COVID-19 WORKPLACE GUIDELINES AND CONSIDERATIONS
Version 6 - September 7, 2020

As we intelligently and cautiously ramp up live action commercials, we continue to provide practicable and safe approaches to all phases of production and post production. To this end, this document has been created and updated, and will continue to be.

A constant since version 1 is the emphasis placed on remaining diligent in placing an unprecedented amount of thought and planning with steadfast attention to hygiene and sanitation to maintain safe and healthy work environments. By proactively articulating our resolve toward this goal, we hope to continue to inspire the confidence of all participants, as well as civic leaders and regulators. We want our industry to function with full confidence that we are doing so responsibly, taking into consideration every angle of keeping all personnel on our sets and in our facilities, safe.

Depending on the specifics of the work location, the composition of employees, and the overall conditions dictated by the rules of civil authorities, practical adjustments will have to be made using individual judgement. It is safe to assume that the way we approach work has forever been changed. With leadership and planning, we can approach this from a place of innovation rather than concession, finding new ways to work safely, efficiently, and effectively.

All facets of our business must ensure the level of safety for all involved, by all involved, and should never be compromised. We must be mindful and realistic about factors such as time and cost that will be affected by necessary diligence. While we are constantly developing new practices to dovetail with outside entities, communication and understanding of these new practices must foster confidence with all parties who are part of the process. Other entities that influence or establish employee-based rules (unions, OSHA, etc.) and government authorities (Federal, State, Local or Foreign) that will have varying degrees of oversight regarding how we congregate in offices, facilities and on-set will continue to challenge our approaches (e.g. size of groupings allowed). These factors will evolve, as will our practices, but the basic premise of working with the safety of individuals in mind, and respect for all those in the surrounding environments in which we work will be a constant—and will inherently prefigure any developing requirements.

One thing is for sure: planning to work with the fewest number of people in close proximity to each other will not only put evolving rules at the forefront of our minds, but it will create a sense of confidence amongst participants that safety measures are in place, and are of paramount concern to us.

These new practices will require patience and mutual respect. Each company will implement the following guidelines, as works best for differing scenarios. Experience by our membership leads to responsible behavior that will ultimately become second nature for all personnel.

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Having produced hundreds of commercials under the previous five versions of the guidelines since late April, we all continue to learn. We've proven our commitment to the business and to each other and have proven our ability to adapt. While there can be no equivocating when it comes to maintaining a safe work environment, our industry is comprised of filmmaking professionals who have each other's backs, at every turn of a project, this dynamic is of even greater importance when it comes to health and safety. There will undoubtedly be times when an individual will need to be reminded that they can step off the set and go outside for some mask-less fresh air, there will be times when an individual will need to be reminded to check their distance from another individual, there will be times when an individual will need to be reminded to wash their hands or fix their PPE. Any amount of designated COVID personnel cannot be in all places at all times. Any participant on any production not only has the right to help correct something in need of correcting, they should feel compelled to and should be encouraged to take action by those in charge. This goes between departments, and it knows no rank. And, this should not be done from the position of anger or shame. This is us having each other's backs in a time where the entire world needs to have each other's backs.

For the foreseeable future, we will keep offering insights and commonsense guidance, with the goal of maintaining the responsible, productive industry we are so proud to be a part of.

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GENERAL PRACTICES FOR ALL WORKSITES (On-Set/Stage/Studio/Facility/Office)

HR Considerations:

- Consider the mental and physical health and wellness of all personnel during these unprecedented times.
- Utilize a Daily Health Screening for all participants working with others in-person
- Identify person(s) responsible for COVID support and management
    - Office: Person(s) assigned by company managers
    - Set: Person(s) assigned by Producer
- Consider policies and regulations for personnel who may be traveling — locally and long distance.
- All personnel should be contacted if they were determined to have been in close contact with an individual confirmed with COVID-19.
- Review any established Paid Time Off policy for conformity with current state and federal requirements.

