

# Audio Post Committee

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## Open for Business

British Columbia's audio post production facilities are open for business and operating under strict COVID-19 guidelines provided by the Canadian and British Columbian medical authorities. Our top priority is the health and safety of our personnel, clients and talent.

We will work with you to find the best way to complete your project. We have a full and varied array of technical options for you to supervise remotely while maintaining full creative oversight with confidence. Please contact your facility or sound supervisor for more details on these workflow options.

Our general health and safety protocols are below. Please contact your facility or sound supervisor for more detailed health and safety information specific to a facility.

## COVID-19 Protocols

### All Individuals Entering a Facility

- This set of responsibilities applies to everyone who plans to enter an audio post production facility. This includes all staff, freelancers, artists, vendors, delivery people, clients and talent.
- Only those who are scheduled to be at a facility or are delivering or collecting materials are allowed to enter a facility; all unnecessary guests or visitors should not enter a facility
- While within the facility you must conform to social distancing protocols, remaining 2 meters apart, unless a physical divider is in place
- If you are unable to maintain 2 meters distancing, you must wear gloves and a mask
- If you are sick, even with the common cold, please do not enter the facility
- If you have been exposed to COVID 19 you must self-isolate for 14 days prior to entering a facility
- If you acquire the virus you must self-isolate for 14 days and be tested to ensure you are free of the virus prior to entering a facility
- If you have travelled outside of the country, upon your arrival to BC you must self-isolate for 14 days prior to entering a facility
- You must thoroughly wash your hands throughout your day particularly when at a facility
- You must sneeze or cough into your sleeve and, if necessary, excuse yourself to the exterior of the facility until you've recovered

## Employers

- Please read “All Individuals Entering a Facility” above
- Facility owners and managers must remain up to date on all health and safety best practices, must provide related training to all personnel and must share these details with clients and talent regularly
- Facility owners and managers will request all personnel sign a document acknowledging their understanding of the COVID 19 health and safety protocols (please see attached example)
- Employers may adjust work schedules in order to facilitate distancing
- Employers should consider methods to increase physical distance in areas personnel, clients or talent tend to congregate
- Employers will use alternate methods to conduct non-contact meetings and discussions with personnel and clients
- Employers and managers have the right to request any individual leave the facility if concerned that person has symptoms of illness; they must train front line staff on best practices to remove visitors who do not abide by the protocols
- Employers will provide appropriate PPE if they require their personnel to wear it
- Employers will create an outbreak plan and will inform personnel and clients of the plan (single case, small outbreak, facility outbreak)

## Personnel (all contracted staff and freelance mixers, editors, Foley artists, technicians, etc)

- For the purposes of these protocols, any tenants within a facility will be regarded as Personnel
- Please read “All Individuals Entering a Facility” above
- All Personnel must sign a document acknowledging their understanding of the facility’s COVID 19 health and safety protocols (example attached)
- If any individual feels uncomfortable about their health and safety within the workplace they must raise their concerns with their employer
- If personnel cannot maintain 2 meters of distance between them throughout their session or workday, they must wear gloves and masks
- Wherever possible, all personnel who are normally isolated from other personnel due to their location or shift work, must avoid interacting with other personnel
- If an employer requires personnel to wear gloves and masks the facility will provide them

## Clients

- Please read “All Individuals Entering a Facility” above
- Please contact your facility to discuss how many clients may attend a scheduled session, including but not limited to Mix and ADR sessions. The number of clients will be limited by the space available in order to maintain social distancing requirements.
- Clients are asked to schedule ADR sessions with sufficient time between actors so the stage can be fully sanitized
- Whenever possible, clients will ask their ADR actors to bring their own cues on a device or printed
- Please enter the facility at the time of your scheduled session; please avoid coming early
- Clients will be greeted at a safe distance by facility personnel and directed where they need to go
- Upon wrap, clients will need to make their own way out of the studio as directed from a safe distance by facility personnel

- Clients are encouraged to wear their own PPE (gloves and masks); the facility may provide PPE to clients.

#### Talent

- Please read “All Individuals Entering a Facility” above
- Please contact your facility to discuss any specific protocols pertaining to that facility
- A facility will dictate the number of talent allowed in a single recording session based on the size of the room and conforming to social distancing requirements. This applies to Walla sessions as well.
- Please enter the facility at the time of your scheduled session; please avoid coming early
- Whenever possible please bring your own scripts on a device or in hard copy to your session
- Talent will be greeted at a safe distance by facility personnel and directed where they need to go
- Talent may need to close a stage door behind them
- Talent will need to put on their own headphones and, if applicable, lav mic
- Talent may need to adjust the standing microphones as requested by the engineer
- Upon wrap, talent will need to make their own way out of the studio as directed from a safe distance by facility personnel
- Talent are encouraged to wear their own PPE (gloves and masks); the facility may provide PPE options to talent.

#### Building & Equipment

- Each facility provides supervised entry for all visitors adhering to social distancing protocols.
- Each facility sanitizes all common areas at regular intervals throughout a scheduled work day.
- All crew equipment used by a single crew member is sanitized once per day; all equipment used by multiple crew is sanitized after each use
- Crew should have the option to bring their own input devices (keyboard and mouse for instance)
- All equipment and other deliveries (FedEx packages, gear, portable drives, etc) arriving at the facility are sanitized upon receipt; all packaging is safely disposed
- All headphones and microphones are sanitized following each individual client and/or talent session
- The facility will provide hand sanitizer throughout the facility in logical “station” locations
- The facility will identify or remove seating that is off limits in order to maintain proper social distancing

#### Washrooms

- Only one person at a time may use a facility’s washroom
- Where possible a facility will designate a “visitor’s washroom” for all clients and talent and a “staff washroom” for all facility personnel.
- Each person must thoroughly wash their hands upon entering the washroom and prior to exiting the washroom
- Washrooms will be sanitized at least twice daily
- Washrooms will contain hand soap, hand sanitizer and disposable hand towels

## Food Preparation & Craft Service

- Social distancing must be maintained during any meal service. This may require staggered meal breaks or separate eating locations within the facility.
- No facility personnel can prepare food for clients or talent. Only contained take-out food will be served to clients and talent by a crew member who is wearing gloves.
- Communal food trays or shared plates should be avoided in favour of individual servings
- Beverage services can continue for clients and talent: coffee, tea, bottled water, sodas etc. All containers and cups will be sanitized and served by a crew member who is wearing gloves.
- All cups, glasses, plates and cutlery will be fully sanitized and presented with gloves by any crew member. The facility will provide disposable napkins.
- Personnel may prepare food for their individual consumption. Each individual worker will be responsible for their own cleanup of all foodstuffs, plates, cutlery, etc. If an automatic dishwasher is available this can be used by personnel. Personnel must wash their hands prior to and after eating.
- Facilities will provide hand soap, hand sanitizers and disposable hand towels in kitchen locations

## **COVID-19 Policy – Personnel Acknowledgement**

By signing this document, the below noted employee confirms that they have reviewed and understand the requirements of the COVID-19 protocols. Any questions or concerns that employees have; they must ensure to bring forward to their supervisor.

### **-Employee Acknowledgement -**

I, \_\_\_\_\_

*Accept that: I have been instructed and understand the information provided in the COVID-19 Policy. By signing this document, I acknowledge my responsibilities, duties and the expectations while at work.*

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Original Copy of this document to be signed and maintained on file.