

COVID-19 ACTION PROTOCOL

Health and safety measures applied

- The Air Conditioning is properly disinfected according to the Certificate issued by the company MULTIARCO.
- The use of a face mask is mandatory inside LisbonWorks facilities.
- All employees and visitors will have masks, dispensers with alcohol-based antiseptic solution, disposable shoe covers and gloves at their disposal.
- All workspaces will be cleaned and disinfected daily.
- Several bins for disposable materials are available across the facilities.

Collective protection measures

Given the high risk of contagion with COVID-19, the collective protection measures are:

- The use of a face mask is mandatory for those who access the facilities.
- Only one actor and one technician can stay inside the recording studio at the same time.
- Only one member of the production team can access the recording studio to deal with any necessary matters.
- Inside the recording booth, the use of disposable shoe covers is mandatory.
- Outside the recording booth, the use of a face mask is mandatory across LisbonWorks facilities.
- Outside the recording booth, a minimum safety distance of 2 meters between people must be kept

Cleaning and disinfection of surfaces, spaces and protective elements

LisbonWorks, Lda

Rua Manuel Ferreira de Andrade, 6B, 1500-417 Lisboa

www.lisbonworks.com – Tel: 217 700 100

- All equipment will be carefully cleaned and disinfected, including work desks, reading shelves, lamps, keyboards, computer mouses, seat supports and telephones.
- The actors must come alone to the studio, bring protective masks and gloves, and remain with the masks until they start with their dubbing work.
- If anyone should arrive before their booked time, they must wait outside the premises.
- There will be a minimum break of 90 minutes between recordings.
- Any printed script will be for the exclusive use of one actor. Alternatively, we can send the script in advance, if the actor wants to use their own equipment (tablet, mobile phone)
- Sharing pens and/or other personal use materials is not allowed.
- It is strongly advised for each actor to use their own headphones set whenever is possible.

Guidelines for employees

- Body temperature will be measured every day upon arrival on the facilities
- Anyone with the slightest symptom, should stay at home and inform the management
- The use of face masks is mandatory for all employees.
- In case of any symptom or direct contact with someone infected, the employee must inform immediately the management, in order to be screened and proceed accordingly with the D.G.S. (Government Health Authorities) rules. The employee can only return to the facilities after the quarantine period stipulated by the health authorities and with the proper medical discharge.
- Always remember the importance of not touching your face, even when wearing gloves and/or a mask.
- Always remember proper hand washing, several times a day.