

Soundworks is open and available for in studio audio sessions, taking every precaution to ensure that we keep our facility, studios, and our staff and customers safe from the spread of the Coronavirus. We're committed to effective policies for social distancing, protective equipment, cleanliness, hygiene, and other actions aligned with federal, state and local guidance.

This includes the following:

- All persons entering our facility will be asked for a temperature reading. They will also be asked to review and sign our questionnaire.
- Face masks and face shields are required for all staff members and guests when within 6 feet.
- Face shields are provided for extra protection.
- Disposable gloves and face masks are available upon request.
- Hand sanitizer is available throughout the studio.
- Sinks are available for hand washing.
- Enhanced cleaning and disinfection of our offices and studios are performed regularly.
- Talent assigned restroom is cleaned between every use.
- We are encouraging work-from-home strategies when possible.
- HEPA filters have been added to each studio to completely clear the air between in studio sessions.
- A Covid-19 Compliance Officer is on-site for any questions or concerns.

Additional safety protocols for Audio Services:

- Our protocols are SAG-AFTRA approved and meet or exceed guidelines set by the CDC.
- Our VO booths have direct access for talent with minimal contact with staff.
- Scripts and cue sheets can be either printed out or displayed on iPads for talent.
- Control Rooms and VO booths are disinfected between every session.
- Studio equipment is UV-C light sterilized between every session.
- Disposable headphones covers are used for all sessions. We encourage actors to bring their own set of headphones.
- We are temporarily limiting client/guest capacity in control rooms and studios in order to maintain social distancing.
- NOTE: Parents/Guardians and Teachers are allowed at all times for supervised sessions with minors.
- Talent and/or clients can be digitally patched into audio sessions utilizing ipDTL, Source Connect, Webex, Zoom, Google and other software.

Client Services:

At this time Soundworks provides sealed water bottles upon request. Due to the circumstances, we are no longer offering snacks. Coffee or tea can be made if requested.

Please contact Soundworks Studios at (818) 567-2000 or send us an email at info@soundworks.tv with any questions or concerns.

Questionnaire:

Please review our social distancing questionnaire. If you answer NO to any of the statements, we kindly ask that you reschedule your appointment.

Social Distancing Guidelines: SOUNDWORKS

Staff and guests will adhere to the following guidelines:

- All staff and talent will wear face masks and face shields when within 6 feet. Exceptions for talent (face coverings and face shields not needed when recording).
- All staff and talent should wash their hands frequently with soap and water or use hand sanitizer.
- All visitors and staff will be temperature checked daily via a non-touch thermometer.
- All staff will work to maintain 6' distance from each other and talent.
- Only talent will be allowed in the studio; all production professionals will continue to monitor remotely. No guests allowed (excepting a legally required guardian and/or studio teacher, if any)
- Engineers will be assigned to one stage per session.
- The speaker will be used in the booth instead of headphones as much as possible.
- All talent and required personnel should bring their own containers with their food and beverage.
- Sealed water bottles may be made available upon request. Otherwise, outside food service and in-house food, drink and craft services shall be suspended until further notice.
- When each actor arrives, they will be admitted only when the previous actor leaves. Studio personnel will use best efforts to limit any crossover with other on-site individuals. External door for talent will be opened by staff and internal doors will be propped open to allow access without touch as much as possible.
- All talent & staff (themselves or through their representatives) will be required to respond in writing to the below questionnaire prior to arrival. No talent or staff may enter the studio if any of the below questions are answered affirmatively.

YES NO Have you traveled in the last 14 days?

YES NO Have you been in close contact with anyone who tested positive for coronavirus or anyone who exhibited symptoms of coronavirus in the last 14 days?

YES NO Do you have any symptoms of coronavirus? Or have they come in contact with anyone who has? (These include: fever of over 100.4 [or hot flashes, sweats and/or chills that would suggest a fever], runny nose, cough, shortness of breath, sore throat, or a rash)

TEMPERATURE READING: _____

PRINT NAME: _____ **DATE:** _____

SIGNATURE: _____

CONTACT:(Email or Phone#): _____