



MEASURES TO BE TAKEN IN THE DUBBING STUDIOS DURING COVID-19 PANDEMICS AND NORMALIZATION PROCESS

The following measures to be taken during the Covid-19 pandemics and normalization process have been created by combining results of the survey carried out by Dubbing Working group of Actors' Union among dubbing actors and other examples implemented in other countries. Necessary measures are not limited to this list. It is the responsibility of the studios to meet all the conditions specified in the relevant law and legislation.

It should be ensured for the actors who have the opportunity to record at home/remotely during the Covid-19 pandemics and who want to record at home until a vaccine or treatment is found to work without coming to the studio. The primary option is to maintain a record at home/remotely. These measures will be reviewed in accordance with the condition of the pandemics, amendments to be made in the legislation, and/or relevant law and new decisions to be taken by the public authorities.

1. GENERAL MEASURES

- 1.1 For actors to go to the studio, sessions should be planned in such a way that dubbing actors could be present in the studios sometime between 10.00 – 18.00 o'clock on working days.
- 1.2 Intense sessions that will cause a breach of social distancing rules should be avoided by considering the capacities of the studios, waiting spots, and record areas.
- 1.3 It will be ensured that the dubbing actor does her/his works in a single record area on a single day. Record sessions of the dubbing actors who are over the age of 60 and/or have chronic diseases will be organized as a single record session daily. Record area mustn't be occupied by someone else before the said dubbing actor gets in the area. It is recommended that a single record area is dedicated to the actors over the age of 60 and other dubbing actors do not record in this area.
- 1.4 Studios shall provide the dubbing actor with transportation through a private car or taxi during 08.00-11.00 and 16.00-19.00 hours (rush hours) when public transportation is high.
- 1.5 Those who do not have any duty will not be allowed to enter the working or rest areas during the working hours of the studios.
- 1.6 Fever of the dubbing actors shall be measured with an infrared thermometer at the entrance. Dubbing actors with a fever more than 38 C, will not record and will not be allowed to enter the studio and / or waiting spot.
- 1.7 Waiting spots will be readjusted by considering "social distance". The area will be adjusted to allocate the 4m2 area for "a" dubbing actors. Social distancing will not be less than 1.5 meters in shared areas.
- 1.8 The dubbing actor will not wait more than 15 minutes in the waiting spot.
- 1.9 In record areas, only one dubbing actor and the regie area, maximum of two staff as the director and technician will be allowed by considering social distancing including rhu barb (crowd) recording sessions.
- 1.10 The mouse will be controlled by the regie. A mouse will not be present in the recording area.



- 1.11 Studios shall have single-use gloves, masks, and earphone pads available and microphones and/or pop filters shall be equipped with single-use pads.
- 1.12 Masks will be worn by dubbing actors out of the recording area and by other staff 'always'.
- 1.13 The dubbing actor should bring her/his mask, pen, and tissue. The studio will provide a mask for the dubbing actor who does not have her/his mask for some reason, if it is not possible to provide a mask, the dubbing actor will not record and will not be allowed to enter the studio or waiting spot. Pens or stationary equipment will not be put in common use.
- 1.14 It is recommended for the dubbing actor to bring her/his own earphone. Studios provide the opportunity for a dubbing actor to use her/his own earphone. The studio should provide an individual earphone or a single-use pad and disinfected earphone for the dubbing actor who does not have her/his earphone.
- 1.15 Actors will bring their own food and beverage. Food and beverage machines will not be in use. All areas except for record areas, waiting for spots, and toilets will not be allowed to be used by the actors.
- 1.16 It is recommended to make an available tap, soap dispenser, and tissue automates with sensors in the toilets.
- 1.17 This list should be hanged in an area to be seen easily together with the name and phone number of the occupational health and safety specialist and the officer responsible for this issue under the studio.
- 1.18 If the dubbing actor and/or other staff get a self-quarantine due to disease, contact with a diseased person, or having Covid 19 test, said persons will immediately notify the studios, Actors' Union and other related institutions.

2. CLEANING, DISINFECTION, AND MEASURES FOR VENTILATION / AIR-CONDITIONING SYSTEMS:

- 2.1 Studios will apply detailed cleaning and disinfection (light keys, surfaces, door handles, phones, handles of the lockers, chairs and arms/backrests, etc.) three times a day (before the record, in the middle of the day, after the record).
- 2.2 It is compulsory to keep disinfectant including at least 70 percent alcohol available in a reachable area in the main entrance door of the studios and the dubbing actor is obliged to use this disinfectant.
- 2.3 Studios will keep disinfectant including at least 70 percent alcohol available in a reachable area in the record areas.
- 2.4 Shared used equipments (microphone, pop filter, earphone, etc.) will be regularly disinfectant after each session. Mask and gloves will be worn during the disinfection procedure. Single-use materials will be replaced with new ones.
- 2.5 It is recommended to use ultraviolet disinfection units out of working hours to provide surface and air disinfection in all indoor areas.
- 2.6 In areas where ventilation / air-conditioning systems provide 100% fresh air, the system should always be operated with 100% fresh air. The temperature of the recording area should be kept stable at 20 C. This kind of systems should not be turned off at night but be operated with a low flow rate. General ventilation systems which do not provide fresh air should be kept turned off.

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- 2.7 Record areas with access to fresh air will be ventilated, between the finished session and the next session, with fresh air by opening windows and doors for not less than 30 minutes according to the volume of the ventilated area and length of the previous session.
- 2.8 Air cleaning will be provided with the same period (as described in point 2.7) by using HEPA-filtered ventilation devices or ozone air sterilization devices by keeping the door closed in the areas which do not have fresh air access and ventilation/air conditioning systems do not provide 100% fresh air.
- 2.9 Areas that do not meet the ventilation/air conditioning conditions will be kept closed during the pandemics.
- 2.10 In the event that the dubbing actor stays more than 1 hour in the recording area, the studio will be ventilated for 5 minutes every hour in addition to the general ventilation conditions. The dubbing actor will be provided with necessary time to have her/his hygiene.