



### COVID-19 Employee Safety Protocols

Review the following before you arrive at work:

1. Do not come to work if sick.
2. Do not come to work if you have been exposed to anyone who has COVID-19 within the past 14 days. If you have, contact the Covid Compliance Officer immediately.
3. Fill out the electronic questionnaire each day of the week before you come to work. If any boxes have changed to un-ticked do not come to work and notify the Covid Compliance Officer immediately.
4. If your work can be done from home and you are not currently doing that, please speak with your supervisor to arrange to have your work done from home. Safety precautions while you are at work.
5. Upon arrival check in at studio entrance each day to have your temperature checked before you start your day.
6. Use hand sanitizer or wash your hands for a minimum of 20 seconds with soap and water when you arrive.
7. Maintain social distancing, a space of 6 feet, at all times.
8. Do not shake hands or use any other form of greeting that violates the social distancing standard of 6 feet.
9. A face covering must be worn at all times during the workday when you are in contact or likely to come in contact with others. Remember to wash or change your face covering daily.
10. Do not congregate in common areas.
11. Take breaks often throughout the day to wash your hands with soap and water for a minimum of 20 seconds.
12. Do not share equipment including office items. If you must share make sure to safely sanitize the item after use and then wash your hands with soap and water for a minimum of 20 seconds.
13. No communal food is allowed in any areas of the facility.
14. Hand sanitizer, wipes and gloves are available at the entrances to the facility. Hand sanitizer and wipes are available in all rooms.

15. Face coverings are available upon request.
16. The capacity is posted at the entrance to each ADR stage and control room.
17. Control rooms contain only the number of chairs that the capacity allows. No additional seating will be allowed. Do not bring in additional seating.
18. Seating is marked to accommodate social distancing.
19. Couches and love seats have been marked to limit them to only one person to accommodate social distancing.
20. All sessions are to be limited to essential personnel only.
21. Visitors and nonessential personnel are not allowed at this time.

Cleaning:

22. Each evening the facility is deep cleaned by the Covid Compliance Officer.
23. Every hour the following is disinfected and logged as being completed:
  - Facility entrance/exit door handles and door buzzers.
  - All common area counters, cabinet pulls/handles, and pulls/handles to any appliances.
  - Stages that are working entrance/exit door handles including control rooms for ADR stages.
  - Restroom entrance/exit door handles, faucet handles, toilet levers and soap dispensers.
24. ADR talent area including headphones, microphones, stands, chairs, tables and writing instruments to be sanitized after each performer's session.
25. ADR stage to have minimum 60 minutes break between performers to allow for air circulation and sanitization.

We appreciate all of you helping keep our facilities a safe environment for you and our clients. Coronavirus COVID-19 Information Current Coronavirus COVID-19 symptoms from the CDC People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- 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

For more information visit the CDC coronavirus website. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>