

## Neumann University – Mullen Communication Center

### Neumann Media - Equipment Sanitization Guide

Cleaning equipment frequently and after every shoot will help prevent the spread of infection. Neumann Media equipment is touched by multiple people on and off campus. Help us reduce the possible spread of infection. This is a guide for sanitizing equipment during the coronavirus pandemic. Always refer to the user manual for manufacturers recommended cleaning and storage guide. Test cleaning products on inconspicuous areas first to avoid damage.

Neumann Media will maintain a supply of wipes and other sanitizers; please take these when checking out equipment. Use the provided wipes to clean all accessories, equipment, and cases. In the event you do not have enough wipes from Neumann Media, use approved disinfectant wipes, Windex, hydrogen peroxide, or a 70% or greater Isopropyl alcohol solution to wipe down all accessories, equipment, and cases. Take extra precaution on the printed areas and any tags/barcode stickers to avoid excessive rubbing and over time remove the printing or sticker/label. Keep all chemicals away from your body and eyes and always clean in a well-ventilated room. Make sure to clean/disinfect all equipment before returning it to the Mullen Communication Center.

#### What Not to Do

- Do not use chemicals directly on your skin, use gloves when in direct contact with chemicals.
- Do not use detergents, solvents, or scouring agents to clean equipment or cases. These can damage the equipment permanently.
- Do not use bleach to clean accessories, equipment, or cases.
- Do not mix chemicals this can cause dangerous reactions ad/or toxic vapors.
  - Bleach and Vinegar
  - Bleach and Ammonia
  - Bleach and Toilet Bowl Cleaner
  - Bleach and Rubbing Alcohol
  - Hydrogen Peroxide and Vinegar
- Do not wet exposed metal battery terminal posts and pins. The batteries may short out or explode and you may get shocked when exposing terminals to liquids.
- Do not clean lens glass unless necessary and only used an approved cleaning agent or wipe. There are cleaning kits available in each camera kit for proper lens glass cleaning.
- You will be charged for any damage caused by not adhering to these warnings.

### Steps for Cleaning Equipment and Cases

1. Wash your hands as suggested by the World Health Organization.  
[https://www.who.int/gpsc/clean\\_hands\\_protection/en/](https://www.who.int/gpsc/clean_hands_protection/en/)
2. Ensure the battery, charger or accessory is disconnected from any power source.
3. Place the battery, charger or accessory on a soft cloth that is on a clean, dry, flat surface to prevent scratches or damage to your furniture.
4. Use the sanitizing wipes provided or apply a sanitizing liquid to a clean cloth or paper towel so that it is damp, but not saturated. Clean the equipment and accessories including the battery gently.
5. Do not spray or apply liquid directly to the equipment including the battery, charger or accessory.
6. Do not clean the lens glass, make sure the lens cover is on before cleaning the lens/camera.
7. Wipe down the equipment surfaces completely including the battery, cables, charger, tripod plate, and other accessories.
8. Take extra care to avoid getting any moisture on the on the metal parts of the battery charge terminals. Pay extra attention to any buttons or parts touched by hands.
9. Repeat steps 3-8 for all cases or containers.
10. Let the surface completely dry for 10 minutes or more while washing your hands as suggested by the World Health Organization.

## Clean Hands Protect Against Infection

### Guidelines from the World Health Organization

#### *Protect yourself*

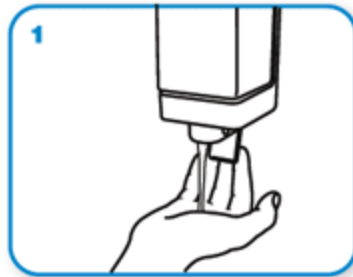
- Clean your hands regularly.
- Wash your hands with soap and water and dry them thoroughly.
- Use alcohol-based handrub if you don't have immediate access to soap and water.

#### *How do I wash my hands properly?*

Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images on the next page.



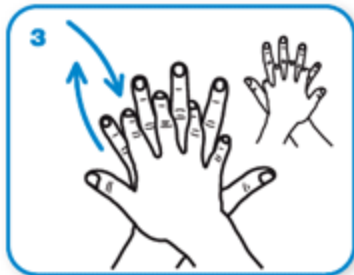
Wet hands with water



apply enough soap to cover all hand surfaces.



