



## **Green Street Studios – Covid-19 Policies & Protocols**

### **GENERAL:**

- COVID-19 safety plan posted at all site entrances and exits
- Personal protective equipment is provided daily as needed
- Face coverings are being worn by everyone upon arrival to studio, into the booth and while leaving the booth
- Everyone maintains the use of PPE and social distancing
- Digital Scripts & Actor Contracts are to be provided Digitally
- Daily attendance log of all personnel on set is maintained
- The studio is completely secure to prevent access by the public

### **SOCIAL DISTANCE POLICIES:**

- One Actor in the booth at a time. No other visitors allowed. Minors are the exception
- A minimum of 6 feet distance between each person
- Audio equipment that must be used by more than one person. must be cleaned and disinfected with agent that is effective against COVID-19 before use by another. (rotated between sessions)
- Minor children may be accompanied by no more than 2 adults. Nothing is to be touched.

### **HANDWASHING / SANITISING POLICIES:**

- Hand-washing stations or Touchless hand sanitizers are at entrances to Studio and in multiple locations as well as a touchless system in the recording booth
- Individual containers of hand sanitizer may be provided to each person upon arrival as needed. Hand sanitation should be done frequently throughout recording session

### **POSTED SIGNS & POSTERS:**

- Personnel with signs/symptoms of COVID-19, and those who are quarantined, are not allowed at studio location
- Do not touch face with unwashed hands or gloves
- Wash hands for 20 seconds with soap and water or rub on hand sanitizer for 20 seconds
- Clean and disinfect high touch surfaces and objects frequently
- Cover mouth and nose with tissue when coughing or sneezing or use crook of elbow or sleeve
- Maintain minimum of 6 feet distancing at all times
- Screening Protocol posted and or emailed prior to entering Studio Property

### **CLEANING & DISINFECTING POLICIES:**

- Cleaning and disinfecting done frequently of all high-traffic/high touch point areas including:

- entrances and exits, hand-wash areas, Audio equipment, counter tops, desks, table tops, restroom fixtures, door knobs, light switches
- All personnel performing cleaning and disinfection provided proper PPE
- Daily cleaning and vacuuming done
- Adequate time in the workday to allow for proper cleaning and decontamination provided

**COVID-19 COMMUNITY SPREAD REDUCTION POLICIES:**

- Sharing food or beverage is prohibited
- Single serve containers of beverages and food are encouraged and provided upon request
- Eating and drinking are only permitted in designated Space (Booth)
- Actor(s) advised to stay home if any symptoms related to COVID-19 are experienced

**COVID-19 COMPLIANCE OFFICER (Rob King Certified) MUST:**

- Conduct daily screening of all actors who enter studio and at least once thereafter
- Prohibit Actor(s) who do not pass screening from entering studio
- Take remedial measures if any person on set becomes symptomatic
- Retain all attendance and screening results in Secured file, maintaining privacy
- Work with county health officer if called upon to do so
- Ensure implementation of all recommended safety and sanitation requirements
- Convey updated information relative to COVID-19
- Emergency protocols in the event of exposure or suspected exposure
- Decontamination by outside vendor of the set will take place upon discovering a person who is symptomatic
- COVID-19 Compliance Officer is authorized to stop non-compliant activity and bring back to compliance

**CRAFT SERVICES:**

- All food and drink must be in single serving containers
- Food and drink consumed only in designated spaces
- All additional Public Health Requirements to be followed

**For questions or comments about this protocol:**

**Contact: Rob King**

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