a concentration of 5%-6%) can be used if appropriate for the surface. Follow manufacturer instructions for application, ensuring contact time of at least one minute and allowing proper ventilation during and after application. Check to ensure that the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Prepare a bleach solution by mixing:

- 5 tablespoons (1/3 cup) bleach per gallon of room-temperature water
or
- 4 teaspoons bleach per quart of room-temperature water

Bleach solutions will be effective for disinfection up to 24 hours.

8.8 Any recommendations on cleaning soft (porous) surfaces?

For soft (porous) surfaces — carpeted floor, rugs, drapes — remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, launder the items as appropriate in accordance with manufacturer instructions. If possible, items should be laundered in the warmest appropriate water for them and dried completely. Otherwise, products that are EPA-approved for use against the virus that causes COVID-19 are suitable for porous surfaces.

8.9 Electronics like cellphones, tablets, touchscreens, keyboards, etc. also need to be cleaned. Any recommendations?

With electronics — cellphones, tablets, touchscreens, remote controls, keyboards — remove any visible contamination. Follow manufacturer instructions for all cleaning and disinfection products.

Also consider use of wipeable covers for the electronics.

If no manufacturer guidance is available, consider the use of 70%-alcohol-based wipes or sprays to disinfect touchscreens. Dry surfaces thoroughly to prevent pooling of liquids.

All equipment should be wiped down with disinfectant wipes when taken from the storage case and disinfected again before being returned to it. To prevent cross-contamination, if the equipment must be moved or put back into the case between uses, it must be placed in a sealed container, such as a zip-lock bag, before being put into the case.

After final use, the equipment must be properly disinfected before being returned to the storage case. Wipes must use 70% isopropyl alcohol or other approved disinfectant, and UV-C sanitization can also be used if the equipment is first wiped clean of dirt and oil residue.

As always, crew members must wash their hands before and after disinfecting the equipment.

8.10 Any suggestions for cleaning a radio, such as removing heavy dust, soil, mud, grime, stains, etc.?

Prepare a solution of a non-abrasive dish detergent and water, with no more than 0.5% detergent in the solution. Some manufacturers recommend using

distilled water. Apply the solution to the surface of the radio with a soft, non-abrasive cloth. Note: do not apply any liquid directly to the surface of the radio; apply it to the cloth, then wipe the radio with the cloth.

Next, use a stiff, non-metallic, and short-bristled brush to loosen and remove dirt from surface and crevices of the radio. Wipe the debris and moisture away with a dry, soft, lint-less, absorbent cloth.

Be sure to remove all moisture from the radio, including any metallic contacts, connector ports, cracks, and crevices. Also, allow the radio to fully dry before attempting to install the battery/batteries, charge, or use the device.

8.11 What steps are best for disinfecting a radio?

Wipe down the radio using IPA in a 70%-80% concentration; below 70% will not be effective. Apply the isopropyl alcohol to a soft, non-abrasive cloth and wipe the surface of the radio. Do not apply the solution directly to the radio.

Be sure to wipe into the cracks and crevices in the radio to effectively disinfect it.

Some radio manufacturers allow the use of an antibacterial wipe, but excess liquid must be squeezed out of the wipe first so that it is merely damp, not wet, to avoid over-saturating the radio with fluid.

Be sure to remove all moisture from the radio, including metallic contacts, connector ports, cracks, and crevices.

Allow the radio to fully dry before attempting to install the battery/batteries or charge or use the device.

USEFUL LINKS

<https://www.buytwowayradios.com/blog/2020/04/how-to-clean-and-disinfect-your-two-way-radios.html>