

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

In order to comply with 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. (If preferred, you may also use the front entrance.)

#### **Kitchen:**

- Communal craft services and bulk snacks will not be provided. Clients may request 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.
- 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.
- 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: microphones, door handles, table tops, music stands, headphones, hear cue systems, pencils/pens, lamps, light switches, iPads for talkback, mics, keyboards, and AC controls.

#### **Employees:**

- Our studio manager and ADR mixer are both fully vaccinated.
- 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 are 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.*