



dragonfly

studio guidelines

Welcome to the Dragonfly Studio! Your safety, and the safety of your teams and clients, is the most important thing to us at Dragonfly. When you enter our facility, you should feel confident that you are not at risk. To help ensure this is the case, the following guidelines have been created. They will continue to be updated to meet current government and industry recommendations, as well as to take into account your suggestions.

If there is anything you would like to see implemented on our end to further increase your confidence in our space and service, please do let us know. With your help in adhering to these guidelines, we can continue to offer a safe space for production and creativity to flourish, while stopping the spread of COVID-19.

GENERAL RULES

1: Mandatory Screening

Covid-19 screenings are a requirement for all Studio bookings. Your Production will be in charge of designating a person to screen crew members prior to proceeding past the office entrance during a rental term. For small productions of 4 people or less, our staff will conduct the screening. Screenings consist of a questionnaire as well as a temperature check with a contactless thermometer.

2: Only One Production in The Space at a Time

When you book at Dragonfly Studio, you will be the only production in the space and will have complete control over the head count. Outside of your teams and clients, and those you approve to be in the space, only our staff will be permitted on site while you're with us.

3: Lower Maximum Capacity (UPDATED JAN 14, 2021)

To ensure you will have plenty of space to keep your crew and client physically distant, we have a reduced max capacity in our studio and office space.

Dragonfly Studio has a max capacity of **3** people in the recording space and **1** person in each of the tech and production rooms. Additional individuals can be in attendance in the boardroom (**4** people) or other office space.

Our entire facility/including the studio has a max capacity of 15 people.



4: Restricted Hours

Load in and out times are flexible, however preferred times include:

- Load-ins can start from 6AM (or later).
- All productions must be completely loaded out by 10PM or earlier on the wrap day.

This time is required for our cleaning staff to properly sanitize the entire facility, and all rental gear, as well as allow the air to clear before the next production loads in.

If there is not another production booked in the following day, we may offer some flexibility for your load out time, but this will be on a case-by-case basis.

These hours do not apply to multiple day productions and will only impact your load-in and load-out days. In other words, if you're with us for multiple days, you may wrap later than 10PM when your production returns the following day.

Our staff will book the loading dock and freight elevator for your specified load-in and load out times. This request must be made 48 hours or more in advance of the required time.

5: Doors to Remain Locked at All Times

To ensure that access is restricted to ONLY those whom your production has authorized to be on-site, the doors must remain locked at all times. Someone from your production will be given a security FOB for the rental duration and will need to let team members and clients in as needed. The door may not be propped open, left unlocked or unattended when open at any time.

Dragonfly staff will be the only others allowed into the office space and will remain in one of the staff designated areas at all times, except for when providing you or your production crew with service.

WHAT YOU CAN EXPECT FROM US

1: Sanitization Spray Provided for Your Production

Each production will receive a 1L bottle of 70% ethanol spray and adequate paper towels when loading in, which can be used throughout your stay to keep high-touch surfaces and equipment sanitized, as needed. If you require more spray while you're with us, just let someone from our team know and we will provide you with a fresh bottle.

2: Nightly Cleaning and Sanitization of the Entire Space and Used Gear

We have increased cleaning staff and their responsibilities to ensure the entire space and any equipment that is used is properly sanitized each night, and deeply cleaned between productions.

3: Dragonfly Staff Wearing Face Coverings

Our staff will, at all times, wear protective equipment. We will not impose this same rule on your production, however due to the close proximity that your teams may end up in, it is strongly encouraged.



4: No Outside Visitors, Tours or Scouting While You're With Us

As outlined above, you will have exclusive use of the entire space when you book the Dragonfly Studio. Beyond our staff (which will always be kept to minimal numbers), no one else will be permitted to enter the space. That means no tours or drop-ins. We will schedule those when the space is empty.

WHAT WE EXPECT FROM YOU

1: Follow Industry & Government Approved Guidelines

Depending on the type of production, you must adhere to the relevant guidelines that have been approved by the relevant union, industry association, or Ontario Ministry of Labour (e.g. CPAT, Section 21, etc.) Your production must adhere to these guidelines at all times.

We will not police your production or enforce guidelines but have an expectation that your production will follow them - for the safety of your own teams and clients, as well as our staff.

Please note that as of July 2020, The City of Markham requires non-medical masks or face coverings to be worn indoors. This includes the common space in the commercial building and our office space, so please ensure you and your teams are covered upon entering the space.

2: Provide Hand Sanitizer, Masks, Gloves and Protective Gear for your Teams and Clients, As Needed

All required PPE for your teams and clients should be provided by your production, however Dragonfly does have sanitation stations and will provide hand sanitizer and masks if you run out. As outlined above, Dragonfly will provide you with 70% Ethanol Spray which will be for use on high touch surfaces and equipment.

3: Dragonfly Must Be Included on Your Insurance Policy

For B2B and corporate productions, Dragonfly **MUST** be listed as an additional insured on your policy, with a minimum of \$2 Million in liability.

We will require a valid COI on file prior to your production loading in.

We are eager to work with you and are dedicated to continuing our level of service you've come to expect from our production experience. We can't wait to have you in the Dragonfly Studio!