Symptom Identification and Personal Screening:

- All personnel must participate in self-screening each day prior to arriving on set or the workplace as has been required by various Government and Regulatory bodies. (SEE AICP GOLD STANDARD FOR PERSONNEL SCREENING).
- Some ways to fulfill this requirement are:
    - Electronic survey, which can be pushed by email or app to all personnel. The results of the prior day's self-screening should be confirmed to be "UNCHANGED" by the designated Compliance Assistant upon arrival to the workplace.
    - Non-electronic survey, which can be done by designated Compliance Assistant using a written checklist prior to, or upon arrival to the workplace.
    - For visits to the workplace by unscheduled personnel, screening processes must be completed before they enter the workspace.
- Anyone who reports to work with new and unexplained symptoms that point to possible of COVID-19 infection will be instructed to return home and contact their healthcare provider.
- Americans with Disability Act (ADA) conformity:
    - All employees should be subject to the same screening, after a conditional offer of employment.
    - In accordance with the ADA and other applicable laws, only a designated person(s) may be privy to medical information provided by personnel. All such information must be stored separately from the employee's personnel records and be held in the strictest confidence.
- Please note, when working at a rented facility (e.g. studio lot, stage), there may be specific requirements for screening which may be performed by designated individuals employed by the facility.
- Currently, reliable testing with timely results for active cases is not readily available on-site, and varies geographically. Therefore, symptomatic polling is the most reliable screening process.
- In addition, many use periodic temperature taking as an easy form of identifying possible infection. While this is not a fail safe measure, it can be an effective way of identifying a symptomatic person who did not report a fever at the time of reporting via screening or check in.

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Development of Symptoms:

- All personnel must immediately report to a designated Compliance Assistant or Medic at the workplace if they are experiencing symptoms of COVID-19.
- If any personnel develops symptoms of COVID-19 (not reported prior in the daily screening process), they must not go to work and should immediately contact their healthcare provider, and their direct supervisor as soon as practicable.
- Persons diagnosed with COVID-19 should follow CDC-recommended steps and prevailing governmental regulations. They should not return to work until the following conditions have been satisfied:
    - The CDC's current Symptom-Based Strategy is recommended, which at this time calls for:
        - At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath).
        - At least 10 days have passed since the symptoms first appeared.
        - A person who has tested positive for COVID-19 and has been hospitalized may return to work only when their healthcare provider advises them to do so.
- Persons who have not had COVID-19 symptoms but who tested positive and are under isolation should follow the CDC's time-based strategy:
        - At least 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.
        - If they develop symptoms, then the symptom-based strategy should be used.
- Doctor's notes are not required to return to work as long as the individual meets the CDC criteria listed.
- If any personnel have come into close contact with someone who has tested positive for COVID-19, they must not go to work and should contact their healthcare provider, and direct supervisor or designated person as soon as possible. Local public health guidance for quarantine (14 days) will be followed. "Close contact" will be defined per CDC guidance as being within six feet for 15 minutes or more.
- If an employer receives a report that any person is confirmed with COVID-19 after working, employers should inform personnel who were in "close contact" of their possible exposure to COVID-19, but maintain confidentiality as required by law.

Exposure Reduction:

Employer

- Employers must conduct a daily screening of current or prospective personnel (after a conditional offer of employment has been made), when others are present at the workplace.
- All Employers should familiarize themselves with the US Equal Employment Opportunity Commission rules in this simple Q&A to create company policy and procedures for the workplace.
- Provide a washing station(s) when there is no access to running water.
- Provide alcohol-based hand sanitizer with a minimum of 60% alcohol (self-dispensing when possible).
- Separate washing stations from hand sanitizing dispensers.
- Offer appropriate Personal Protective Equipment (PPE) to all personnel.

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Exposure Reduction – <u>Employer</u> (Continued):

- Permit people to supply their own PPE, when they have specific personal preferences, as long as the PPE conforms to policy.
- Ensure proper distancing at:
    - Work stations
    - Meal seating
    - Also, when possible, implement 6 foot markings on floors where personnel need to line up
- Designate pathways as one-way when possible.
- Store and stock adequate supplies of all required PPE.
- Encourage a work-from-home strategy when possible.
- Consider shifting work day start and end times to avoid rush hour commutes, congestion in elevators, lobbies, and common areas.
- Request that building management share their preparedness plans and confirm that building staff have appropriate PPE, and are adequately educated regarding social distancing and cleaning / disinfecting protocols.
- Request from building management a safety data sheet for all chemicals used for cleaning and have them confirm that the building's cleaning equipment is operational and maintained.
- Confirm that management inspects and maintains building equipment outside of your control.
- High touch points and equipment should be regularly wiped down during the day.
- Have a designated person in the role of a Compliance Assistant to maintain best practices suitable for your worksite(s).
    - This individual should be trained on health and safety precautions, policies and procedures related to COVID-19 prevention, infection prevention practices, and PPE.
    - The designated individual(s) will oversee and monitor physical distancing, symptom monitoring, disinfecting protocols, and PPE compliance.
    - All personnel should know who the designated person(s) is and how to contact them.
- During production, incorporate pertinent COVID-19 considerations into Daily Safety Meeting. Staggered start times may require multiple meetings.

