

Welcome to pony**sound**.

Below are the steps we're taking to ensure the safety of all pony**sound** personnel, actors and client's coming into pony**sound**. 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 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, as well as run a UV light in the booth prior to each session to ensure sanitation.
3. Street parking is available as well as spots in front of the building. The 15 min time limit signs are meant for deliveries only. Please walk around to the West side (left) of the building on Waller St. between East 3rd and East 4th streets to enter through the side black gate that says "Studios East". When arriving, please call your engineer (cell number will be provided prior to the session) so he can open the gate for you.
4. As declared by the Mayor of the City of Austin, **Order No. 20200617-014**, facemasks are mandatory by all parties while entering and exiting the building as well as in all common areas. A new facemask can be provided on site if needed.
5. The actor can then walk directly into the labeled pony**sound** back brown door, third on the right, down the hallway to the second door on the left labeled pony1 and into their booth without any contact with staff. Please securely shut white booth door behind you and plug your headphones into input 2 on the headphone amp or place the provided sanitized headphones (input1) on to communicate with the engineer which will be in an adjoining room to adhere to social distancing guidelines. Sanitized room temperature bottles of water will be provided in the vocal booth for the actor.

6. If at any time the actor needs to leave the booth for the restroom, please place facemask back on and turn left out of the pony 1 suite and through the front pony**sound** 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.

7. Any additional or revised scripts, once the session has started, 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.

8. Upon finishing the session, please take all scripts and contracts with you as anything left will be thrown away. The actor will exit in the same manner that they entered. The engineer will meet you out back at the gate to open it.

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 pony**sound** team.



1200 East Third Street • Austin Texas • 78702 • 512-485-3181 • audio@ponysound.com