



## **Dick and Rogers Sound Studio COVID19 Protocol**

Upon entering the building at 190 Alexander there is clear signage stating current social/physical distancing guidelines set by the Provincial standard.

There is a hand sanitizer station that is monitored and re-filled at the elevator.

### **Staff protocol.**

Upon entering our facility, the staff are expected to wash their hands at 1 of the 3 available wash stations.

Doors to access the hallway to the washroom are left open to minimize the handling of doorknobs/handles.

We each have our own enclosed edit suites with our own air supply and outflow. We are all individually separated through the work day.

We maintain that when we leave our rooms, we wash our hands before touching any shared surfaces in the kitchen. Eg; Refrigerator door, cupboards, drawers etc....

The kitchen area is supplied with hand sanitizer and disinfectant wipes with at least a 65% alcohol ratio.

Periodically throughout the day door handles throughout the facility are wiped down with disinfectant wipes.

As we are a small team, our common sense, mutual respect and genuine care for each other inform our decisions regarding health and safety for one another.

### **Record Room Protocol**

While we will be recording actors 1 at a time for the foreseeable future, our room has been prepped for the time when the provincial guidelines are adjusted and actors are comfortable enough to be in the room with up to 3 other people.

We believe that our room exceeds any guideline thus far regarding physical distancing. In addition, we have a measured and balanced air conditioning system that ensures constant flow of fresh air. (We have been informed that the air turnover in the room is around 3 minutes. This implies that there is no stale air in the room.)

The record room is prepared with 4 microphone quadrants. Each "station" is isolated from the other by a Gobo system. These microphone stations are separated by 8-10 ft distance with a physical barrier of plexiglass.

Each station has/will have:

a supply of hand sanitizer.

been wiped down with disinfectant wipes on all surfaces that the actor might touch.

A clean/fresh pair of headphones. Actors are encouraged to bring their own pair regardless of connector type or impedance level. We will accommodate.

A disinfected pop filter.

Used headphones are placed in an area where they sit for at least 4 days before being put back in rotation. We operate with 2 dozen pair of headphones.

We have not yet run into a situation where this, rotation system has been stressed with many actors on multiple days.

As alcohol solutions destroy the integrity of all soft surfaces, we do not disinfect the headphones. They are simply wiped down with water and left to sit. We are prepared to place more headphones in rotation if the situation arises.

### **Talent protocol**

It has been our practice that talent are expected to wait outside of the building until invited in. This gives us time to wipe down all necessary surfaces and prep the room each time a new person arrives.

The actors are explained the surfaces that are cleaned and “safe” for them to touch during their recording time. The doors are wiped down with cleaner so the actor can exit the room when they are finished.

The microphone height is adjusted quickly by the engineer as the actor stands away. The distance of 2 meters can easily be achieved between the 2 individuals during this short process.

Throughout the recording the Engineer and Talent are in different rooms and no longer need to be physically present together, remaining individually isolated for the duration of the session.

### **Mix Room protocol.**

Meeting physical distance guidelines set by the Province, we can host up to 2 people besides our mix engineer.

The clients/ guests will be encouraged to wash their hands prior to entering the room.

Clients will be encouraged to wear face masks although this is not mandatory.

Clients will be situated at a distance of at least 2 meters through their stay.

Hand sanitizer will be available to these individuals.