<u>All Personnel</u>

- All personnel must fill out the employer's screening questionnaire and acknowledgement.
- All personnel should familiarize themselves with the current Centers for Disease Control COVID-19 information.
- Avoid touching your mouth, eyes, and nose.
- Wash hands frequently with soap and water for at least 20 seconds.
- Periodically attend to hand hygiene during the day and at the start and end of all scheduled breaks.
- Utilize PPE, including but not limited to face coverings that cover the nose and mouth, face shields, goggles, gloves, finger cots, etc., as needed or required.
- Replace PPE as necessary.
- Dispose, clean, or store PPE properly.
- Limit number of people to essential personnel.

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Exposure Reduction – <u>All Personnel</u> (Continued):

- Maintain good ventilation.
- Maintain social distance of a minimum of 6 feet whenever possible.
- Face coverings should be worn in the presence of others and absolutely required when 6-foot social distance is not possible.
- Maintain personal hygiene and follow CDC advice (e.g. sneeze or cough into the elbow or tissue).
- Work with the Producer and Department Heads to follow proper sanitary guidelines.

Surface Transmission Mitigation:

<u>Employer</u>

- Department heads and managers must ensure that proper sanitary measures are being taken within areas/items used by their department.
- Designate individual(s) for overall housekeeping.
- Post signage to remind people to wash and/or sanitize their hands.
- Designate an area to receive deliveries outside vs. inside office / motorhome, and clearly post sanitary policies for messengers and deliveries.
- Provide covered no-touch trash disposal.
- Provide ample disposal receptacles for PPE.
- Make appropriate disinfectant supplies accessible to all personnel.
- EPA-approved disinfectant with a claim against SARS-CoV-2 should be widely available at the workplace.

<u>All Personnel</u>

- Maintain regular housekeeping practices in your immediate space, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- Use appropriate disinfectant to avoid damaging surfaces.

Reduce Commonplace Touchpoints:

<u>Employer</u>

- Provide a sensor-activated environment when possible (water coolers, toilets, faucets, soap dispensers, paper towel and hand sanitizer dispensers).
- Consider providing finger cots (preferable) or gloves for any shared equipment (e.g. copy machine, microwave) especially when washing stations or appropriate methods of disinfectant are not immediately accessible.
- Assign individual designated printers and scanners when possible for those whose tasks cannot be accomplished by electronic forms of communication.
- Assign tasks to specific individuals when possible (e.g. one person turns office lights on/off, one person adjusts thermostats, one person accesses specific areas, etc).
- Provide specific office supplies, such as pens (and have individuals label and keep them).
- Clean and sanitize all surfaces including high touch areas (fixtures, light switches, appliance handles, buttons, etc.) on arrival and departure of staff and clients.
- Ensure adequate stock of eco-friendly disposable products (plates, utensils, toilet paper, paper towels, etc) when reusable, washable, service items are not available or practical.

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Reduce Commonplace Touchpoints – <u>Employer</u> (Continued):

- Eliminate self-serve in kitchen and designated food service areas (includes coffee).
    - Do not provide snack bowls or unpackaged goods.
    - Do not provide fruit that isn't individually wrapped, or washed and peel able.
    - Do not provide shared platters.
- Stagger group meals to allow for social distancing guidelines.

<u>All Personnel</u>

- Use a cell phone as opposed to a landline.
- Individuals should park and move their own vehicles.
- Use personal/reusable water bottles (clearly labeled with owner's name), dishes, and flatware when sanitary conditions for use can be maintained. Otherwise, use ecologically friendly single-use flatware, plates, and cups.
- Use contactless payment (as opposed to petty cash) whenever possible.
- Do not share cell phones, tablets, or computers.

