



Current Procedures for Recording Sessions (Updated February 2021)

We are reviewing the following guidelines with clients before their sessions and providing them with a copy of this document in order to explain the measures we are taking to ensure safe and fun recording sessions.

- Tonal Park conducts all sessions by appointment only. We are working with all clients to determine the needs of their sessions, and we have strict limits on how many individuals can enter and work in the studio rooms at the same time. Only participants in the recording session will be allowed to attend. Additional guests and/or family members are prohibited.
- Anyone displaying symptoms of illness will not be permitted to enter, and we are relying on everyone planning a session at Tonal Park to monitor their own health. We will always allow clients to reschedule sessions due to health reasons.
- Everyone must wear a mask or face cover when arriving at Tonal Park, while in any common area, and in the presence of other individuals. Engineering staff will always be wearing a mask. No one will be allowed to enter the studio without a mask or face cover. Everyone is expected to bring their own masks or face covers, and may have their temperature checked upon arrival. The studio is fully stocked with sanitary supplies and can provide hand sanitizer, gloves and cleaning wipes to anyone who needs them.
- Everyone must wash their hands upon entering the building and following any break during a session.
- All participants must sign in and provide their contact information upon entering the building.

- Clients will not be permitted in the control room, where engineers and staff will remain isolated from the tracking rooms. Clients will be able to listen back to their session via headphones, and are encouraged to bring their own headphones with them. We are happy to provide sanitized headphones to anyone who doesn't bring their own pair.
- Clients should only bring the instruments and materials they will need for their session, and they should plan to keep all personal belongings with them or within their designated recording room at all times while in the studio. Unfortunately, we are not able to help with load-in/out or handle client personal items except as necessary to perform audio engineering functions (for example; touching an instrument in order to position microphones). It will be critical to fully plan the session objectives and materials in advance, and stick to the plan as much as possible. This will be necessary for the session to run smoothly and keep contact between engineers and clients to a minimum.
- Eating and drinking is only permitted in designated areas of the studio. Everyone is encouraged to bring their own food and beverages with them (the studio common area fridge is available for storage), and they are also welcome to order takeout from a local restaurant. We ask that everyone keep talking to a minimum while masks are off for eating/drinking. Please clean up after yourself and do not leave any food out in the common areas.
- Weather permitting, session downtime and meal breaks will be conducted outside.
- For certain projects, we may request to keep credit card information on file in order to provide contact-less checkout.
- The recording studio rooms will be set up and sanitized by our staff prior to the arrival of the client. We are disinfecting surfaces, door handles, computer keyboards, microphones, microphone stands, headphones, pop filters, and other necessary items before and after each session. Buffer times between sessions will be long enough to allow rooms to be cleaned and sanitized.
- The safety of our clients and staff is extremely important to us, and we have invested in additional measures for everyone's protection. We have large plexiglass "studio shields" to serve as barriers between musicians playing in the same room. Each of the studio rooms has its own HVAC handler, and we have installed UV-C lighting in the air

conditioning system so that each room will be filtering its air through disinfecting light as it cycles. The engineer and the client will be in separate rooms and thus, different HVAC systems.

- As always, Tonal Park can mix and master unattended sessions and e- mail references for approval. We are not currently booking attended mixing sessions or attended mastering sessions, but we are able to conduct “virtual” mixing sessions in which clients can listen to mixes in real time and communicate with the engineer via Zoom, FaceTime, etc. Please contact us to learn more about this service.

We are always here to answer any questions about these guidelines. Please provide any feedback to help us improve by emailing contact@tonalpark.com

Tonal Park

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