

## Whip Records Covid 19 Protocols

Thank you for choosing Whip Records for your recording needs during this time of Covid 19. I wanted to let you know what we are doing here to protect everyone's safety. Below are protocols put in place to allow the studio to continue operating while remaining vigilant to stop the spread of the Corona virus.

What we are doing:

1. The studio will only schedule one client per day and wherever possible will schedule sessions several days apart to give adequate time for the studio to be thoroughly ventilated and cleaned.
2. After and before each session all surfaces will be sanitized
3. Headphones will not be used on consecutive days. At least 4 days will laps before headphones are reused to insure nothing remains on the surface. Headphones will also be cleaned with disinfectant between use.

When you show up for your session:

1. Please wear a mask when you arrive for your session and call the studio number to announce your arrival at 510 528 5440. David will come meet you outside and bring you into the live room. Wearing a mask is mandatory. No exceptions will be made.
2. In most all cases the studio will be preset to record before your arrival so that there will be limited contact between you and the engineer for set up. (Set up time will be billed at regular studio rates).
3. Please keep your mask on at all times prior to recording and on breaks and whenever the engineer enters the live room to make any adjustments. Please also wear your mask when visiting the restroom or anywhere other than the live room while recording.
4. Once the engineer is done making any adjustments and the doors are closed you may remove your mask to record and for the duration of the session musicians will remain in the live room and the engineer will remain in the control room with all doors closed between rooms. The live room and control room are on entirely separate HVAC systems so there is absolutely no air transferred between the rooms via the HVAC system.
5. Any and all communication will happen via microphones and headphone and speakers so no need to open the doors to communicate.
- 6 For mix down or playback clients will remain in the live room. Clients can monitor via headphones as well as via the Event monitors (speakers) that are in the live room. At no time will clients enter into the control room with the engineer.
7. The bathroom is available for use for clients at all times and will be sanitized between clients with fresh towels for each new session.

If you have any questions or concerns please let us know. Our goal is for everyone to remain safe and comfortable and still be able to make great recordings.

Thank you for your cooperation.