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PRODUCTION SPECIFIC CONSIDERATIONS

Art Department

- Allow the appropriate amount of time for pickups and dropoffs.
- Make decisions on the tech scout, and get approvals from Agency / Client as early as possible.
- Consider the potential value of art department prep and strike days. The time may be coordinated with location cleaning requirements.
- Allow for time to switch out and sanitize props as necessary.
- Coordinate between Art and Wardrobe departments with regard to handling of jewelry, bags, etc.
- Click here to view detailed information recommended by IATSE Local 44 Set Decorators.
- Click here to view detailed information recommended by IATSE Local 44 Food Stylists.
- Click here to view letter from IATSE Local 44 to our member companies.

Camera Department

- Schedule pick-up from camera house if necessary.
- Handling and cleaning of camera equipment should be done only by members of the camera department.
- Review procedures of camera houses to minimize the number of handlers.
- Click here to view detailed recommendations from IATSE Local 600.

Casting

- Consider remote casting sessions and callbacks.
- Schedule in-person auditions and callbacks further apart to accommodate social distance.
- Require that talent honor their specified appointment time.
- Distribute scripts digitally.
- Check talent in from outside the casting office.
- Sign talent in and out digitally if possible, otherwise assign one individual to do so.
- Minimize the number of personnel working with talent.
- Consider having talent bring their own personal items to simulate props (phone, etc).
- Place partition between or provide appropriate PPE for talent during in-person group auditions.
- Include wardrobe specs in the breakdown to increase the likelihood of being able to use the talent's personal wardrobe.
- Consider backups for each role when making final cast selections.
- Limit the number of Agency / Client personnel attending a callback due to social distancing requirements.

Catering / Craft Services

- Provide adequate tables and seating (outdoors when possible) to allow for social distance.
- Provide hand washing station(s) in close proximity to the meal area.
- Provide only single-serve packaged condiments.
- Provide individual, prepackaged snacks and other food items such as fruits that naturally require peeling.

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Catering / Craft Services (Continued):

- Refill reusable water bottles without person-to-person contact, and without contact between bottle and dispenser.
- Wash hands before entering the catering or craft services area.
- Wear PPE at all times when preparing or handling food.
- Follow all public health regulations regarding the delivery, handling, preparation, and distribution of food, including use of appropriate food service PPE, safe food temperatures, etc.
- Stagger meals times when possible.
- Serve food from the truck window or from individual boxes.
- Craft service may not cook or prepare food.
- Assign one person to distribute drinks.

Director Scouting / Tech Scouting

- Director scout virtually when possible.
- Self-drive when possible.
- Minimize the number of locations that require in-person scouting.
- Consider size and space when reviewing location options.

Electric / Grip Departments

- Handling of grip and electric equipment should only be done by members of those departments (stingers, apple boxes, stands, etc. often support other departments).
- Coordinate specific needs of Art and Camera departments well in advance.

Hair & Make-Up

- Wear appropriate PPE for the duration of person-to-person contact.
- Provide space between make-up stations or provide a partition in between.
- Use single-use brushes and applicators if proper disinfectant cannot be guaranteed.
- Disinfect equipment in between uses.
- Mix foundation, powders, lipstick, etc. on a separate clean palette for each individual.
- Clean hairbrushes and combs with appropriate disinfecting solution.
- Have talent wear a mask when possible (e.g. while having their eyes or hair done).
- Only remove the PPE when essential.
- Once made up, talent may consider a face shield (as opposed to a mask) to not disturb completed make-up.
- Consider having the talent show up having done their own hair or make-up (confer with your Hair or Make-Up Artist first).
- Click here to view detailed recommendations from IASTE Local 706
- Click here to view detailed recommendations from IASTE Local 798

Handling of Equipment

- Assign work tools to individuals or have them use their own tools whenever possible.
- Require individuals to sanitize their own equipment.
- Limit the number of people who handle certain materials and/or equipment.

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Handling of Equipment (Continued):

- Check gear in a separate space to avoid cross contamination, when possible.
- Avoid direct handoffs (one person puts an item down, another person picks it up without proper sanitization).
- Do not allow for shared walkie talkies.
- Sanitize replacement batteries in between uses. No one should carry replacement batteries for others on their belt.
- Hands should be cleaned before and after handling props, accessories, and other items.

