

SOUND CHECK

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OVERVIEW

So, you've decided to live stream a concert from your venue? A small audience for a local band? You need to plan out the set-up and sound check for your show.

This document speaks directly to the activity of sound check. There is a companion document, '[Equipment](#)', that will have similar notes for other equipment common to the industry.

This document is designed to serve two purposes:

- As a resource for information and direction to create your own procedure.
- As a template that you can edit for your own use.

Purpose

To provide instruction on how workers can protect themselves during sound check in consideration of COVID-19 spread.

Scope

Applies to anyone working at a sound check anytime whether employee or contractor.

RESPONSIBILITIES

For the Employer

Information

The Employer will:

- ensure that everyone will have access to a copy of this document.

post warning signs outside common areas or in prominent locations when this procedure applies. An example of which, regarding health checks, is [here](#).

Planning

The Employer will:

- arrange training prior to commencing work.
- provide advance communication of policies and procedures related to the prevention of spread of COVID-19 to attendees.
- call the local public health authority when COVID-19 symptoms are present at the space.
- ensure that anyone using a protective mask or shield is trained to use the PPE properly.

Review

The Employer will keep informed regarding public health best practices and orders when a pandemic has been declared and will modify this procedure as necessary.

This procedure should be reviewed annually by the Employer with the Joint Health and Safety Committee (JHSC) or Worker Safety Representative to ensure that it continues to protect the workers.

For the Worker

Reporting

The Worker, regardless of whom they work with, will stay home when sick.

The Worker will complete a 'Health Declaration'.

The Worker will report any illness or symptoms to the supervisor immediately.

Any suggestions or comments regarding the procedure should be directed to the COVID-19 representative, supervisor, JHSC, Worker Safety Representative, or any reporting process outlined in the employer's safety program.

RISK ASSESSMENT

Factors to consider when doing a costume fitting during an outbreak or pandemic.

Follow the guidance in Actsafe's risk assessment COVID-19 document and apply it to your Pandemic Operating Procedure. Once the level of risk is determined, rate your risk as high, medium, or low, as per the guideline.

Risks associated with the hazard: Sound Check	Probability (Rare, Unlikely, Moderate, Likely, Very Likely)	Impact (Minor, Moderate, Major, Extreme)	Risk Rating
Close contact with others	Moderate	Moderate	Medium
Frequent or shared contact equipment (audio/video consoles)	Moderate	Moderate	Medium
Audio specific equipment	Likely	Moderate	Medium

Close contact with others

Controls

Elimination:

- People who can work from off-site should do so.
- Limits on occupancy of smaller spaces, such as audio booths.

Substitution:

- Not possible during this activity.

Engineering:

- Physical distancing.
- Barriers where physical distancing cannot be achieved, such as around the monitor mix position.
- Drum shield (reduce spray from 'moist' lyrics).

This procedure is a recommended guideline only. Consult all applicable rules and regulations.

Pandemic Operating Procedure

Admin:

- Staggered use of stage space. Set-up the stage the day before.
- Have only one point person to deal with the performers. Limit direct contact as much as possible. Perhaps the monitor tech is the only person that needs to be in direct contact?
- Supply a venue drawing and stage plot to the performers so they know where they can and cannot go.
- Disinfecting and sanitizing spaces.
- Handwashing hygiene as recommended by the public health authority.
- Post signage regarding occupancy limits, physical distancing, hand and respiratory hygiene, and cleaning/sanitization of shared and personal equipment in prominent places.
- Training.

PPE:

- Wearing procedural or surgical masks by workers and cast.
- Use of gloves if you have to handle high hazard items such as cleaning up spit-valve discharge, gathering used towels, or water bottles.

Frequent or shared contact equipment

Controls

Elimination:

- Only use microphones, headsets, and other equipment as needed.

Substitution:

- Use boom or shotgun microphones when able to separate the performer, artist, or musician from the equipment.

Engineering:

- Determine if barriers may be used, such as disposable muff covers for headsets, or personal foams on vocal microphones (creating a barrier).
- Barriers between performers.
- Use risers to delineate musician locations (Keys on a keyboard riser, Bass player on their own riser, etc.).

Admin:

- Limit access to the Front of House mixing position.
- Refer to and implement manufacturer directions regarding sanitization of audio or other consoles and equipment on site.
- Develop a policy where one microphone is used by a single person.
- Double up on high contact equipment (microphones) so you can clean one set while another is in use.

Pandemic Operating Procedure

- Record the current cleaning, disinfection, and sanitization process for various equipment. Look for opportunities to increase frequency and review cleaning agents for efficiency in killing viruses.
- Quarantine equipment (minimum three days) to ensure any virus is inactive. Use this in combination with cleaning.
- Be sure to include training and communication on these protocols.

PPE:

- Consider using face masks or shields to separate performers and crew from microphones.
- Use of gloves if you have to handle high hazard items such as cleaning up spit-valve discharge, gathering used towels, or water bottles.

Audio specific equipment

Controls

Elimination:

- Only use microphones, headsets, cameras, and other equipment as needed.