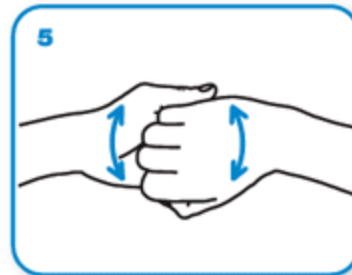
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



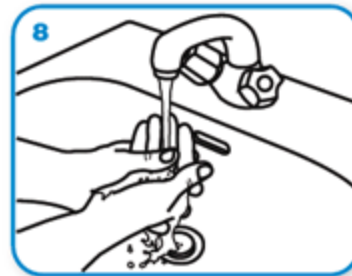
backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



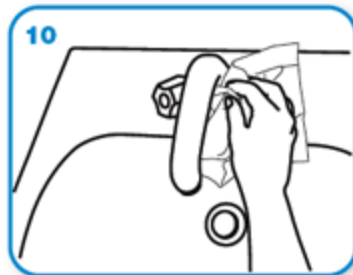
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet

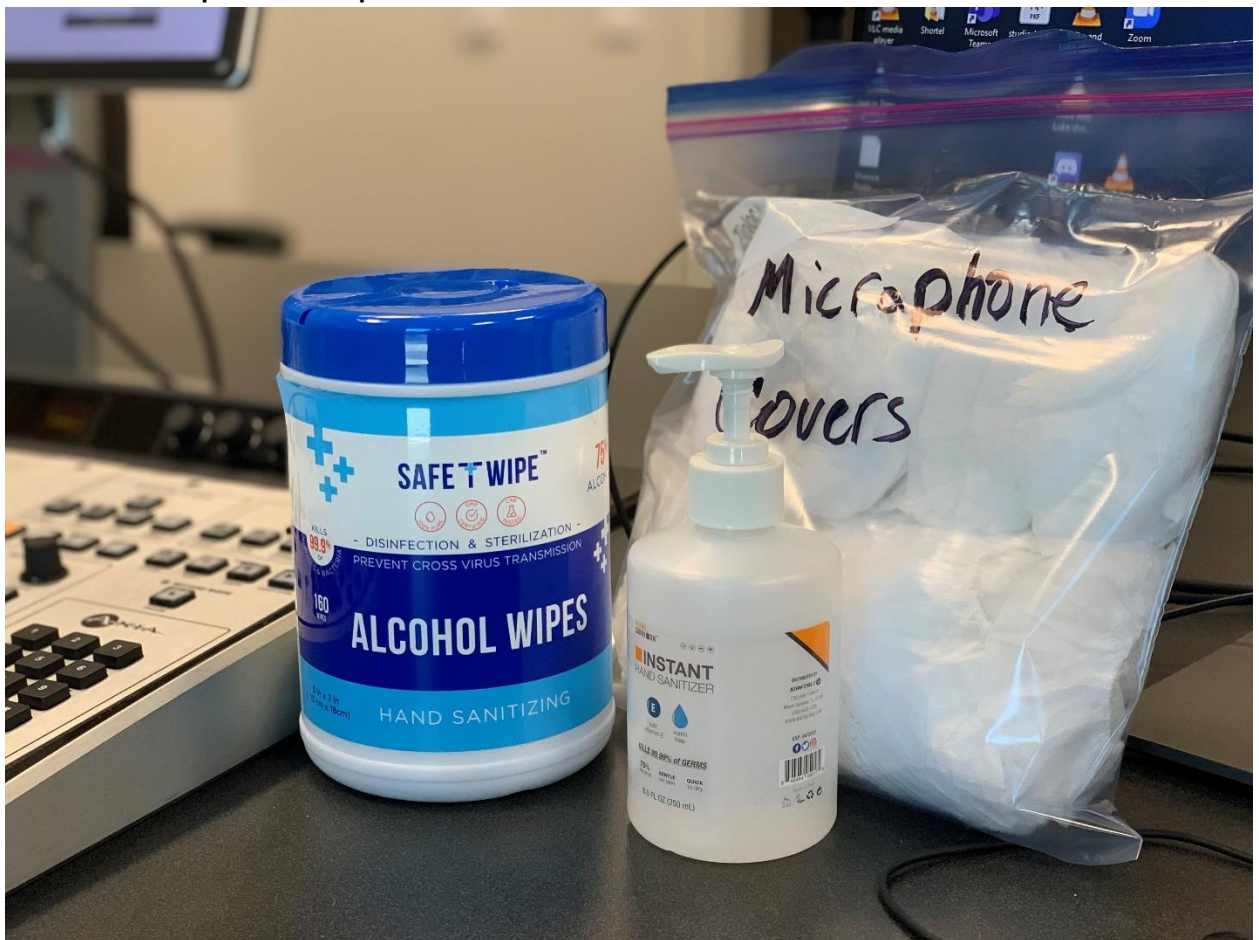


...and your hands are safe.

