



**We are as excited as you are to resume recording sessions as BC businesses re-open during the ongoing COVID-19 pandemic. Our top priority is the health and safety of our clients and staff, and we are taking the following steps to make your session as safe as possible:**

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### What we're doing

- Sanitizing commonly touched items and surfaces between every single session (i.e. microphones, headphones, pop filters, instruments, keyboards, trackballs, door handles, railings, bathroom, etc.).
- Hand sanitizer has been placed at the entrances to the studio and in the control room. The studio is also well stocked with soap and paper towels and reusable cloths and towels have been removed.
- Maintaining the recommended 6ft social distancing whenever possible, and wearing a mask when entering that space can't be avoided.
- Creating a 6ft area around the engineer's position that will be marked on the floor.
- Increasing the frequency of HVAC air filter changes and adjusting the fresh air intake to its maximum setting.
- Doing group listens to recorded performances through our headphone system to minimize the number of people in the control room.
- Limiting the maximum number of clients in the control room to 3 in order to allow for 6ft social distancing.
- Pausing our internship program to reduce the number of people involved in sessions.
- Pausing our normal tea/coffee/water/snack service until further notice to avoid handling items that will be consumed by clients.
- Instruments brought to a session by clients will be handled by clients only.
- Posting reminders in the studio on best practices for a safe recording experience.

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### Get in touch

We will continue to update these policies as guided by our BC medical health officials.

If you have any questions, concerns, or ideas on how to create a safer recording experience, please contact our studio founder and manager Tom Dobrzanski at [tom@monarchstudios.com](mailto:tom@monarchstudios.com).

Thank you, and we look forward to seeing you in the studio!

### How you can help

- Wash your hands for 20 seconds with soap and water when you arrive at the studio.
- Maintain the recommended 6ft social distancing whenever possible, and plan your session in a way to allow this.
- Limit session attendance to those that are actually performing and a number that ensures social distance capability. Please do not invite guests who are not active participants.
- Bring a mask, and wear it when possible, especially while sharing a room with others over an extended period of time.
- Please bring your own headphones with ¼" adapter to the session if possible. If you are a singer and own a pop filter, please bring your own to the session as well.
- Allow only studio staff to touch recording equipment, and please ask before touching studio instruments so they can be sanitized at the end of the session or between performers.
- Avoid use of kitchen area by bringing your own prepared food, cutlery, and beverages.
- Communicate your session details ahead of the recording date so we can let you know the best time to arrive after all possible setup is done by studio staff ahead of your arrival.
- If you have any symptoms of COVID-19, have been outside of the country in the last 14 days, or have come in contact with someone suspected of having COVID-19, please let us know so we can reschedule your session without penalty.

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### Recording Checklist

- Headphones with ¼" adapter (if possible)
- Pop filter (if possible and you are singing)
- Travel mug with hot drink
- Water bottle filled with water
- Food and snacks for the day, including cutlery
- Mask
- E-mail session details to Monarch ahead of time
- Confirm arrival times with each performer to minimize number of people at the studio
- No symptoms or risk factors of COVID-19