



## **ELECTRONIC SANITATION PROCEDURES & GUIDELINES**

This part of the document should serve as a guide of how to best perform cleaning and sanitation practices on electronics, microphones, and similar surfaces of technology.

In general, it is best to use isopropyl alcohol wipes consisting of at least 70% or greater concentration as the alcohol does evaporate over time. Clorox® wipes that have been well wrung out may serve as a great alternative to alcohol wipes. Do your best to avoid using heavily saturated wipes, use a separate cloth to dry any pooling of liquid on electronic surfaces.

Lysol® and other types of aerosol-based cleaners are not desirable forms of sanitation in that it is liquid being sprayed onto and into the electronic surfaces and crevices which could potentially cause failure.

Bleach, ammonia-based products (such as Windex®, 409®), and many other “general purpose cleaning” solutions should never be used to clean electronic surfaces.

Prior to using equipment, start with a baseline of cleanliness. Make sure you have washed your hands before arriving at your station and before attaching any equipment such as radios or monitoring equipment to your person. Wipe down all knobs, faders, buttons, remote controls, hard surfaces, microphones, keyboards, mice, and screens prior to usage with an alcohol wipe or Clorox® wipe.

Limit the number of people using the same equipment or isolate stations to one user if at all possible. If the station requires that multiple people use the same equipment, make sure to wipe equipment down between users. An example of this would be MC microphone usage during worship services where a volunteer or staff member serving in the “Hawk-eye” position would hand a microphone off to an MC. In this scenario, the Hawk-eye would select a microphone and, using an alcohol or Clorox® wipe (Clorox® probably being the better sanitation method in this scenario), would wipe the microphone down before handing it off to the MC. The MC would use the microphone and then return it to the Hawk-eye who would receive it and immediately wipe it down again in its entirety, handle and grill, prior to placing it back into its holding box. In this scenario, using the same Clorox® wipe for both interactions would be acceptable for one MC, however if using alcohol wipes, you would need to use a new wipe when receiving the microphone as the potency of alcohol evaporates over time.

Upon the completion of usage for all equipment such as radios, microphones, in-ear buds, consoles, computers, etc; please end with the same standard of cleanliness by wiping down all knobs, faders, buttons, hard surfaces, microphones, keyboards, mice, and screens. This will assist in isolating and protecting those that may follow you in the use of that particular equipment. Anytime you leave your station, be vigilant in washing your hands prior to your return to your station.

We aim to protect our church family by following safe, considerate, and careful procedures to the best of our abilities and we appreciate your diligence in doing so.