### 98.5 WNUW Safety and Cleanliness Procedures

Entering the studio - upon entering the studio, the expectation is that you and your co-host(s) maintain distancing while preparing and starting the show. Distancing also applies while in show production and during music breaks.

1. Masks are required upon entering the building. No exception.
2. Bring your own wired headphones. 1/8<sup>th</sup> inch to 1/4<sup>th</sup> inch adapters will be available to borrow for each shift. We are trying to eliminate shared use of wearable items, or any items that will be close to your face
3. At start of each shift, use hand sanitizer, wipe down the surface with provided alcohol wipes, and cover microphones with provided shield



4. At conclusion of each shift, jocks are responsible to properly wipe down the surfaces of the studio. This includes console, keyboard, mice, desk area, plexiglass etc.
5. No more than 3 people are permitted in the main studio.

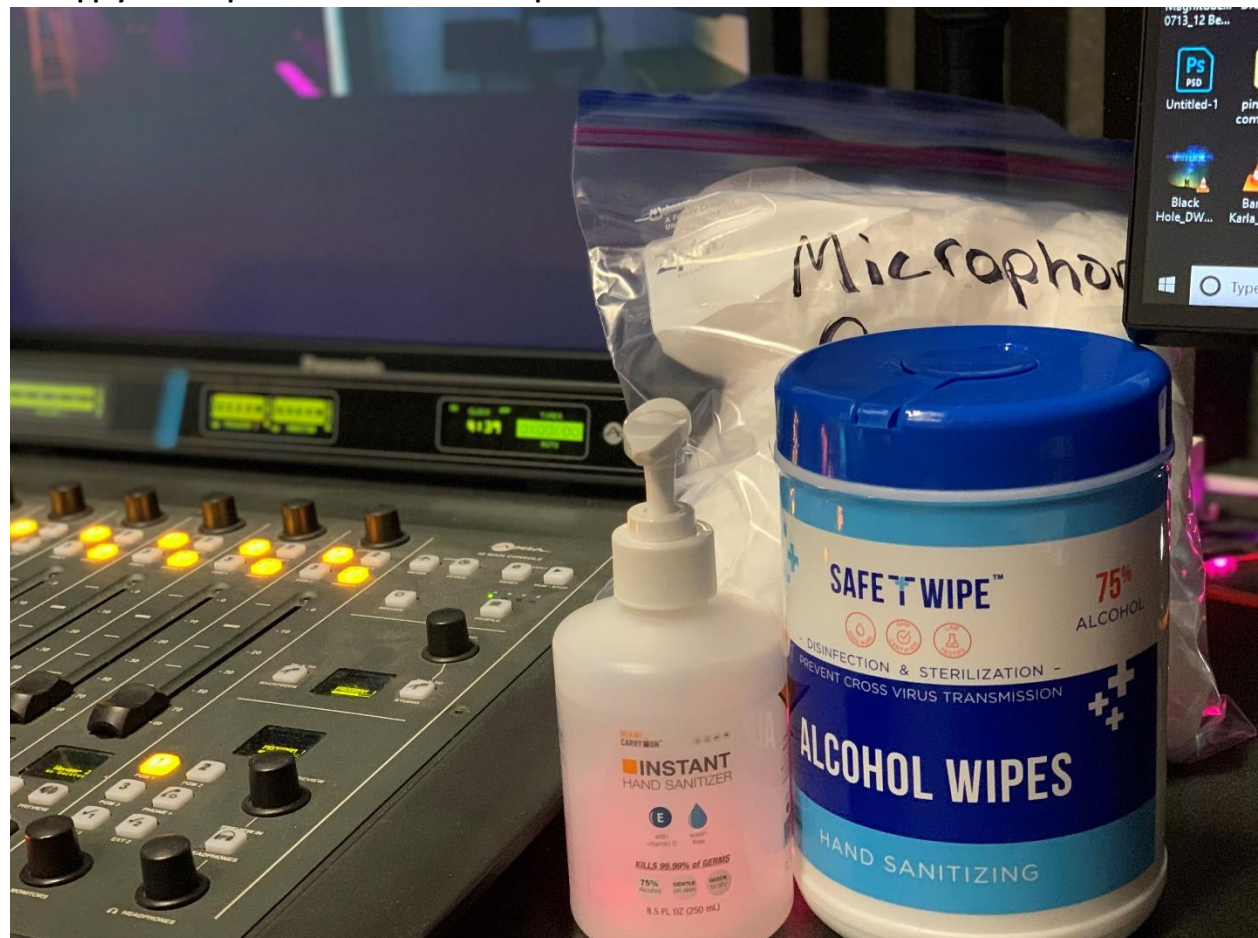
6. While live on the air, you may remove your mask if you stay behind the plexiglass. During breaks, your mask should be placed back on, fully covering your mouth and nose.
7. No outside guests will be permitted in the studio.

