

IN GENERAL

Cleaning will take place before the first recording of the day, in between multiple shoots on the same day, and after all shoots have completed for the day.

Hand sanitizers are available in the presenter and videographer areas for use as needed.

Doors to the studio will be opened during the breaks between recordings.

SUPPLIES

Videographers will make sure they have a face shield, face mask, and plentiful disinfectant wipes, disinfectant spray, alcohol wipes, and hand sanitizer in the studio. If any of these supplies are getting low, they will contact Barbara about acquiring more. They should ask before the supplies become low to ensure the studio is adequately stocked and prepared.

FIRST CONTACT

When a videographer meets the instructor at the south entrance, the instructor should be guided to use the hand sanitizer at the entrance.

RECORDING NOTES

Instead of sharing the paper notes, before leaving the studio, the recording videographer will either scan it or photograph the notes, then send the photos to the O drive for the video editors.



WHAT TO CLEAN

- Wipe all doors and door handles inside and out, including the studio door, the hallway door, and the door to the outside south entrance
- Gently wipe down the boom mic, using the alcohol wipe
- Mist the presenter area with the disinfectant spray
- Wipe foot relief pad on the floor with disinfectant wipes
- Gently and very carefully wipe down the Sony tripod and camera used for recording with the alcohol wipes
- Wipe down presenter space
 - Side table and waiting area chairs
 - Presenter tabletop
 - Logitech remote
 - Keyboard and mouse
 - Surface Studio Pro 2 monitor
 - Surface Studio Pro 2 pen
- Mist the presenter area with the disinfectant spray
 - Keyboard and mouse
 - Table surface
 - Any pens that have been touched
 - Audio headsets



AFTER CLEANING STUDIO

Videographers should wash their hands immediately after cleaning the studio. They should take a disinfectant wipe to open doors on their way to the bathroom.