

**SAG-AFTRA Approved  
COVID-19 Safety Protocols**

In order to comply with social distancing practices as recommended by the Centers for Disease Control and Prevention and the Los Angeles County Department of Public Health, and to ensure the health and safety of our clients and employees, Waterman Sound has enacted the following requirements and guidelines to maintain a responsible working environment:

**Facility:**

- Face coverings are required of anyone entering the building.
- A no-touch temperature screener is located at the entrance to the building. Everyone entering the studio is required to have a temperature less than 100.4° F.
- Everyone is required to answer the attached verbal COVID questionnaire upon entry.
- Disposable gloves and disposable face masks are available for all clients.
- Hand sanitizing stations, disposable disinfecting wipes, tissues, and no-touch trash receptacles will be provided in every room.
- Coway Airmega HEPA air filtration units are in use throughout the studio.
- Clients and employees are encouraged to wash their hands often and use disinfecting wipes on high-touch surfaces that they come in contact with.
- Please maintain at least 6 feet of physical distance between yourself and others.
- Waterman Sound maintains a record of everyone entering our building to facilitate contact tracing in the event that a positive COVID-19 case is reported in our facility.

**Parking:**

- Please feel free to self-park your vehicle in our private parking lot (entrance on Forman Avenue). Valet parking services are also available if preferred.
- Call 818-855-2246 when you are outside, and you will be admitted to the building through a private entrance.

**Kitchen:**

- Communal craft services and bulk snacks will not be provided. Clients are encouraged to bring their own refillable water bottle and may request orders for individual craft items including snacks, drinks, and/or meals.

**ADR Sessions:**

- The ADR mixer will be isolated in the control room.
- Talent will be isolated in the live room, at least 15 feet away from the mixer and separated by a wall, double pane glass, and a pair of soundproof doors.
- Sound supervisors / producers can opt to monitor ADR sessions via Source-Connect in an isolated edit suite.
- Talent must be scheduled one person at a time. Waterman Sound will consider requests for loop group sessions on an individual basis, and precautions will be taken to ensure the health and safety of everyone involved.
- We recommend scheduling talent with a 15 minute buffer between sessions to reduce person-to-person contact and to allow time to disinfect the studio.
- All high-touch surfaces will be disinfected before each session, between each talent, and after all sessions. These surfaces include, but are not limited to: door handles, table tops, music stands, headphones, hear cue systems, pencils/pens, lamps, light switches, iPads for talkback, mice, keyboards, and AC controls.
- Microphones will be disinfected with a 70% isopropyl alcohol solution before each session, between each talent, and after all sessions.

**Employees:**

- Employees who have symptoms of COVID-19 (i.e. fever, cough, or shortness of breath) will notify Waterman Sound and stay home. Employees will not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who are living with someone who is currently sick with COVID-19 will notify Waterman Sound and follow the CDC's recommended precautions.
- Employees will be discouraged from using other employees' phones, desks, offices, or other work tools and equipment whenever possible.
- Employees will wear a cloth face covering when working alongside clients and/or other employees and a cloth face covering and disposable gloves when disinfecting the studio.

**Cleaning Crew:**

- Waterman Sound's cleaning crew is certified according to CDC guidelines. Approved disinfectant solutions are utilized to deep clean the studio each night.
- All high-touch surfaces in restrooms (door handles, faucet handles, toilet seats, toilet handles, and countertops) will be thoroughly cleaned and disinfected periodically throughout the day.

**Administration:**

- Waterman Sound will continue to monitor public health communications about COVID-19 recommendations and ensure that employees have access to that information.
- These requirements and guidelines will be updated as necessary to comply with any recommendations provided by the Centers for Disease Control and Prevention and the Los Angeles County Department of Public Health.

**COVID-19 Verbal Screening**

**Please answer carefully with YES or NO**

Have you experienced any of the following symptoms in the past 48 hours:

cough  
shortness of breath or difficulty breathing  
fatigue  
muscle or body aches  
headache  
new loss of taste or smell  
sore throat  
congestion or runny nose  
nausea or vomiting  
diarrhea  
fever or chills

Within the past 14 days, have you been in close physical contact with a person who is known to have COVID-19 or with anyone who has any symptoms consistent with COVID-19?

***Answered NO to BOTH questions?***

Access to Waterman Sound is APPROVED.

***Answered YES to ANY question?***

Access to Waterman Sound is NOT APPROVED.  
*Further instructions will be provided.*

## Client Testimonials

“With the recent challenges we have all faced in the world, we never thought we would be able to finish our ADR-heavy show at a decent time and with decent audio quality. Remote re-recording sessions were possible but a hit-or-miss with quality, which became frustrating for both cast and crew. Thankfully Waterman Sound saved us! Not only were they extremely accessible and accommodating both physically and remotely, but they were also great communicators the entire time - always helping us resolve last-minute challenges! Their specific safety guidelines and instructions made both the talent and ourselves feel extremely safe and comfortable. To top it off, everyone's great attitude added a bonus to all of our experiences. It's been a pleasure working with everyone at Waterman Sound!”

- Ivy Briones, Post-Production Coordinator “Black Monday”

---

“Working with Waterman on ADR though all this has been great. Being a small boutique they are able to create parking-lot-to-booth “no touch isolation” for the actors. During the session the mixer is in a separate booth, the supervisor is connected from an adjacent room, and I (the client) am connected from home monitoring on Source-Live and using Discord for talkback. We can also connect via a special Skype setup which streams sync show video from the room, the ADR mixer’s audio output, and also allows for easy and low latency communication with the actors.”

- Brian Wankum, Producer “Them:Covenant”, “Amazing Stories”, “Once Upon a Time”

---

“I have supervised many ADR sessions at Waterman Sound, and as the Coronavirus pandemic settled on LA I had one final ADR session that I needed to schedule before any global procedures and best practices had been put in place. I immediately booked the session at Waterman Sound. I knew that in addition to their facility having the proper arrangement to allow limited contact and social distancing (dedicated entrance, no shared office spaces, etc.) that I could trust all the employees to do everything within their control to keep the session safe and sanitary. They did a wonderful job and it felt very safe and secure. I would have no worries or concerns booking ADR sessions at Waterman Sound as our industry looks to start back up.”

- Patrick Hogan, Supervising Sound Editor “Roswell, New Mexico”, “Cobra Kai”, “Sacred Lies”