

## COVID-19 Responsibilities

### Studio Responsibility:

- Currently only artists will be able to attend with all clients dialling in to minimise contact risk.
- Reception area will be clear of receptionist so the only contact will be with the studio engineer
- Only the studio engineer and the artist will be in attendance.
- Only the recording artist will be in the booth and although they will need to enter the control room a distance of more than 2m can be maintained at all times.
- Handrails, door handles, tables and chairs being cleaned as used and several times a day with antibacterial products. A full clean of the building is carried out a minimum of 3 times a week.
- All "Close Contact" studio equipment i.e. headphones, pop shield, lectern, vo table, is cleaned prior to every recording with the correct antibacterial cleaning products
- The air conditioning within 2 Dukes Gate has been assessed and meets all safety requirements
- Antibacterial hand sanitisers and wipes are available.

### Artist Responsibility:

- Please adhere to social distancing throughout the whole time in the building, including in the studio, at 2 metres. Clear markers are on the floor for guidance
- Upon entry, there will be hand sanitiser available. We ask that everyone please wash their hands thoroughly in the ground floor bathroom before making their way to the studio. Antibacterial hand wash and paper towels will be supplied.
- No refreshments will be available so if required the artist must bring their own.
- Please notify upon booking if the attending artist(s) have travelled abroad recently.
- Please notify ASAP if the attending artist(s) have ANY symptoms so booking can be rescheduled after an isolation period.
- If within 7 days of recording the artist(s) have any symptoms please notify us ASAP.
- Please arrive no more than 5 minutes before the start time of the session. We will not be able to accommodate space in the waiting room at this time and this also allows time for the studio to be fully cleaned in between sessions.
- When leaving the building, we ask that the artist(s) please wash their hands again in the downstairs bathroom closest to the door.
- Please keep personal belongings with you at all times.
- Disposable face masks will be available upon request.
- All of the above will be implemented until further notice.