Other Neumann students are allowed in the main studio as guests or as co-hosts. The main studio should not be thought of as a place to hang out. Please keep it to production and production crew. Show guests that are not Neumann students will not be permitted in the studios. Outside guests can be brought into the show via phone, Cleanfeed, Microsoft Teams, Discord, FieldTap, or Comrex Access.

If a show exceed 3 jocks / talent, the wenger rooms can be used to include talent, as well as studio B.

#### Studio B Procedures:

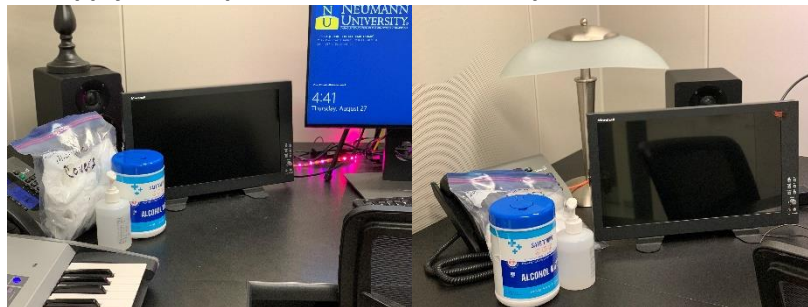
- Only one person allowed in Studio B at a time
- Utilize the window / confidence program feed monitor to nonverbally communicate who is going to talk next.
- Pre-production:
  - Board op will choose the “COVID” profile in the main studio
  - Use hand sanitizer, wipe down the surfaces and console with provided alcohol wipes, and apply a microphone cover to the microphone



- **Production**
  - Same rules that are listed for radio shows in the main studio apply while being remotored in from the wenger room:
    - Mask can be removed during a break, but worn while in a music break
  - Bring your own headphones, retrieve a ¼ inch adapter if needed
  - Use Microsoft Teams for typing/chatting with each other
- **Post-production**
  - Remove and trash the microphone shield that you applied
  - Wipe down the entire counter to and anything that was touched
  - Wipe down anything you used or touched – mic arm, mic, audio console, countertop, chair arms, pc keyboard or mouse, etc. Think how you would want to walk into it

#### Wenger Rooms Procedures:

- Only one person working in the Wenger rooms at a time
- Sign up sheets have to be utilized with the extensions that the rooms will now be utilized.
  - With the installation of the PTZs and the mic and audio routing, the rooms can be used for television and radio shows, in addition to editing and post production recording. Be mindful to other students in the program and those in the club of signing out the room, it's now more of a multifunctioning room than it was before
- **Pre-production:**
  - Board op will choose the “COVID” profile in the main studio
  - Use hand sanitizer, wipe down the surfaces and console with provided alcohol wipes, and apply a microphone cover to the microphone



- Utilize the PTZ and confidence monitor to allow each other to speak
  - The confidence program monitor will allow everyone to see each other and help coordinate when people are talking or going to talk
- **Production**
  - Same rules that are listed for radio shows in the main studio apply while being remotored in from the wenger room:
    - Mask can be removed during a break, but worn while in a music break
  - Bring your own headphones, retrieve a ¼ inch adapter if needed
- **Post-production**
  - Remove and trash the microphone shield that you applied
  - Wipe down the entire counter top
  - Wipe down the keyboard, mouse, light switch, dials on the audio box, chair arms, door handles, etc. Think how you would want to walk into it

## Neumann Media Safety and Cleanliness Procedures

A mask should be worn at all times while in the Mullen Communication Building. While on set, on a shoot, in a control room, social distancing should be followed.