Substitution:

- Performers bring their own microphones, for their sole use
- Use boom or shotgun microphones where possible to separate the performer, artist, or musician from the equipment.

Engineering:

- Determine if barriers may be used, such as disposable muff covers for headsets, or personal foams on vocal microphones (creating a barrier).

Admin:

- Refer to and implement manufacturer directions regarding sanitization of audio or other consoles and equipment on site.
- Develop a policy where one microphone is used by a single person.
- Double up on high contact equipment (microphones) so you can clean one set while another is in use.
- Record the current cleaning, disinfection, and sanitization process for various equipment. Look for opportunities to increase frequency and review cleaning agents for efficiency in killing viruses.
- Quarantine equipment (minimum three days) to ensure any virus is inactive. Use this in combination with cleaning.
- Be sure to include training and communication on these protocols.

PPE:

- Consider using face masks or shields to separate performers and crew from microphones.

EQUIPMENT

This section does not include a list of tools that a worker may require to perform the required tasks during their workday. The Supervisor and Worker shall determine what tools are required.

Suggested

- Instrument microphones (drum, guitar amp, speaker microphones, etc.)
- Spare microphones for various uses (batteries)
- Cables, jacks, and plugs
- Monitors, speakers, amplifiers
- Audio consoles (mixing boards) and house equipment
- Transmitters and belt packs
- Radios, CD/DVD playing, and recording devices
- Walking paths

SAFE WORK PROCEDURE

The most recent information indicates that current cleaning, disinfection, and sanitization protocols may be adequate.

- Record what you are doing currently, and what efforts you have taken to ensure the protocol in place is being performed properly, as well as what improvements you have incorporated or considered.
- A schedule of who is cleaning, what they are cleaning, when they are cleaning it, and how it is being cleaned may be the best solution here.

Follow instructions from your supervisor.

Implement the following controls to reduce or eliminate the risk:

Hazard Identified:	Risks Associated (from Risk Assessment)	Risk Rating (from Risk Assessment)	Controls (summary from Risk Assessment)
Sound Check	Close contact with others	Low	<p>Elimination: Limit people on site and in small spaces such as audio booths</p> <p>Substitution: Not possible</p> <p>Engineering: Physical distancing, drum shields</p> <p>Administrative: Safe Work Procedure & signage, training</p> <p>Personal Protective Equipment: Face masks, gloves</p>
Sound Check	Frequent or shared contact equipment	Low	<p>Elimination: Only use necessary equipment</p> <p>Substitution: Use boom or shotgun microphones from a distance as able</p> <p>Engineering: Use barriers as able, disposable muff cover</p> <p>Administrative: Safe Work Procedure & signage, training</p> <p>Personal Protective Equipment: Face masks, gloves</p>
Sound Check	Audio specific equipment	Low	<p>Elimination: Only use necessary equipment</p> <p>Substitution: Performers bring and use own equipment</p> <p>Engineering: Barriers such as disposable muffs or foams</p> <p>Administrative: Safe Work Procedure & signage, training</p> <p>Personal Protective Equipment: Gloves</p>

Remember: Risk assessments need to be reviewed annually or any time there is a change in the working conditions.

Review health and safety protocols related to various equipment that is expected to be present at the space.

Before arriving at the performance or rehearsal space:

- Where possible, ensure persons using transit, shuttles, car-sharing, or ridesharing adhere to all protocols in place.
- Complete a 'Health Declaration' if you are a performer, technical crew, or someone who participates in a hands-on physical sector such as acting or dancing.

This procedure is a recommended guideline only. Consult all applicable rules and regulations.

While at the performance or rehearsal facility, all persons present are expected to:

- Respect occupancy limits (only show up when you are healthy, and leave when finished cleaning and disinfecting, as needed).
- Maintain a physical distance whenever possible. It is recommended to stay two metres (6 feet) apart where possible.
- Disinfect commonly touched tools and surfaces, with which they interact (special considerations: microphone stands, microphones, foams, muffs, headsets, and other audio equipment).
- Follow general hygiene practices such as frequent handwashing and coughing/sneezing into your elbow.
- Pack out everything that you brought into the space, except properly recycled or disposed of products.
- Only allow authorized persons to adjust lights, temperature control, windows, doors, audio/video equipment, etc. If you don't know then you are not authorized.
- Consider changes to artistic vision as needed to comply with health and safety protocols of various agencies and facility requirements.

SUPERVISION

What level of compliance and enforcement (including authority levels for supervisors) is going to be needed to promote and enforce (if needed) venue protocols? Remember to consider areas where an expectation of privacy is present such as dressing rooms.

REPORTING

Any COVID-19 issues should be reported to the designated COVID-19 representative or pushed through the employer's reporting procedure that is part of their safety program. Check out our '[Reporting & Communication](#)' document for more details.

- A COVID-19 representative role can be performed by multiple supervisors in an organization, such as:
 - Crew Chief
 - Department Head
 - Stage Manager
 - Technical Director

SUGGESTIONS

Manufacturers recommend various cleaning and disinfection of their equipment and the process and materials can vary widely. Here is an example:

- dpamicrophones.com