



ACTRA Toronto Best Practices Guide for Voice Studios

- Consider remote recording from home if possible.
- Health screening assessment at point of entry to studio:
 - Questionnaire (required) [Ministry of Health Screening Tool](#)
 - Temperature check (at the discretion of the employer)
- Any individual that does not pass the screening test will not be permitted to enter the studio.
- Individuals that exhibit COVID-19 symptoms during the workday should notify Production immediately and be isolated and evacuated per Public Health recommendations.
- Training to be provided on the following:
 - [Section 21 Guidelines](#)
 - [Proper use of PPE](#)
 - [Disinfection techniques](#)
 - [Handwashing and sanitization techniques](#)
- All guidelines set out by the local, provincial and federal governments in accordance with the Regulations established by the Government of Ontario under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act](#) will be followed
- Use of face masks at all times, except when recording alone in the booth. If there are multiple people in the booth masks to be worn by all parties.
- If screaming or yelling is required no more than one person should be in the booth to mitigate the spread of aerosol transmission
- Install barriers between performers to assist with physical distancing.
- Always ensure that performers are provided with 2 metre distancing from other individuals.
- In order to air out the studio in between performers using it, please provide sufficient time between sessions.
- Sanitize all surfaces and equipment before and after each session, including the microphone, POP filters, script stand, and any other equipment the performer will come in contact with. (*This [website](#) may be useful.*)
- Consider using disposable covers to protect mics.
- Offer to wipe down the equipment in the presence of the performer to reassure them of what has been cleaned before the work.
- Allow actors to use their own headphones or provide disposable earphone covers.
- Limit sharing of equipment as much as possible.
- Ensure proper ventilation including, but not limited to HEPA filters and filters with a MERV rating of 13 or better is in place. ([COVID 19: Heating, Ventilation & Air Conditioning \(HVAC\) Systems in Buildings](#))
- Provide hand sanitizer (minimum 60% alcohol) and hand washing facilities and encourage everyone to wash hands often and on entering the facility and again before they leave.

- While performers may be able to wait in their vehicles until they are notified to enter the studio, please note that not all performers have a vehicle and they should be provided a safe clean holding area, that allows for 2m distancing.
- Limit the number of people at the session by having staff who need to observe the session call in remotely.
- Have work reports initialed digitally by the performer/agent. The performer should establish a record of work time, by sending their *Time In* and *Time Out* to their agent via text or email.