

To Our Clients:  
Regarding Anti COVID-19 Measures  
Dated June 18, 2020

This document is a guidance summarizing important measures to prevent COVID-19 virus contractions while operating in the production spaces such as music halls using microphones, headphones, and other audio and communication equipment.

Microphones and headsets are commonly shared among multiple performers and sound staff members, and because they are usually touched by hands or worn on the head or on clothes, often near peoples' mouths or noses, they can be the medium of the COVID-19 infection.

In medical facilities, there were reports that cluster contractions may have happened via plastic surfaces of various medical equipment such as tablets and operating buttons. Abundant cases of in-hospital infections suggest diversity of the contraction routing.

In the current circumstances where there is no definite tests of contraction especially for those infected people without any symptoms, it is critical reducing potential infection routing to establish safe operations.

Tokyo-Onken will be operating with the following through anti-Virus measures to protect our employees and customers. We would like to consult with our clients prior to the event regarding the special measures that may require more time and space than previously established practices.

#### For On-Site Stage Staff members

- Daily body temperature measurement and record keeping of health conditions is required.
- Stage sound staff, who work closely with other staff members and performers, must wear face-covering masks and wash hands thoroughly and use hand sanitizers often.
- Keep social distances of 2 meters between individuals even in small backstage spaces.
- Reduce opportunities of loud speeches, utilizing pre-meetings and using transceivers.
- Equipment operation areas must be disinfected periodically.
- Operating rooms and areas must be ventilated as much as possible.
- Vocal/Talk microphones sharing must be minimized.
- Avoid sharing Vocal-Microphone and Talk-Microphone if possible. When it is not avoidable, replace Microphone Head each time or disinfect the Microphone Head as instructed in next page.
- Keep social distances with performers while conducting microphone setting.
- Minimize the number of physical co-working conditions such as speaker stacking while taking safety into consideration.
- Keep social distances with audience during the event.

- During the event with audience, reduce music volume to help audience speak each other.
- Measure and plan possible A/C fan noise reduction measures as it is likely the venues will be using maximum ventilation.
- Plan ahead with the venue operator regarding frequent announcement plans regarding anti-virus measures.
- No eating on site facing to each other.
- We propose that walk-in music during the audience enter the venue should be played with a lower volume to effectively help people talking with each other.

#### For Wireless Microphones and In-ear Monitors

- Disinfect Wireless Microphones (Microphones, transmitters, and hand-held Microphones) every day.
- Manage all Microphones and In-ear Monitors not to be close to each other at the back stage. If a set of microphones are used by multiple performers during the same stage set, disinfect them between usage.
- Transmitter holders and belts should be cleaned more frequently, and anti-sweat equipment should be replaced more frequently.
- Plan a longer pre-stage prep time to reduce the number of people gathering in one location at the same time.
- Plan post event schedule by staggered equipment recall process and by setting up a collection boxes to reduce direct contacts.
- Use microphone trays to hand/collect microphones to reduce direct contact.
- Head-set microphones, lavalier microphones, and in-ear monitors must be disinfected every time they are taken-off.

#### Methods of disinfection

##### Dynamic Condenser Microphone

- Take off microphone head and spray with Microphone Cleaner (MRC-ZERO) [http://www.jassc.com/mt/tuhan/tuhan\\_01html](http://www.jassc.com/mt/tuhan/tuhan_01html)
- When such cleaners are not available, spray with disinfecting alcohol (concentration more than 50%)
- Microphone to be wiped off using disinfecting alcohol (concentration more than 50%)
- Thoroughly wipe off microphones with dry cloth after cleaning when users may be allergic to alcohol.
- Wash Microphone Windshield (urethane) with warm water and neutral detergent gently, then rinse them with water and air dry well naturally.

##### Inter-Communication/ Headset / Earphones

- Wipe off the headset body, arm, head pad and side pads with disinfecting alcohol (concentration more than 50%). Wait for one minute and wipe off with dry clean cloth.

- Earpad and urethane wind-shields should be separated from the headphone and then be sprayed with disinfecting alcohol.
- Ear-phone body and ear buds should be wiped off with disinfecting alcohol (concentration more than 50%).

#### Microphone Stands and cables

- Microphone stands and cables touched by performers must be wiped off with disinfecting alcohol (concentration more than 50%).

#### Equipment control buttons, knobs, faders

- Metal or plastic control buttons should be wiped off with disinfecting alcohol (concentration more than 50%).

Finally,

We expect that our operation with new measures will take longer time than usual. We would appreciate your kind understanding in conducting pre-event or on-site meetings to discuss required space and time for smooth operation.

Thank you so much for your cooperation with our measures for the prevention of COVID-19 infection.

Tokyo Onken Co., LTD.

<http://www.tokyo-onken.co.jp>

\*Reference

*Theatre and Entertainment Technology Association, Japan (JATET)*

*Sound Section*

*“In order to prevent the infection on the stage.”*