Location Department

- Provide a clean work environment.
- Utilize locations repped by agents / services (as opposed to cold scouting) when possible.
- Assign one individual to handle (post and remove) location signs.
- Close every set. No non-essential visitors. This must be actively monitored.
- Require the owner of a location to reduce personal belongings prior to shooting.
- Apply for permits as early as possible.
    - Neighbors or neighborhoods may have a diminished desire for the presence of film crews for the time being.
    - Acquiring signatures will be logistically more difficult.
    - Fewer people may be eager to provide signatures for filming activity on their street. Consider electronic methods to gather permissions.
- Execute location contracts as early as possible.
- Anticipate providing alternative lodging to house occupants for the duration of the shoot (may be best for them not to return home in between crew call times).
- Anticipate possibility of having to board animals.

Medic

- Set medics should be trained to recognize symptoms of COVID-19 and procedures related to individuals who show symptoms.
- Wear appropriate PPE for the duration of person-to-person contact.
- Observe the set and consult with personnel on safety measures.

Pre-Pro Meeting

- Schedule the pre-pro meeting as early as possible in order to have time to plan properly.
- Finalize as many creative decisions as possible no later than the pre-pro meeting in order to reduce last minute changes on shoot days, and to plan for all sanitary accommodations.

Schedule / Staffing

- Stagger call times by department, when possible.
- Build in time for each department to “step in, step out” at a time.
- Decide whether a prep, pre-light, or strike day will be required.
- Strive to keep the same individuals on an entire job (as opposed to individuals swapping in and out), thereby minimizing the number of interpersonal contact.

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Script Supervisor

- Provide a separate monitor when possible.
- Provide an earpiece when required.

Sound Department

- PPE must be worn for the duration of person-to-person contact.
- Disinfect Comteks before and after each use.
- Label Comteks with the name of the user.
- Disinfect Lav mics and transmitters before and after each use.
- Replace Lav mounting components that cannot be thoroughly cleaned.
- Consider utilizing boom-only audio (as opposed to rigging Lav mics).
- Click here to view detailed recommendations from IASTE Local 695.

Stages / Studio Lots

- Investigate requirements for cast/crew entry to stages.
- Plan for extra security/screening time for gate entry.
- Discuss sanitary practices performed or provided by studio operations staff.
- Understand all differing requirements of staffing, catering and access for each facility.
- Prepare for quarantine measures at a multi-stage facility where other productions may be taking place.

Talent

Actors / Extras

- Consider a temporary barrier between actors while establishing marks and positions.
- Consider alternate shot set-ups, camera angles, lenses, etc. to allow for maximum separation.
- Consider the number of Extras required.
- Provide ample space and infrastructure for Extras holding areas.
- Manage paperwork digitally. If not feasible, provide a pen for each Extra to keep while completing paperwork.
- Prep and execute talent paperwork digitally when possible.
- Provide actors with extra tender loving care. Remember, they have to give an on-screen performance.

Minors

- Allow ample time for permitting.
- Notify guardians to not bring non-essential persons.
- Provide ample space and infrastructure for schooling.
- Confirm you have PPE that fits minors.
- Provide PPE for teachers and guardians.
- Provide extra attention for children to ensure they follow safety guidelines.
- Avoid doing hair or make-up unless absolutely necessary.

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Transportation Department

- Limit number of people in a passenger van at one time.
- Consider a higher-capacity bus for shuttling, to allow for social distance.
- Allow time for people who prefer to walk from crew parking to set rather than be shuttled.
- Add signage to the van exterior identifying maximum capacity and requiring all personnel wear masks.
- Keep windows down to promote ventilation (weather permitting).
- Additional shuttle trips will be necessary.
- Commit to one driver per vehicle when possible.
- Stakebeds may be required to transport cross-loaded equipment from crew parking to the location.
- Consider type of vehicle when determining number of persons allowed:
    - One person per row
    - Truck cab with a second row: Driver plus passenger in back on opposite side
    - Cube Truck: Driver only
    - Golf Cart: Driver plus one person in back.
- Vehicles should have non-toxic disinfectants and appropriate disposal readily available.
- The following high-touch surfaces should be cleaned:
    - Door handles (inside and out)
    - Steering wheels, gear shift levers, signaling levers, air conditioning controls, and any other items the driver touches regularly
    - Seats, if they are made of a wipeable material such as vinyl. Fabric surfaces should not be wiped.
    - Seat belt buckles
- If physical distancing cannot be maintained and/or a trip of more than 15 minutes duration is anticipated, consider use of face shields (in addition to masks) for passengers and driver.
- Passengers should not sit in the front seat next to the driver.
- Passengers should not sit directly next to each other in a vehicle whenever possible. If spacing allows, ideally only one passenger should be in a row and should stagger seating diagonally, so they are not directly in front of or behind the passenger in the next row.
- Adjust practices to encourage physical distancing, such as staggering start times for drivers, to prevent crowding at pickup/drop-off locations.
- If staff need to travel between workplaces in vehicles such as vans, maintain physical distance wherever possible. Larger vehicles may be able to accommodate physical distancing by using a seat configuration that maximizes distance between people.
- One person per seat row in all vehicles (e.g. 5 including driver in 15 pass).
- In multi-passenger vehicles such as vans or buses, load the vehicle from back to front, and unload from front to back. The driver should be the last one to board.

