

Subject: <b>SOP - Sanitize and Cover the Microphone</b>		No: <b>PPSCM - PP - 21-07-2020</b>
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### General Overview

To ensure the microphone is clean and sanitized, and free of dust and bacteria/ viruses.

### Overview:

- Banquet staff must keep a stock of sanitary disposable microphone covers in the store.
- Inventory is required to control the par stock and availability.
- Ensure banquet staff wash their hands before and after handling the microphone.
- Before the event, make sure to sanitize the microphone using cloth and disinfectant.(chemical recommended by Archipelago)
- Clean and wipe all over the microphone's body/ surface.
- Put a new disposable microphone cover on and adjust the position to fit the head of the microphone.
- Placed the covered microphone on the head table of the meeting.
- Make sure the microphone cover is used only **one time** and only with the same **person**.
- After the event, remove the disposable cover and re-sanitize the microphone.

See below steps of Sanitize and cover the microphone. - [Video](#)

