

### Contactless Arrival Safety Procedure

- Talent can use the free parking in our garage, located off of Forman Avenue.
- **After parking call 818-855-2246 and wait in the parking garage.**
- We will open the private side door entrance to the garage and leave it open. (NO front door entry. The only entrance will be through the parking garage after we receive an arrival phone call at 818-855-2246.)
- Please wear a face covering at all times - except during the session when isolated in the live room - and maintain at least 6 feet of physical distance between yourself and others.
- Once you enter the building, there will be a no-touch temperature screening. Everyone entering the studio is required to have a temperature less than 100.4° F. You will then need to answer a verbal COVID questionnaire, which will be provided to you prior to the session for your reference.
- Signs are posted to guide the talent directly to the ADR stage.
- The talent will enter the ADR stage, put on headphones, and clip on their lavalier microphone. The mixer will close the live room doors behind them.
- All high-touch surfaces are disinfected prior to each session. This includes, but is not limited to: headphones, microphones, music stands, hear cue systems, pencils/pens, door handles, table tops, and chairs.
- Disposable gloves, disinfecting wipes, tissues, and hand sanitizer will be available for the talent if needed.
- Talent will be isolated in the live room. Our mixer will be isolated in the control room.
- Sound supervisors are encouraged to monitor and direct sessions remotely. They can also opt to monitor sessions via Source-Connect in an isolated edit suite.
- Upon request, sound supervisors may opt to monitor and direct sessions from a workstation in the live room more than 6' away from the talent. The talent must agree to this arrangement beforehand, and the supervisor must wear a mask at all times.
- Once the session has concluded, the mixer will open the studio doors and exit the control room. We will open the side door exit to the parking garage, and the talent can exit at their leisure.

Please let us know if you have any questions, concerns, or specific requests. Thank you!