

COVID-19 Safety Acknowledgement

Production will begin _____ for _____

While we have decided start production, there are a few things we want to make clear.

- ***Your decision to return to work is purely voluntary.*** While we are implementing robust safety procedures (as discussed below), it's impossible to guarantee safety. This is a very personal decision and we urge you to carefully consider whether working is wise. To aid you in your decision making we urge you to visit the specific COVID-19 websites of the CDC or the WHO.

- ***New Safety Rules Are Being Implemented.*** To mitigate risk to the greatest extent possible, we are implementing incremental safety measures. It is critical to strictly follow these rules at all times. Any questions about the rules should be directed to the COVID Compliance Office Landi Maduro. Failure to adhere to these rules could put yourself and your colleagues at risk so please take these rules seriously. We will continue to follow guidance from the CDC, WHO and local health authorities and will inform you of any changes.

Answer the following questions:

- Are you suffering from any coronavirus related symptoms or had any symptoms within the previous 7 days? yes no
- Have you (as far as you are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days? yes no
- Do you agree to immediately report the onset of any symptoms or contact with anyone who has symptoms of the coronavirus? yes no
- Do you consent to Covid-19 testing in the event that you become symptomatic and testing is available? yes no
- Do you consent to having your temperature checked, wearing PPE, washing your hands and social distancing during the production, including during travel and after hours? yes no
- Do you agree to alert your Producer if you test positive for Covid-19 before, during or after filming? yes no

Attached are incremental safety procedures that we're implementing to mitigate risk.

By signing below, you are acknowledging that your decision to work on this production is purely voluntary and that you will abide by the safety procedures above and attached.

Name: _____ Date: _____

Signature: _____

COVID Guidelines 2020 - FOR TALENT AND CREW

Vehicle Travel Guidelines:

- If possible, travel to the production location by car should be alone and by private transportation. A good practice if using non-private is getting a cab with a partition between driver and passenger, as well as rolling down windows for air flow.
- Keep vehicles to 2-3 people and consider spacing out (i.e. driver in front and passenger in back).
- Leave windows down in vehicles as much as possible.
- Keep the same driver for vehicles through the duration of production.
- When leasing a vehicle, request leather seats when possible.
- When first entering the vehicle and after each transport, disinfect with gloves on. Leave doors open and windows down during each disinfection.
- Everyone wears masks when in vehicles.
- For 2nd meals on the road, only carry out is allowed.
- No sitting down at restaurants.

Air Travel Guidelines:

- Production gives all crew a mask, Lysol wipes and mini hand sanitizer at the airport to use while on the plane.
- When booking or selecting your seat, try to avoid being next to someone.
- Crew members put on gloves before taking cases off luggage carousel. Wipe down gear with wipes or spray. Then throw the gloves away, before loading gear in the van.
- Eat meals before arriving at the airport when possible.
- Limit time in common areas and interactions with people at the airport when possible.

Accommodations Guidelines:

- In hotels, use sanitary awareness. Wear a mask when in public areas, wash your hands frequently, use a sleeve when touching elevator buttons or opening doors, etc.
- Avoid other guests and hotel common areas.
- We will allow for laundry charges if crew member has been exposed to a public setting.
- Do not eat from the hotel buffets.
- We expect crew members to adhere to social distancing after filming hours.

Before Crew Arrives:

- Production arrives on set to disinfect surfaces including door knobs, handles, switches and bathrooms.
- All common areas should be set up outside, if possible.
- Set up a check-in area for temperature checks, mask and hand sanitizer hand out.
- Designate pathways as one-way when possible.

When Crew Steps on Set:

- Everyone wears masks.
- Check everyone's temperature and assess any symptoms. Anyone over 100.4 should be sent home.
- Everyone washes hands or uses sanitizer.
- Avoid personal items on set when possible. And preferably have everyone keep personal items physically on their body.

General Crew and Talent Guidelines:

- Be kind and patient with each other. Remember this is new territory and it has impacted everyone in different ways.
- Be respectful of all of these guidelines as everyone's comfort level is different. Assume/pretend you have Covid-19 and treat your environment and people accordingly.
- All personnel should familiarize themselves with the current Centers for Disease Control Covid-19 information.
- Everyone should self-monitor for signs or symptoms of Covid-19 and report to your Producer if you are sick or experiencing symptoms.
- Eliminate all physical contact including hugs and high fives.
- Do not use other people's phones or work tools.
- Utilize PPE, including but not limited to masks that cover the nose and mouth.
- Dispose, clean, or store PPE properly.
- Crew members should avoid touching their face, nose and mouth.
- Keep shoot location well ventilated. Circulating air in and out with fans is recommended.
- Disinfect surfaces including door knobs, handles and bathrooms every three hours.
- Any workstation used by more than one person needs to be cleaned between each user.

- If any signing of paperwork needs to happen, make sure to use gloves and dispose of pens or clean.
- Encourage breaks in the sunshine where people can safely remove masks for a short period of time.
- No guests or visitors allowed.
- Keep safe distancing, at least 6-10 feet. If a crew member must get closer to talent, a mask must be worn and no contact should be made with the talent.
- Consider alternate shot set-ups, camera angles, lenses, etc. to allow for maximum separation.
- Once crew arrive on set, limit their travel off set as much as possible. If they do need to leave and interact with non crew they must wear gloves and a mask. Once they come back, they must wash their hands and sanitize personal items as necessary.

Equipment Handling:

- Each crew member should only handle their equipment or have wipes/disinfectant at the ready if they need to pick up another crew member's equipment.
- Clean all walkie headsets before handing out.
- Label walkie headsets so the crew can keep them overnight.
- Crew opting to wear walkie surveillance should throw earbud piece away before handing in to production on the last day of wrap.
- Wipe down equipment at end of prep and end of every shoot day.

Sound:

- Label mics with the name of the user.
- Sound must have a mask and gloves on when placing and removing mics on talent. If mic-ing more than one person, dispose of gloves after one placement and get new ones.
- Talent should also wear a mask when being mic'd to protect themselves during this time.
- If possible, consider utilizing boom-audio only.
- Disinfect equipment before and after use.

Meals and Crafty:

- Buffets are not permitted. Nor is sharing items.
- We recommend staggered meal breaks when possible.
- Order from restaurants that will have everything individually packed per person.

- Use gloves and wear a mask when handling food at pick up and at serving.
- Everyone must wash hands before and after meals.
- Give safe distancing during meals as masks will be off.
- Utensils should be in individually wrapped packages.
- Make sure drinks and meals are marked clearly with crew member's name.
- Gloves should be used when removing garbage bags and handling / disposing of trash. Immediately dispose of gloves properly and wash hands.
- We prefer no eating at restaurants. If you must, find restaurants with an outdoor space, or order out and find an outdoor area where you can distance the crew.
- These guidelines apply on set and off set while on location.