

Dear visitor

Since the health and safety of each and every one of you is our greatest concern, we have made some adjustments...

Option Media has drawn up some guidelines for visitors to our facilities in Mechelen.

May we ask you to contact us if you are ill or if you have a fever? This can be done on our general number + 32 15 28 73 00.

Since we put the safety of everyone above all else, we would be very pleased if you arrive on time. Not being present on time at the agreed moment can upset our tight schedule and cause too many people to be present at the same time.



A distance of 1.5 meters is kept at all times. This measure remains the best guarantee not to transmit the virus.



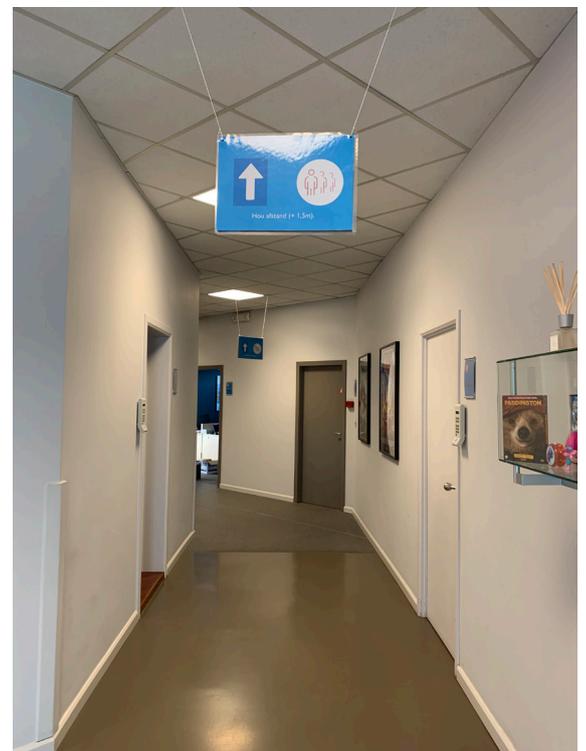
Mouth masks are recommended, but not mandatory. If desired, you can obtain a mouth mask from us.



The first step is to disinfect your hands with the available disinfectant gel.



One-way traffic has been introduced throughout the building. This is clearly indicated.



Voice actors are asked to go immediately to the indicated voice booth. If children are concerned, the receptionist or project manager will indicate on the spot where and how the voice director will brief the actor.



Parents (max. 1 parent per child) accompanying their child will be asked to wait in a place designated by the receptionist. Depending on the number of people present, this will be either in the cafeteria or, weather permitting, outside on one of our benches.



Audio : at every change of audio cell, record booth, ... the doors and pop filter of the microphone are disinfected.



The voice actor and the operator are always in a separate room.



Audio Cell 1 : the voice director sits in the back of the studio protected by a plexiglass wall.



In the audio cells, there is maximum ventilation with supply of outside air.





If possible, we ask you to bring your own headphones (connection jack or mini jack).



No food or other snacks will be provided by Option Media. If possible, we ask you to bring your own, as well as water, and bring it to the workplace.



Our candy machine is no longer in use.



We will gladly offer you coffee or other hot drinks, but BEFORE & AFTER use, please disinfect the touch screen with the appropriate disinfectants.



Disinfectant is present everywhere where needed.

Everywhere in the building, signs have been placed to take the necessary precautions as prescribed by the government. These can therefore be adjusted at any time.

Should you still have any questions, you can always contact us at the numbers below.
Good luck!

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