

Welcome to ponysound.

Updated 03.16.21

Below are the steps we're taking to ensure the safety of all ponysound personnel, actors and client's coming into ponysound. Our protocols are SAG-AFTRA approved and either meet or exceed guidelines set by the CDC with our focus centered on social distancing, disinfecting, and reducing points of potential transmission.

1. We disinfect all touch points before and after an actor leaves. We also provide disinfecting wipes and hand sanitizer for the actor if they wish to disinfect more. We ask that you please take your temperature before arriving to confirm no current fever. If you have been around anyone confirmed with the virus or have had a fever in the last 48 hours, we ask that you please reschedule the session, at no charge from us, until all healthy criteria are met. All pony staff are required to do the same.

2. After washing our hands, and in advance of the actor arriving, we set up the microphone based on their height, and place scripts and contracts in the booth. It's up to the actor to send the contract back to the agent or client. We encourage actors to bring their own set of scripts or an electronic version of the scripts can be provided via a sanitized iPad. We also encourage talents to bring their own headphones, but have sanitized headphones to use as well. We also have the option to use talkback speaker monitors if actors don't feel comfortable using any headphones. We will change out and sanitize pop filters, wind screens and headphones after each session. We also run a UV light and a UV lighted HEPA filter in the booth prior to each session to ensure sanitation.

3. **1200 E. 3rd St. ATX, 78702** - Studios East Building - Street parking is available as well as spots in front of the building. The 15 min time limit signs are meant for deliveries only..

4. Face masks are mandatory by all parties while entering and exiting the building as well as in all common areas. New disposable face masks are provided at the receptionist, in our lobby and both vocal booths.

5. With a mask on, ring the door buzzer just right of the front door to be buzzed into the building. Upon entering, the receptionist will have you turn right and walk down the hallway to the second door on the left labeled ponysound. From there your engineer will point you to your vocal booth inside of the suite, Please securely shut white booth door behind you and plug your headphones into an input on the headphone amp or place the provided sanitized headphones on to communicate with the engineer which will be in an adjacent room to adhere to social distancing guidelines. Sanitized bottles of water will be provided in the vocal booth.

6. If the session has more than one actor recording in sequence, we ask that you text the editor upon your arrival at the number provided via email before the session. As to limit the number of people in the studio, we ask that you wait outside the building until the editor has texted back that the room has been cleaned, sanitized and is ready for your entrance.

7. If at any time the actor needs to leave the booth for the restroom, please place face mask back on and turn left out of the suite and through the front **ponysound** lobby door. Turn right down the building hallway and the restrooms are on the second right, through the kitchen. There is a building policy of one at a time in the restroom so if the light outside the door is on and the door is locked, please wait until vacant. We ask that you turn the light off after exiting the restroom so others will know it is vacant.

8. Any additional or revised scripts, once the session has started, if not sent electronically will be printed and with sanitized hands placed on the coffee table outside of the vocal booth for the actor to retrieve once the engineer has left the suite.

9. Upon finishing the session, please take all scripts and contracts with you as anything left will be thrown away. The actor will see their way out and exit in the same manner that they entered.

9. All persons entering the studio will have their name and time of attendance added to a written roster for any possible future tracing.

We appreciate and thank you for your compliance and understanding of these protocols in our attempt to minimize and eliminate any possible transmission of COVID19. Please feel free to reach out with any other questions or concerns!

The **ponysound** team.



