

Due to the current Covid-19 pandemic, it is of utmost importance to adhere to the following guidelines in order to ensure the safety of all personnel and clients at Artemus Studios. Artemus Studios operates to ensure the satisfaction of all customers and that all visitors to the studio feel completely safe during their time within the studio.

I therefore ask you to carefully read through the following guidelines and do not hesitate to ask any questions prior to your session in the studio. Thank you for your cooperation and understanding.

PREREQUISITES FOR ATTENDING STUDIO SESSIONS:

- Only clients living in areas where local lockdown restrictions have been lifted will be permitted to use the premises. To check whether you live in an affected area, visit: <https://www.gov.uk/guidance/north-west-of-england-local-restrictions-what-you-can-and-cannot-do>
- Due to a limited amount of physical space in the studio and the need to minimise risks associated with the spread of coronavirus, only 2 people from the same household will be permitted to attend a studio session at one time.
- Access will not be permitted to those displaying any symptoms of coronavirus, including but not limited to:
 - A high temperature
 - Fever or chills
 - A new, continuous cough
 - Shortness of breath
 - Fatigue
 - A loss or change to your sense of taste or smell
- If you begin to display symptoms of coronavirus, please contact the studio immediately to cancel and rearrange your appointment.

ACCESS TO/FROM PREMISES:

- Direct access to the studio is possible from the front entrance;
 - On entry please continue through the corridor and proceed up the stairs – the studio is situated to the immediate left at the top of the staircase.
- Do not open/close doors to the studio or front entrance;
 - Doors and handles will be used by the engineer only.
- The door to the toilet and its lock may be used provided that hands have been sanitised; the toilet facilities will be cleaned between sessions. Please see section “Hygiene” for further information on using the toilet/washroom.
- Hand sanitiser will be available at the front entrance and its use on entry will be mandatory.
- The corridor, stairs, studio, and toilet/washroom are accessible for customers. All other areas of the premises are out of bounds.

TIME-KEEPING:

- Please ensure that you arrive to your session on time; extra time will not be allocated at the end of the session due to the necessity to prepare for subsequent sessions.
- If delays are expected, please contact the studio as early as possible.
- Please ensure you give 24 hours notice for any cancellations. Non-emergency cancellations within 24 hours of the start of a session will incur the full fee for the session.

MAINTAINING SOCIAL DISTANCING:

- Please refer to the floor plan overleaf; the control area is only accessible by studio personnel.
- The vocal booth provides adequate distance and isolation from the engineer during the session. Headphone connections in the booth will enable communication with the engineer throughout the session.
- On entry to the studio, access to the vocal booth is found on the right. Please follow the route to the left of the booth and wait for the engineer to open the booth door.
- Prior to recording, the engineer will need to make microphone adjustments within the booth. In this instance, the engineer will wear a protective face-mask and clean sanitary, disposable gloves.

HYGIENE:

- As mentioned in “Access To/From Premises”, hand sanitiser will be available at the front entrance which must be used on entry.
- Please do not touch any doors or door handles in the studio or front entrance; the engineer will provide access to essential areas.
- Use of the toilet and washroom is permitted. Please refer to the following section, “Use Of Facilities”.
- An air chiller, humidifier and purifier is available for use within the vocal booth. This can be controlled via the provided remote control which will be sanitised between in each session for your use between recordings.
- The studio will be ventilated via the window in the control area and the door whilst recordings are not taking place;
 - During recording, the windows and door will need to be closed and the air chiller fully switched off.

USE OF FACILITIES:

- **VOCALISTS: please provide your own pop-shield for use during the session.**
 - **Microphones are available for use but it is recommended to bring your own if you have access to one of sufficient quality. Contact the engineer to discuss options.**
- **ALL ARTISTS: please provide your own headphones if possible**

STUDIO:

- Within the vocal booth, please refrain from touching any surfaces or equipment except for your headphones and the humidifier remote control.
- Do not lean on any of the walls of the booth or the acoustic panels/curtains.

TOILET/WASHROOM:

- Please wash hands thoroughly after using the facilities with the soap provided and dry hands using the paper towels – please do NOT use the fabric towels.
- Please dispose of paper towels in the bin provided.

PAYMENT:

- Please make all payments via Bank Transfer on the agreed upon date; cash payments will not be accepted.

Thank you for taking the time to read through the guidelines. By carefully adhering to these safety measures, we can ensure that everyone feels safe and comfortable during their studio session and can focus on enjoying the experience.



**CONTROL
AREA**

200 mm