Cleaning Protocols
Recording Equipment

These cleaning procedures are based on the most reliable, most up-to-date resources we have been able to find. As you know, information specific to Covid-19 is limited and the following may change as more information becomes available. (Reference/resource list is included at the end.)

GENERAL INFORMATION

The best choice is to use your own camera, phone, microphone, etc. Best practice advises wiping down your equipment before and after use in a shared space. Please also remember to clean the physical space after packing up your equipment.

For cleaning equipment, the best choice is isolation for a minimum of seven days. The virus will deactivate naturally on surfaces. Existing data indicates that waiting for at least seven days limits the risk on a range of surfaces. This is preferable to using disinfecting solutions, which can potentially damage sensitive materials. In a situation with shared equipment, this is not usually possible. Thorough cleaning is the next best choice.

We recommend cleaning the shared equipment and the space both before and after use.

CLEANING PROCEDURES – EQUIPMENT

Video Camera

Make sure the camera is unplugged, the lens cover is closed, and the rubber covers over the various ports on the rear of the camera are closed and well-secured.

Using an alcohol-based (70%) wipe, gently wipe the exterior of the camera, including the touch screen. Allow the camera to dry and avoid touching it with your bare hands after cleaning. Use paper towels to pick it up when you are putting it away (or wash your hands thoroughly before touching it again).

Tripod

Using an alcohol-based (70%) wipe, wipe down the tripod. Allow the tripod to dry and avoid touching it with your bare hands after cleaning. Use paper towels to pick it up when you are putting it away (or wash your hands thoroughly before touching it again).

Microphone

Unplug the microphone and remove the cord, if possible. Hold the microphone upside down and wipe the main body of the microphone with an alcohol-based (70%) wipe, avoiding the end where the cord plugs in. Very gently wipe the grill (mouthpiece) with the wipe (the aim is not to get any liquid into the actual microphone mechanism – don’t squeeze the wipe while you’re wiping this portion). Try to let the microphone dry upside down before putting it away. Use paper towels to pick it up when you are putting it away (or wash your hands thoroughly before touching it again).

Cords and Power Sources

Using an alcohol-based (70%) wipe, wipe down the length of the cords and the exteriors of any power sources. Avoid getting liquid in/on the parts that actually connect to other things (the electrical socket, pieces of equipment, etc.) Allow them to dry. Use paper towels to pick them up when you are putting it away (or wash your hands thoroughly before touching it again).
Cleaning Protocols
Recording Spaces

CLEANING PROCEDURES – SPACE

We recommend cleaning the space and the shared equipment both before and after use.

Using an alcohol-based (70%) wipe, wipe down all major “touch-points” and let them air dry. These include (but are not limited to):

- Door handles (both sides of the door)
- Light switches
- Table-/desk-tops
- Chair backs and arms
- Whiteboard markers (including caps) and erasers
- Window closures

References/Resources


SEE ALSO the list of resources provided in the Departmental Covid-19 Safety Plan