In response to the elevated risk of contracting COVID-19, Digital Audio Post, Inc. has adopted many of the workplace policies and procedures recommended by the CDC and state and local governments. The safety of our clients, talent, and staff remains our top priority. Below is an outline of the steps we are taking to ensure a safe work environment for all occupants of our facility.

- Masks are required to be worn at all times while in the facility. The one exception to this is when talent is “on mic” or performing in front of the camera. We encourage occupants to supply their own clean / sanitary mask(s). Disposable facemasks will be provided if needed.
- A health screening will take place for every individual upon entry into the facility. This includes a temperature reading and a symptom questionnaire. Anyone found with symptoms will be asked to leave the facility immediately to quarantine or seek medical attention.
- Hand sanitizer and disinfecting wipes are available at several locations throughout the facility. Disinfectant hand soap is available in the restrooms and at the kitchen sink.
- All major touch points and surfaces in common areas will be sanitized regularly throughout the day. Items such pens and pencils, remotes, and headphones will be cleaned after each use.
- Various signage is posted around the facility reminding occupants that masks are required at all times, to wash hands regularly, and to follow social distancing guidelines.

Thank you for your continued support and understanding during this difficult time. The willingness of our clients, talent, and staff to follow these guidelines will lead to a safer working environment for all. If you have any questions or concerns regarding these policies and procedures, please reach out to any staff member at Digital Audio Post, Inc.

Studio: (615) 327-4012

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COVID-19 Screening Questionnaire

Thank you for your continued cooperation in keeping others safe and reducing the spread of the virus. If you answer YES to any of the following questions, please leave the facility and seek quarantine and/ or the help of a medical professional.

1. Do you have any of these symptoms that are not caused by another condition?

Fever or chills	**Cough**	**Shortness of breath or difficulty breathing**
Fatigue	**Muscle or Body Aches**	
Headache	**Loss of taste or smell**	**Sore throat**
Congestion	**Nausea or vomiting**	**Diarrhea**

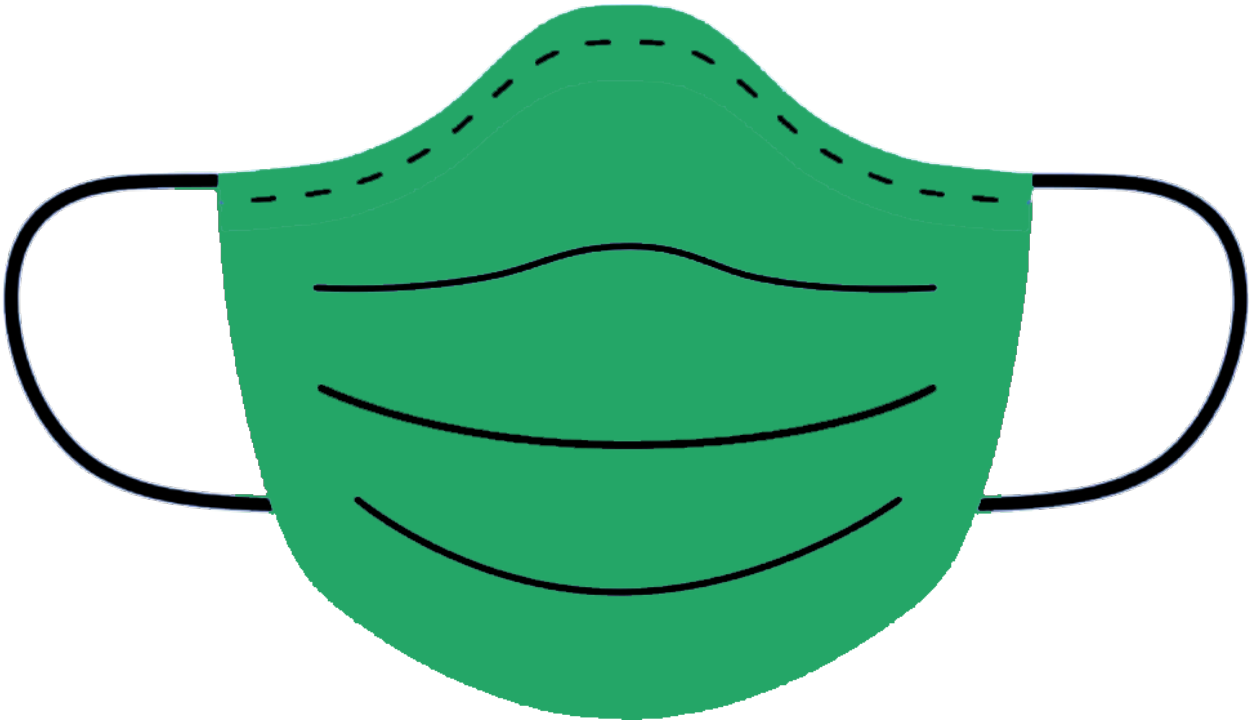
2. Within the past 14 days, have you had contact with anyone you know had COVID-19 or COVID-19 like symptoms?

