

UBCP/ACTRA Best Practices Guidelines: Voice Recording Productions

To ensure the Health and Safety of all Voice Performers working during COVID-19, UBCP/ACTRA is providing the following set of best practices. Please note that these best practices are intended to supplement the current recommendations and orders by the [Provincial Health Officer](#) and the requirements outlined by [WorkSafeBC](#). Ultimately, it is the employer's responsibility to provide a safe and healthy work environment for all workers. To achieve this, employers are required to develop a [COVID-19 Safety Plan](#) that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission. We trust that our recommendations will assist you in the formulation of your COVID-19 Safety Plan to help ensure the health and safety of performers in your workplace.

Key Health & Safety Protocols

- As per [Canadian Government regulations](#), all travellers entering Canada must complete a 14-day quarantine upon their return prior to starting work.
- Any Performer displaying [symptoms](#) (e.g. fever, cough, sore throat, sneezing), whether or not the symptoms have been confirmed as COVID-19, must refrain from visiting the studio and inform production immediately. Local Health Authorities should be contacted by the Performer to determine the appropriate next steps.
- Any Performer who lives in the same household as a confirmed or clinical COVID-19 case, or has been exposed to a confirmed COVID-19 infected person must refrain from visiting the studio and follow the advice of Local Health Authorities.
- Production must have policies and procedures developed in case of an exposure to COVID-19.
- Prior to work, a copy of the Production's COVID-19 policies and procedures should be provided to all cast and crew to ensure that all workers are aware of the production's safety protocols.
- All cast and crew must receive adequate training in the modes of transmission and control measures outlined in the production's policies and procedures.
- UBCP/ACTRA may request a copy of production's policies and procedures for the health and safety of Performers.

Health & Safety Guidelines

Casting & Auditions:

- Allow Performers to utilize demos, video-conferencing or MP3 auditions instead of in-person sessions.
- Cast locally or voice patch performers, avoiding unnecessary travel, when possible
- Schedule more time in between auditions (minimum 15 minutes) to:
 - allow time for cleaning/sanitization and ventilation in between sessions
 - decrease the number of individuals in work spaces
 - ensure sufficient space to allow for 2 meters/6 feet of physical distancing at all times

Limiting Social and Physical Interactions:

- Always ensure that 2 meters/6 feet of physical distance is provided.
- Given the nature of the work, in an enclosed space with vocal projections, 2 meters/6 feet of physical distancing between performers may not be sufficient to ensure safety; therefore, there should only be one Performer recording in the sound booth at a time.
- Stagger call times and sessions to limit the number of individuals in work spaces.
- Staff who need to observe the recording session should do so remotely if possible
- Arrange for performers to wait in their vehicles until they are notified to enter the studio. If this is not possible, ensure that all Performers are provided with a safe, clean, holding area that allows for 2 meters/6 feet of physical distancing
- Avoid non-essential meetings and gatherings. Pre-production meetings, rehearsals, and readings should be done virtually.
- Digitally distribute production documents (scripts, contracts, etc.). If paper is essential, documents should not be transferred between workers. Provide one pen for each individual to execute paperwork and ensure that it is not shared

Personal Protective Equipment (PPE):

- PPE (i.e.: face masks/shields) should be provided and used in situations where physical distancing is difficult or when crew may come into contact with equipment to be used by a Performer
- Adequate training regarding the proper usage and disposal of PPE (as per guidelines set out by government health organizations) must be provided to all cast and crew.

Sanitization Guidelines:

- Information regarding proper hygiene and etiquette to mitigate the spread of COVID-19 should be posted in all work and communal spaces.
- All work and communal areas, particularly high-touch surfaces (door handles, faucets, etc.), must be disinfected regularly.
- Provide hand sanitizer (minimum 60% alcohol) and hand washing facilities throughout all work and communal spaces and encourage everyone to wash their hands regularly. Hand washing or use of hand sanitizer is required when:
 - Arriving and leaving the work environment
 - Before and after rest periods and meal breaks
 - Before and after any contact with a Performer
- Sanitize all sound booth surfaces, tools, and equipment before and after each session, including the microphone and stand, headphones, cables, POP filters, script stand, and any other equipment the performer will come in contact with. Refer to [DPA Microphones](#) for suggested cleaning guidelines
- Schedule at least 15 minutes between Performer sessions to properly ventilate and sanitize the studio
- Consider using disposable covers to protect mics and earphones.
- Headphone covers must be provided for performers who do not bring their own headphones
- Equipment should not be shared between Performers. When possible, encourage Performers to use their own equipment (i.e.: headphones, pens, water bottles, etc.)



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Performer Rights

Performers have the right to request additional health and safety measures to be put in place for the safety of themselves and/or others. Performers also have the right to refuse unsafe work if they believe that it presents an undue hazard. An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” risk, above and beyond the potential exposure a general member of the public would face through regular, day-to-day activity.

If a safety concern is raised by a Performer, the employer is responsible for investigating and resolving the issue. If the solution is deemed inadequate by the Performer, the employer is required to continue to investigate along with a worker representative of the Joint Occupational Health and Safety Committee or a Health and Safety Representative. If a resolution is not agreed upon, the WorkSafeBC Prevention Line must be contacted. There will not be any negative consequences for the Performer as a result of this process.

If a Performer is no longer able to fulfill a booking due to health reasons, the provisions of Article A1910 of the BC Master Production Agreement (BCMPA), Section 15 and Article 708 of the National Commercial Agreement (NCA), Article A1809 of the BC Master Animation Agreement (BCMAA), and Section 1802 of the Audio Code shall apply.

UBCP/ACTRA reserves the right to modify/update the Best Practices Guidelines at any given time.