



Coronavirus Cleaning and Social Distancing Policy

Updated: 05.11.20

Symptoms of COVID-19

Any client or staff member experiencing a new and continuous cough, or a high temperature should seek medical attention immediately.

If symptoms occur within 14 days prior to, or during any session, management should be notified as soon as practical, and the session will be cancelled immediately. Full or pro-rata refund rules will apply depending on circumstances.

Under no circumstances should any person with symptoms enter or remain at the studio.

Client Self-Assessment Form

A self-assessment form will be sent to all clients prior to their sessions and is required to be filled in and submitted before any session has started.

This form can be found here: <https://forms.gle/uViTtqztQAexU2rp6> If for some reason a client arrives without completing this form, they will need to do so before the session can begin.

Refusal by any client to complete the form will result in the cancellation of their session with normal refund rules applying.

Track and Trace

At least one member of each party of clients has to provide their name and contact details by using our sign in book or scan the provided QR code with their NHS app

All staff are also required to sign in every day.
Refusal to participate will result in refused entry.

Staff and Client Social Distancing Rules (staff and clients) :

- Wear face coverings at all times (except when singing/playing wind instruments)
- Stay 2m apart from any other person
- Avoid all physical greetings including hugs, handshakes and hi-fives - waving hello and goodbye will work just fine
- Regularly wash their hands for 20 seconds with soap and hot water and / or use hand sanitiser whenever required
- Segregate, with clients to remain in vocal booth or live room for the duration of the session where possible, and staff to remain in the control room for the duration of the session.
- Avoid touching backline/equipment not necessary for the session for example, during breaks

Session Prep

- All instrumentals and backing tracks to be sent via download link prior to the session commencing.
- A full break down of what will be recorded i.e. vocals, drums, guitar, piano in order to make sure all microphones and backline can be sanitised before/after the session.
- Where possible, recording sessions should be staggered to minimise the amount of people in the building at any given time. For example: a drummer could record with only the engineer present.
- Mixing/editing sessions should be done remotely when possible

Session sizes

Sessions will be limited to only those recording, **no extra friends to sit in.**

Studio 1: Maximum 5 people per session (incl. staff)

- Monitoring speakers could be setup in the live room so artists do not need to come into the control room for playbacks. This arrangement should be discussed ahead of the session.
- In the control room, distancing of 2 meters is between 3 people is possible if one sits in the sofa, one in front of the console and one in the right corner

- In the live room, a distance of 2 meters is possible for a maximum of 5 people though we will limit sessions sizes to make sure ventilation is sufficient.

Studio 2 and 3 :Maximum 2 people per session (incl. staff)

- Artists will remain in the live room at all times, monitoring speaker will be setup in the live room so artists do not need to come into the control room for playback.

Cleaning Products Provided

- Hand sanitiser by front door and in all studios
- Disposable antibacterial wipes
- Disposable tissues

Eating & Drinking

- Bottled water, disposable plates, cups and cutlery are available if required
- Clients are to bring their own hot drink/food for the session in order to minimise transmission from communal surfaces
- Access to kitchen may be limited to certain times if more than one session is happening simultaneously to avoid overcrowding

Staff Cleaning

The following duties are to be undertaken both **before and after** each client session, whilst wearing a face covering and disposable gloves:

- Wash your hands before starting the cleaning process
 - Using isopropanol rubbing alcohol clean Mic front grill (use extreme caution not to let moisture into the mic) pop shield & mic stand
- Using disposable antibacterial wipes, wipe all of the following:
 - Speaker power buttons
 - Midi keyboards
 - Console / desk

- Outboard hardware switches and knobs
 - Air conditioning remote
 - Vocal booth screen
 - Guitars & basses (if used or planning to use)
 - Tables and side units
 - Chairs including arms and stools
 - Windows
 - Door handles of studio, vocal booth and live room
 - Light & wall power switches
 - Computer power button, screens, keyboard & mouse
- Throw out any rubbish
 - Empty bin and replace bin liner
 - Dispose of mask and gloves
 - Wash your hands after finishing the cleaning process
 - Upon arriving home after your session, we recommend removing your shoes before entering your house and wiping them with antibacterial wipes, then removing and washing the clothes you are wearing immediately.

Management Cleaning

In addition to the Staff Cleaning, management will also arrange for the following deeper cleaning on a weekly basis:

- Floors vacuumed and mopped
- Mats and rugs vacuumed
- Wash rubbish bins

Further Information

If you are unsure of any part of this document, or have questions about our processes and procedures, please contact Tobin or Lucas on 0208 902 0497 or info@theparkstudios.com