



## **Todd-AO ADR Stage 4 at Deluxe Hollywood Safety Protocols and Procedures During COVID-19**

For your safety, Deluxe and Todd-AO are taking the following preventive measures:

You may self-park upon arrival. Please look for your last name or show name if parking was requested in advance. Otherwise, please use any space reserved for "Visitors". For security purposes, any and all attendees for the show must be confirmed by the booking client in advance, and anyone that arrives to a session unannounced may be turned away from attending the session.

Temperature checks will be performed upon your initial arrival. During check-in, you will be given a colored sticker specific to the day, which you will be required to show to security anytime you re-enter the building to avoid having your temperature scanned each time. Please allow extra arrival time for this process. If you cannot immediately head into Stage 4, the reception or security team will direct you to an appropriate waiting area to help comply with social distancing.

We ask that masks be worn at all times while inside the building, but may be removed upon entry into the ADR stage. The front desk will provide one upon request. Gloves are not mandatory but are available at the front desk if you would like a pair.

There will be no coffee or beverage service at this time. Water coolers with paper/plastic cups and bottled water are available. The water coolers are thoroughly cleaned throughout the day.

In-house meals from our onsite kitchen, snacks, and other in-house food service will not be available during this time. Meal orders for delivery can be placed upon request through your ADR mixer. All orders will be left in their original packaging for you to pickup in a designated area. To maintain social distancing standards, we will no longer offer client working/lounge areas for use until further notice, and all meal breaks must be taken in Stage 4. We apologize for any inconvenience.

Upon your arrival you will be asked the following questions. Please allow extra time as needed:

1. Are you currently experiencing or, in the last 14 days, have you experienced any symptoms of a cold, flu, or acute respiratory illness? For example, any of the following symptoms:
  - Coughing, sneezing
  - Fever
  - Shortness of breath, difficulty breathing
  - Early symptoms of acute respiratory illness such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, runny nose, muscle pain
  - New loss of taste or smell

2. In the last 14 days, have you been in close contact (within 6 feet / 2 meters for more than 10 minutes) with anyone who is either confirmed or suspected of having COVID-19, including anyone who is or was experiencing any of the symptoms listed above?

3. In the last 14 days, have you tested positive or have been tested and are awaiting the results for COVID-19?

4. In the last 14 days, have you traveled outside of the country?

5. In the last 14 days, have you been in close contact (within 6 feet/2 meters for more than 10 minutes) with anyone who has traveled outside the country?



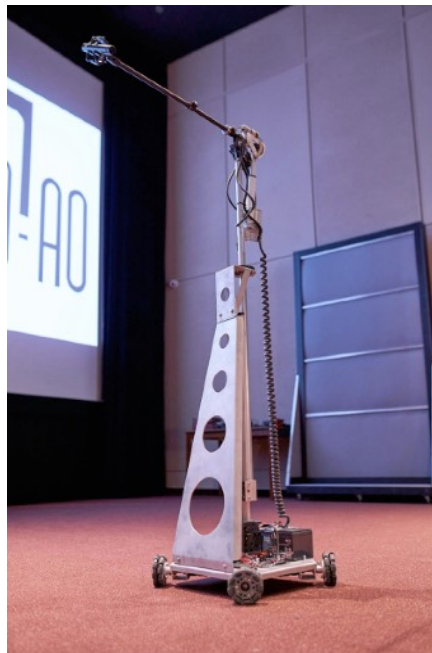
The ADR stage will be fully disinfected before the start of each session. Special focus will be given to the actor podium, side table, headphones and the headphone amp, writing utensils, door handles and light switches. Headphones, lavaliers and writing utensils will be placed in a UV-C light bag before being wiped down and distributed. Hand sanitizer will be readily available, both in bottled form as well as in hand sanitizer stations placed throughout the facility. Disinfectant wipes will also be available on the ADR stage should talent wish to utilize them. We have installed two timed UV-C lights on the ADR stage to be run prior to each ADR session in 15 or 30 minute cycles. In addition, we have implemented an 'iAdaptAir L' purifier from Air Oasis featuring HEPA filtration and UV, which is run on the stage before, in-between and after ADR sessions.

Talent and session attendees will have the opportunity to enter Stage 4 via their own separate entrance from the mixer, that being the pair of double doors on the right side of the stage. Reception or security will direct talent and attendees down the hall where their mixer will be waiting outside of the control room, at a distance of no less than 10 feet, and the stage doors will be sealed behind them before recording. The existing stage snack spread that we have provided in the past will be removed from the stage until further notice, and only bottled water will be available.

Any needed paperwork (cue sheets and actor time sheet) will be pre-printed and waiting on the podium for the talent. We will also provide the option of an iPad for cue sheets if it is preferred by the talent over a hard paper copy. Our remote operated robot mic stand will be used for positioning of the boom microphone (it allows us to adjust height and angle of the mic). The lavalier microphone will be ready with a clip or a piece of moleskin which will allow the actor to apply it to themselves easily. Light switches are easily accessible in the stage should the talent wish to make their own adjustment to stage lighting.

Remote ADR supervision can be performed through Source-Connect, Skype or Zoom connection. Session attendees will be left to the discretion of the production and the comfort of the recording talent. Only the cleaners and the ADR mixer will be permitted entry to the control room, so we ask that productions minimize their list of attendees to permit six feet of social distancing on the ADR stage itself.

Upon completion of the session, the talent may remove their own lavalier microphone. All that is needed before departure is their signature on the already printed time sheet, and they can depart through the same pair of stage doors they arrived through. Going forward, our schedule will include a mandated 30 minutes of separation between sessions to ensure the stage can be thoroughly cleaned between actors. On a day with multiple scheduled sessions, in addition to sanitizing protocols, both the headphones and lavalier will be replaced for each talent.



**Contact:**

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