



The safety and security of our employees, customers and fellow industry workers are our number one priority here at IMN. To that end we have implemented the Protocols for Office Worksites set by the COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH. We have also made various procedural and physical modifications to our studio to ensure the safety of talent, clients and engineers moving forward:

- Only clients and talent with appointments are admitted into the studio. Talents and appointed guests will be assigned their own space, where they will be able to maintain 6ft distance from another person. The general public may not enter the building.
- Clients and talents will be provided with personal gloves, facial mask and hand sanitizer if needed.
- Hand sanitizer is located immediately upon entry to the building and throughout our facilities.
- Face Masks must be worn by everyone who enters the building. New masks are available at reception if needed.
- Sessions are limited to 1 talent per recording room.
- Each employee has been assigned a personal workstation which is isolated from the rest of the building.
- All employees are checked for symptoms, including temperature, at the start of each day and if they exhibit any are sent home immediately.
- If an employee feels unwell before coming to the workplace, they are advised to skip the work day until the symptoms are gone and to get tested.
- Employees are instructed to regularly wash their hands with soap and water for no less than twenty seconds.
- Studio is professionally cleaned and disinfected bi-weekly and regularly disinfected with antibacterial products.
- Our cleaning and maintenance teams are using bleach, disinfectants and appropriate cleansers on all work surfaces to ensure safe working environments.
- All of our employees must maintain 6 ft distance from colleagues and clients. Talent can be accommodated to at no point be in the same room as anyone.
- All shared hard surfaces are wiped and disinfected between sessions. That would include things like countertops, chair handles, door handles, light switches, telephones, etc.
- Clients are asked to supervise sessions remotely, when possible.
- Pop filters and mics will be swapped out after each session and sterilized with 70% isopropyl alcohol.
- Copy stands and other hard surfaces are disinfected before and after each talent.
- It is recommended that clients and talent bring their own water to the session although water is available upon request.
- Cast or group recording sessions (Up to 6) can be accomplished by linking each of our isolated booths together if needed.