List of Measures and Hygiene Plan

List of Measures and Hygiene Plan of SPEEECH Audiolingual Labs GmbH for the COVID-19 pandemic regulation period of validity and its enforcement

SPEEECH Audiolingual Labs GmbH
April 22, 2020
1 List of measures

1.1 Home office
All employees who are not involved in ensuring the maintenance of operational workflows on site are assigned to work in home office and can be reached via e-mail and mobile phone.

1.2 Decentralisation
Editors and directors work decentralised and are connected digitally.

1.3 Coworkers
All employees who have to work on site are thoroughly instructed and for their part ensure the strict implementation of all measures within the scope of the COVID-19 prevention.

1.4 Hygiene plan supervisor
The hygiene plan is supervised and executed by hygiene officer Marion Schmidt.

1.5 Voice actors
1.5.1 Obligations
Before entering the studios, each voice actor is informed of the hygiene measures and rules of conduct, which can be viewed/accessed at the reception desk. Everyone is obliged to:

- An early disclosure of one’s own health status, including information on known contacts to confirmed COVID-19 cases and/or a past infection
- Prompt notification to the casting management about any symptoms
- The disinfection of one’s hands when entering the studios and before registering
- Maintaining a minimum distance of 1.5 meters to other individuals during the entire stay in front of and inside the SPEEECH premises

1.5.2 Ensemble recordings
The voice talents are scheduled to appear individually and are asked to arrive and leave the studios as punctually as possible. Ensemble days and auditions are cancelled until further notice.

1.6 Disposable gloves
The use of disposable gloves is largely being renounced with the request to wash your hands thoroughly with soap or disinfect them with a hand disinfectant. This increases the efficiency in fighting adherent COVID viruses. Should you personally wish to wear disposable gloves, please disinfect them with the available hand disinfectant.

1.7 Masks
Currently wearing a mask is not a mandatory obligation in the SPEEECH premises.

1.8 Food
Meals should be consumed with the necessary distance or on your own. Afterwards, all surfaces used must be cleaned and disinfected. Used dishes and cutlery will be put in the dishwasher by the respective user. Please wash your hands after taking your meal!

1.9 Smoking
All smokers are urged to keep a minimum distance even during smoking breaks outside the studio facilities. Smokers are instructed to wash or disinfect hands after smoking.

1.10 Mobile phones
For the time of your stay in the SPEEECH Studios, mobile phones may NOT be passed on.
## 2 Hygiene plan

<table>
<thead>
<tr>
<th>Location</th>
<th>Measures</th>
<th>Regularity</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front door &amp; doorbell</td>
<td>Disinfection by wiping the handrail, door handles and bell with surface disinfectant</td>
<td>every 30 minutes</td>
<td>SPEEECH employees</td>
</tr>
<tr>
<td>Entrance hall</td>
<td>Disinfection of one’s hands at the reception and when handling the instruction leaflet</td>
<td>all day</td>
<td>everyone</td>
</tr>
<tr>
<td>Waiting area</td>
<td>Disinfection by wiping tables, chairs, the coffee machine display panel and document holder with surface disinfectant</td>
<td>every 30 minutes</td>
<td>SPEEECH employees</td>
</tr>
<tr>
<td>Recording booths</td>
<td>Disinfection of pop filter, chairs, speaker’s desk, door handles and door contact surfaces with surface disinfectant. ATTENTION: Open windows and air the room regularly during breaks.</td>
<td>when voice artists change</td>
<td>SPEEECH employees</td>
</tr>
<tr>
<td>Restrooms</td>
<td>Regular use hand washing with soap after use is sufficient. Hand disinfection after use of restrooms is optional. Toilet lids and sink area must be disinfected.</td>
<td>after use &amp; every 30 minutes</td>
<td>everyone</td>
</tr>
<tr>
<td>Employees’ work areas</td>
<td>Disinfection by wiping tables, keyboards, mixing consoles, chairs, door handles and phones with surface disinfectant</td>
<td>multiple times per day</td>
<td>SPEEECH employees</td>
</tr>
</tbody>
</table>