



Cleaning Guidelines



Overview

“Stay Safe, Stay Connected.”

This was our message to partners just days after the COVID-19 pandemic hit. It aptly states the two-part focus of JSAV’s Stay Safe, Stay Connected program. This program outlines what JSAV is doing to protect health, mitigate risk, and produce events during this re-opening and recovery period ahead.

Stay Safe- Cleaning Guidelines.

Our primary aim is to ensure the health and safety of our employees, clients, partners, and event attendees. We will do this by maintaining the highest standards of cleanliness and safety. This document outlines JSAV’s cleaning standards for all employees, equipment, and JSAV spaces. Protocols are based on CDC, OSHA, AHLA, and local municipality guidelines. We will monitor the situation as it evolves, consult experts, and implement best practices going forward.

Stay Connected- Meeting Planning Resources

We recognize that events offer people meaningful connections. While the situation may necessitate changes to the design, layout, and flow of events, we will continue to develop solutions that deliver a rich experience for attendees. In the days ahead we will share Meeting Planning Resources to facilitate these planning considerations. JSAV is committed to providing experiences that align with official health and safety guidelines, reduce risk, and foster a sense of togetherness during these difficult times.

Please contact your local JSAV event representative with any questions.



Cleaning Products & Protocols



Cleaning Products

JSAV employees will clean equipment and spaces using [EPA-approved disinfectant](#). These products will meet CDC requirements for use and effectiveness against viruses including COVID-19, bacteria and other airborne and bloodborne pathogens. For more information, please refer to the CDC guidelines on disinfecting buildings and facilities



JSAV Office & Storage Areas

JSAV employees will limit the number of employees in office or storage areas and adjust the layout in those areas to the extent possible to respect social distancing guidelines. High touch surfaces will be cleaned and disinfected at beginning and end of each shift and throughout the day as needed. Particular attention will be paid to high-touch items including keyboards, mice, light switches, door and furniture handles, radios, and telephones.



JSAV Equipment

All equipment will be wiped down after delivery to meeting rooms, and again after the event upon returning equipment to storage. Any incoming equipment delivered to the property must be wiped down upon receipt. All equipment used by presenters or technicians in meeting rooms will be disinfected between each user, including the following:

- Mics
- Slide Advancers / Mice
- Faders / Dimmers
- Flipchart Easel / Markers
- Radios
- Music Devices
- Laptops / iPads
- Podium surface (JSAV-provided)
- Headphones
- Polycom Units
- Power Strips
- Audio Mixers
- Lighting Consoles
- Video Switchers
- Cables/ Connectors

*JSAV Technicians will leave a Clean Confirmation Card in the meeting space prior to event start. The card will note date / time equipment cleaning was conducted. It will also include the name / signature of the attending JSAV technician.



Event Space

JSAV Employees will follow recommended [Social Distancing Protocols](#) while in any public areas including the event or meeting space. While setting equipment in meeting rooms, employees must keep a safe recommended distance and wear all recommended PPE for their location. Technician tables will be set with at least six feet distance between operators.



Employee Responsibilities

Employee Health

Employees exhibiting symptoms of COVID-19 will remain or return home. While at work, employees who notice a coworker or guest exhibiting symptoms of COVID-19 will immediately contact a manager. At a minimum, all JSAV employees will follow [CDC Guidelines](#) for employers and businesses, including instructing employees to self-isolate for the required amount of time, as defined by the CDC, from the onset of symptoms and be symptom-free for at least three days without medication. Well-being checks of all employees, including physical temperature checks where required by law, will be carried out in accordance with CDC guidelines on employee health checks.

Hand Cleaning

If not wearing protective gloves, all employees will follow [CDC Guidance](#) regarding handwashing. Employees will wash their hands for at least 20 seconds, or use sanitizer when a sink is not available, after any of the following activities: using the restroom, sneezing, touching the face, cleaning, smoking, eating, drinking, accepting items from a guest (ID, cash, credit card, key card), taking a break, and before a shift and as needed throughout the shift. When possible, employees will wear gloves for added protection and sanitation efforts. Proper hand hygiene, in accordance with CDC Guidelines, should be followed prior to and after removing the gloves.

Personal Protective Equipment (PPE)

CDC recommendations along with federal and local government regulations will dictate appropriate PPE to be worn by employees. PPE, along with appropriate training for use and disposal, will be made available to any employee upon request. Please refer to [OSHA](#) for more information.

Social Distancing

JSAV employees will follow [Social Distancing](#) best practices. This includes keeping a minimum distance of 6 feet from others when working or on breaks.

Property Policies

JSAV Employees will know and adhere to all safety policies set forth by the hotel, convention center property or local municipality where the event is being held.