



ACTRA Toronto Best Practices Guide for Voice Studios (updated January 28, 2021)

- Consider remote recording from home if possible.
- Follow the Section 21 Committee [Film and Television Industry Health and Safety During COVID-19 Guidelines](#)
- Rigorous screening controls are an essential administrative control and should be implemented to identify individuals who may be infected with COVID-19 and prevent them from bringing COVID-19 into the workplace. However, appropriate screening does not reduce the importance of implementing appropriate physical distancing, hygiene and environmental sanitation protocols.
- **Daily health screening and testing (as required) assessment:**
 - Questionnaire (required): [Ministry of Health Screening Tool](#) to be completed prior to reporting to the workplace.
 - Testing plan as required by ACTRA Toronto (refer to [ACTRA Toronto's Special Bulletin](#))
 - 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 the [local public health unit's](#) guidance, and ACTRA should be notified.
- **Training:** to be provided on the following prior to the individual commencing work.
 - [Section 21 Guidelines](#)
 - [Proper use of PPE](#)
 - [Disinfection techniques](#)
 - [Handwashing and sanitization techniques](#)
- **Visitors:** should only be permitted in the workplace if necessary and they should be provided with the Section 21 Guidelines as well as, company policies and protocols.
- 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.
- **In-person sessions:** when required, you should have appropriate measures in place limit the risk of transmission of the virus, including the risk of airborne transmission. Such measures will include:
 - Masks approved by the producer (i.e., surgical or procedural) to be worn at all times, except when recording alone in the booth.
 - Avoiding group recording sessions that require more than one person to be in the recording booth at a time to mitigate the spread of aerosols. If there are multiple people in the booth masks to be worn by all parties at all times.
 - Install barriers between performers to assist with physical distancing.

- If screaming or yelling is required, no more than one person should be in the booth to mitigate the spread of aerosol transmission.
 - Ensuring appropriate ventilation which will include but is not limited to HEPA filters and filters with a MERV rating of 13. ([COVID 19: Heating, Ventilation & Air Conditioning \(HVAC\) Systems in Buildings](#))
 - Sanitizing all surfaces and equipment that the performer may come into contact with before and after each session, including the microphone, POP filters and script stands (*This [website](#) may be useful.*)
 - Limiting the sharing of equipment as much as possible
 - Allowing performers to use their own headphones or providing disposable headphone and microphone covers.
 - Always ensure that performers are provided with 2 metre distancing from other individuals.
- Schedule in-person sessions to avoid congestion and to allow the studio to air out and appropriate disinfection to occur in between sessions.
 - Offer to wipe down the equipment in the presence of the performer to reassure them of what has been cleaned before the work.
 - 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.