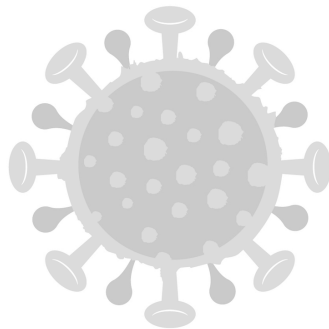




## List of Measures and Hygiene Plan

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



**CORONAVIRUS**  
2019-nCoV

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

Location	Measures	Regularity	Responsibility
Front door & doorbell	Disinfection by wiping the handrail, door handles and bell with surface disinfectant	every 30 minutes	SPEEECH employees
Entrance hall	Disinfection of one's hands at the reception and when handling the instruction leaflet	all day	everyone
Waiting area	Disinfection by wiping tables, chairs, the coffee machine display panel and document holder with surface disinfectant	every 30 minutes	SPEEECH employees
Recording booths	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.	when voice artists change	SPEEECH employees
Restrooms	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.	after use & every 30 minutes	everyone
Employees' work areas	Disinfection by wiping tables, keyboards, mixing consoles, chairs, door handles and phones with surface disinfectant	multiple times per day	SPEEECH employees