



COVID-19 Policy

COVID-19 STUDIO BOOKING POLICY

- All bookings are subject to our terms and conditions as modified by this policy.
- Guests accept all liability for their personal wellbeing, upholding social distancing, wiping down surfaces they have used and adhering to all displayed & communicated company policy.
- Anyone displaying symptoms such as a high temperature, loss of taste and smell, or generally feeling unwell is not permitted on site.
- We are advising all staff and clients to avoid public transport. Please ask for details of parking facilities.
- We may ask sessions to alter arrival times and stagger session start times to reduce contact with neighbouring guests.
- If a client, or anyone in their household, should develop symptoms of COVID-19, they will be asked to reschedule the session at no extra cost following the government's quarantine guidelines. Any monies held on deposit will be non refundable but held in reserve for the rescheduled booking.
- Should an assistant or engineer assigned to a session develop COVID-19 symptoms, we will inform the client at the earliest opportunity. We will seek a replacement member of the Studio Team in order for the session to go ahead, or we will reschedule or refund the booking as necessary.
- Those attending sessions should bring their own face masks/PPE, headphones (studio quality & closed back only) and instruments wherever possible. Those who require these items should communicate this at the time of booking and we can provide these at an extra cost.
- Guests are advised to factor in extra time while planning and booking a session. In line with Covid regulations, sessions may take longer than normal; we recommend considering additional days if appropriate.

BEFORE A SESSION

- We recognise that some people may have more particular requirements at this time. If you have any specific requests with regards to Covid-19 safety, please make this known at the time of booking.
- As socially-distanced sessions may take longer than usual, we ask clients to consider their set up requirements in advance and communicate these to the assistant/in-house engineer at the time of booking.
- We are encouraging engineers to bring their own keyboard and mouse to the studio, however this is not mandatory. All equipment will be cleaned & disinfected before the start of each session, and at the end of each day, along with high impact objects and surfaces such as door handles, bathrooms, etc.
- Should a person with COVID-19 symptoms attend the studio, their session will be promptly cancelled without refund and the client will be liable for all costs and losses we suffer as a result.

ARRIVING AT THE STUDIO

- Konk is requesting anyone entering or leaving the Studios to sanitise their hands using the hand sanitiser dispensers, or the designated bathroom facilities where we have installed disposable paper towel dispensers to further reduce the risk of transmission. Clients should then proceed directly to the Studio where their session is booked.
- Each bathroom has been assigned to a particular Studio/Room and staff facilities are only to be used by the personnel working in Church Lane.
- All clients must avoid physical contact greetings in order to reduce contact and maintain social distancing guidelines as set out by the UK Government.

DURING A SESSION

- Guests must respect the max-per-room quotas set out below in accordance with social distancing guidelines. (Please note, we are trying to limit the number of attendees to the absolute minimum so we may ask clients to vacate certain rooms at times, even if they're within the quotas, in order to reduce the risk of transmission).
 - Studio 1** - Control Room: 5 people, Live Room: 7 people.
 - Studio 2 [Privately rented]** - Control Room 3 Live Room 4.
- Konk is operating under the 2m social distancing guidelines. It is required that all attendees maintain a good level of social distancing.
- The kitchen area is restricted. Clients requiring use of the microwave can ask a member of staff.
- Guests are requested to dispose of any plastic cutlery, food and drink containers they have handled during a session.
- Studio 1 has a dedicated tea & coffee station in the control room corridor, allowing clients, engineers & producers to prepare hot drinks for themselves, while maintaining a distance from one another.
- Clients are encouraged to remain in the studio as much as possible, however, we appreciate that guests may need to take breaks outside for fresh air & collecting food and drinks etc.
- Musicians must bring and handle their own instruments unless unavoidable, particularly in the case of mouth instruments such as brass or woodwind. Mouthpieces, spit valves etc. must be cleaned by the musician using their own cloth away from staff and taken away with them.
- Guests are responsible for handling their own equipment and must refrain from handling our equipment where possible in order to reduce risk of contact transmission.
- Where microphones / equipment is required by more than one person, the client must allow time for these items to be cleaned.

AFTER A SESSION

- At the end of a session, all guests in the studio must undergo a "wipe-down" of anything they have made contact with during the day.
- Microphones, headphones and any other sensitive equipment will be cleaned & disinfected at the end of each session.
- Studios are professionally cleaned every morning at 6am along with all common areas.