### Live television Production Guidelines:

- **Main television studio and productions**
  - **Talent:**
    - Talent need to mic themselves and apply their own IFB
    - Masks should be worn on your socially distanced set until your segment; reapplied after the completion of your segment
    - To better socially distance sets and talent, we will be utilizing the wenger rooms, the e-sports room, and the classroom studio, if needed.
  - **Camera ops**
    - Camera ops will be trained to be both a camera op and a floor director. With spaced sets, the camer op / floor director will be in charge of the main studio and addressing all cameras to the talent on set.
    - Camera equipment should be getting wiped down after each use
    - To better socially distance technical crew, we will be utilizing both control rooms in production.
      - Director and Technical director will be in one control room
      - Audio and prompter will be in the other control room
      - Graphics will be handled by the Technical Director
    - Masks must be worn at all times while in the control room
    - Comm headsets should be wiped down, ears muffs covered, mask on to prevent spitting onto the wind screen OR clean wind screens after each use
    - Cleaning
      - Tricaster and audio console should be properly wiped after each use, as should the graphics and prompter pc
      - All countertops must be wiped down
  - **Wenger room usage**
    - **Pre-production**
      - Make sure PTZ is on / set and the confidence program monitor is on / being fed a feed
      - Regular pre-production processes still apply:
        - Reading and being familiar with your script
        - Getting mic'd up
    - **Production**
      - Mask must be worn until it is your segment
      - You may remove your mask prior to your segment, but it should be reapplied directly following the segment
    - **Post-production**
      - PTZ SHOULD remain powered on
      - Turn off any equipment you used – computer, lights, monitor

- **Cleaning**
  - **Wipe down the entire counter top**
  - **Wipe down the keyboard, mouse, light switch, dials on the audio box, chair arms, door handles, etc. Think how you would want to walk into it**

#### **Wenger Room Safety and Cleanliness Procedures**

As we continue to adapt new strategies to safely socially distance radio and television shows, some new procedures have been put in place with the wenger rooms. Given the connectivity possibilities of the wenger rooms, they've become much more essential than they already were. They are now capable of being used for radio shows and television shows, in addition to video editing and audio recording. To that extent, if you are attempting to use a wenger room, **YOU MUST** sign out a time slot using the master calendar, 25 Live. You can register for time by going to [25live.collegenet.com/neumann](https://25live.collegenet.com/neumann) and search for BLC 110 or BLC 112. If you fail to show up to a reservation without properly notifying someone in advance, you will not be allowed to reserve the space again.

#### **Wenger Room Guidelines:**

- **Only one person is allowed to be working in the wenger room at a time**
- **A mask must be worn at all times**
- **You must sign up for the wenger room time slot**
- **Cleaning must be done after every use:**
  - **Editing use:**
    - **Cleaning**
      - **Wipe down the entire counter top**
      - **Wipe down the keyboard, mouse, light switch, dials on the audio box, chair arms, door handles, etc. Think how you would want to walk into it**
    - **Audio recording / editing:**
      - **Apply the microphone cover to the wind screen before use. Remove and throw away after each use.**
      - **Same cleaning methods apply that are listed above.**
    - **Video editing:**
      - **Apply microphone cover and trash after use if you're also recording audio.**
      - **Same cleaning methods listed above apply when finished.**



- If you are solely editing video, be mindful of how this space could otherwise be used. Could you edit in Bachmann? Your laptop / computer?
- If using it for broadcasting use for 98.5 WNUW or Neumann media, refer to those procedure documents for proper cleaning techniques.



### Usage of Microsoft Teams to Replace Production Meetings

Most meetings will happen via Microsoft Teams, with some exceptions. You will be added to our Neumann Media team, and will have access to chat features and channels based on your involvement. A channel is a private group for individual shows or subgroups within our organization. We will utilize the “meet” function in Team to handle our weekly gatherings.