



AV Workshop Safe Meeting and Cleaning Standards

The health and safety of AV Workshop's team members, clients, and venue partners are our main priority. AV Workshop has implemented the following guidelines based on the advice of the CDC, other health experts and government authorities.

The next time you work with us, you may notice certain changes in our procedures to ensure your health and safety. Please feel free to discuss these changes, or any concerns you may have, with your AV Workshop representative prior to your event.

Workplace and AV Workshop Team Procedures

- On-going team member training of AV Workshop safety procedures and venue partner guidelines.
- Focused training on the latest CDC best practices for social distancing and sanitization procedures.
- Personal protective equipment (PPE), including face masks, disinfectant hand sanitizer and/or disposable gloves will be required for all AV Workshop representatives.
- Frequent hand washing – 20 seconds soap and water.
- AV Workshop will provide approved hand sanitizers and cleaning products in the AV office and storage rooms.
- Routine daily cleaning of team member computers, tablets, smart phones, and tools.
- Equipment storage cases and transportation carts will be disinfected prior to and after each use.
- High-touch surfaces in the AV office and storage rooms will be disinfected frequently:
 - Light Switches, Doorknobs, Desktops & Handles
 - Office Phones and 2-Way Radios
 - Computers, Keyboards & Mice
 - Tools, Ladders, Lifts & Carts

AV Equipment Disinfection

- AV Workshop equipment will be cleaned and disinfected prior to the event start and when removed from the event space:
 - Laptops / iPads
 - Wireless Slide Advancers
 - Video Switchers
 - LED Monitors
 - Video Projectors
 - Polycom Speakerphones
 - Podium Surfaces
 - Microphones
 - Audio Mixers
 - Power Strips
 - Flipchart Easel / Markers
 - Remotes / Switches / Faders