



COMMUNITY
BROADCASTING
ASSOCIATION OF
AUSTRALIA

Studio Hygiene and Cleaning Policy Template

The studio is the main area programmers share at the station – therefore this is the area we need to pay most attention to in keeping safe from COVI-19.

Mitigate transmission through scheduling

In thinking about limiting the spread of COVID-19, we always talk about cleaning. But there is so much more we can control to help mitigate this situation whilst continuing to stay on air.

- (If you have multiple studios) Switch studios between programs to allow staff/volunteers time to clean the studio between every show.
- Presenters are encouraged to have their own headphones and pop guards. A range of options are available online from anywhere like eBay or JB Hifi plus specialty music shops. If everyone has their own, the level of transmission will be greatly reduced.

Cleaning

We know that COVID-19 can live on surfaces for a time – anywhere from a few hours to a few days - transmitted by sweat and other liquids produced by the body and even with the best hygiene, things can happen which could be a concern. Have a look in the studio and think about all the things you touch – these are potential transmission points and should be cleaned between usage. (sample checklist attached)

Cleaning in studios needs to be done carefully, especially with the use of liquids around electrical equipment.

- The best way to clean surfaces is with wipes or slightly damp cleaning products. The main irritant to viruses on surfaces is actually soap, which separates the virus from the surface it is sitting on. Anti-bacterial products are great but in short supply, so using wipes – even floor wipes are fine.
- Make sure wipes are not too wet, and gently go over surfaces where hands and mouths will be near. Remember we don't want pools of liquid – just a good sheen on the surfaces to remove any topical bacteria.
- Pay special attention to highly used equipment like: phone receivers, computer mouses, buttons, faders, desks, door handles and CD player buttons.
- Avoid the use of liquids and sprays as they damage equipment.
- Do not use **disinfectants** on equipment, people, or anything through which a person might breathe unless the disinfectant is explicitly certified safe for breathing.
- Never spray Glen 20 or any other liquid into a microphone – the capsule inside will be damaged via the microscopic moisture particles. The same goes with the panel as the spray will go into the faders and either pool or coat delicate gear.
- **Microphones** are difficult to clean, so if you have pop socks on your mics, replace them regularly.
- **Common microphone pop socks** - wash them regularly in warm soapy water, then turn them inside out (if possible) and put them in the sun to dry. They must be entirely dry before being returned to the microphone.
- **Headphone cleaning** is tedious, but you need to clean all around the earpieces and inside on the padding and around the headpiece. Headphones are rarely cleaned and it's not a pleasant job.
- Make wipes freely available to staff and encourage them to wash their hands after the cleaning. The cleaning can take as little as 5 minutes if it's done regularly.
- If necessary, spray an **airborne disinfectant**. If you do spray PineOCleen or Glen 20, don't spray it when people are in the studio, avoid areas above equipment, and DON'T spray the pop guard when it is on the microphone, if it gets into the microphone it can do damage.
- UV light has been mooted to kill COVID-19, but the WHO advise is that it will not kill COVID-19, so manual methods are much more effective.
- **Touch screens** – use normal disinfectant wipes, not soap.
- Mark on the sign in and out sheet who has been in the studio, when it was wiped down and what was wiped down. Hang this sheet by the studio door to remind everyone entering to follow the procedure.