3. Have you had a positive COVID-19 test for active virus in the past 10 days? Are you waiting for results from a COVID-19 test?

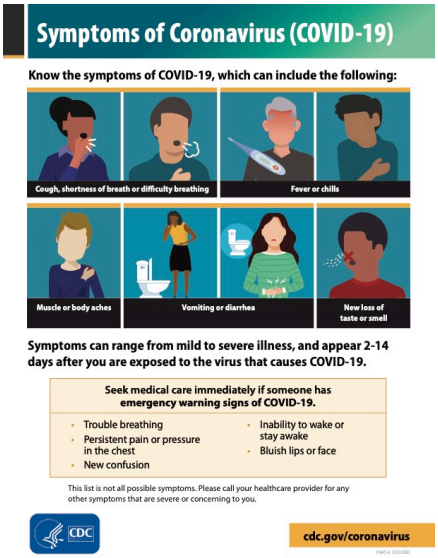
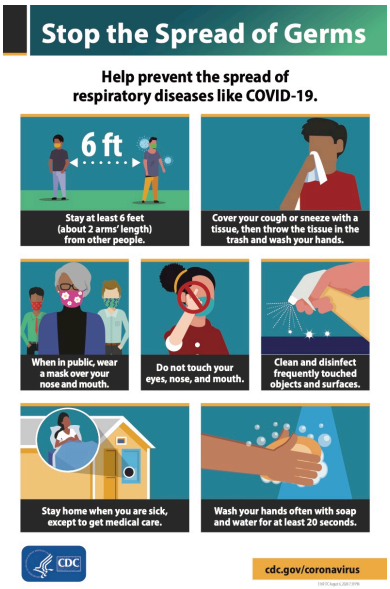
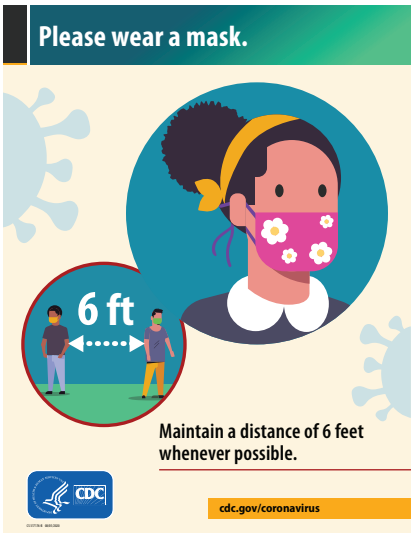
4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about a COVID-19 infection?

Digital Audio Post, Inc.

NOTICE



MASK REQUIRED

Digital Audio Post, Inc. | 1217 16th Avenue South Nashville, TN 37212 | (615) 327-4012 Phone
www.digitalaudiopost.com

Here is an example of the signage posted around the facility.