

Entering, using and leaving Hampstead Music and Voice Studio at WAC Arts, during the Covid 19 pandemic.

The studio is housed in WAC Arts, entrance via the side, or Atrium glass doors, situated down the passageway at the left-hand side of the main entrance steps as you face them.

Please wear a face mask in the building, it is now required practice for building users. *Remove it for recording!*

Buzz to enter.

The receptionist will take your temperature with an infra-red thermometer.

Sign in using the touch screen computer. The receptionist will give you your printed photo-pass.

You may wash your hands using the sanitiser dispenser situated between the door and the steps into the atrium.

The receptionist will phone **Paul Chivers**, the studio manager or **Victoria Leigh** the assistant manager, who will come to meet you in reception and walk you to the studio.

There is a one-way system marked on the floor, making social distancing from other building users, easier. Be aware that reception is often a place where people bunch and gather, so you may wish to wait outside while people sign in, before buzzing and entering, or a little away from reception whilst waiting to be met.

Since the corridor to the recording studio rooms are not wide enough to leave a 2-meter gap between people, the studio crew will check to see that the corridor is clear before proceeding.

Once in the studio rooms, please try and remain in the one room that applies to you. The studio crew and your producer or engineer will have to enter the room to position microphones for example, so please be aware and keep a distance.

The microphone shields, all surfaces, doors and door handles will be wiped at the start and the end of the working day, and there will be sprays and cloths available in the studio rooms for your own use should you require them.

There is a two-way microphone to loudspeaker connection between the live room and the control room.

Toilets can be found near the entrance as you approach reception from the studio, but by turning left rather than right toward reception. Bottles of water are available in the studio.

Paul and Victoria will be on hand in an adjacent room should you have any questions or require any assistance during your session. They can also be contacted at any time on these numbers:

Paul: 07837 021 795

paul@hmvs.co.uk

Victoria: 07862 201 393

victorialeigh46@gmail.com