Travel

- PPE should be worn for the duration of person-to-person contact.
- If you reside in a city, county or state with a stay-at-home order in effect, you should abide by the legal ordinance(s) governing your jurisdiction.
- Review individual airport and airline requirements for the use of face coverings or other PPE.

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Travel (Continued):

Domestic Travel

- Review state guidelines for travel restrictions or quarantine requirements. Links to state COVID-19 websites and information on travel, quarantine, and other orders are available via the Association of State and Territorial Health Officers.
- Review CDC guidelines and considerations for domestic travel.

International Travel

- Review the U.S. State Department Travel Advisory for your intended destination, as well as the COVID-19 Country Specific Information.
- Travel may be severely disrupted, and you may be forced to remain outside of the United States for an indefinite time frame with limited assistance from the U.S. Government.
- Review the U.S. Embassy website of the country you plan to travel to in order to determine if there are any entry restrictions or quarantine requirements for U.S. citizens.
- For travelers returning to the U.S., review U.S. Department of Homeland Security guidelines, entry restrictions, and quarantine requirements.
- Review CDC health advisories and travel recommendations by country.
- Review CDC guidelines for returning from international travel.
- Review any World Health Organization (WHO) specific guidance for countries/regions you will be visiting.

Video Village

- Encourage the use of a remote video village to be used whenever possible.
- Locate the physical video village in a designated area that is only accessed by the Agency / Client team.
- Provide for audio feedback between video village and set.
- Set up chairs 6 feet apart (when a physical video village is required).
- Consider easily cleaned furnishings.

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Wardrobe Department

- Wear appropriate PPE for the duration of person-to-person contact.
- Wear PPE when preparing the wardrobe.
- Plan wardrobe ahead of shopping / pulling from rental houses.
    - Use PPE when looking through garments in rental houses and retail stores.
    - Anticipate delays at rental houses and retail stores.
    - Review current retail return and exchange policies.
- Book talent as early as possible, and get sizes as early as possible.
- Encourage remote alternatives to stages for selecting wardrobe.
- Stagger talent appointments for fittings.
- Sanitize jewelry and glasses with appropriate, non-damaging cleaning solutions.
- Consider having actors arrive in their own wardrobe, as much as possible.
- Assign one person to take fitting photos.
- Costumes and outfits should be bagged up individually, by performer.
- Seek permission from Clients to allow actors to keep purchased wardrobe.
- Use of antimicrobial floor mats and surfaces treated with bio-barrier coatings.

Unions & Guilds

If working with Union or Guild represented employees, be mindful of requirements as outlined in the agreement(s) you are signatory to. Reasonable discussions should lead to practical solutions when analyzing new scenarios in these unprecedented times. Submit a set of your company guidelines, procedures, and/or protocols to applicable unions prior to employing personnel.

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POST PRODUCTION SPECIFIC CONSIDERATIONS

General Studio Procedures

- Consider assigning defined roles to specific employees, for example:
    - **Compliance Assistant:** Assures that all employees, visitors, clients are aware of protocols and are following them. Has responsibility for education of freelance workers in new protocols.
    - **PPE Manager:** Maintains current knowledge of PPE use, quantities, stock, location, disposal.
    - **Deliveries Manager:** Administers receipt of and the sanitizing of all items arriving in the workplace such as packages, couriers, food, etc.
    - **Food Distribution**: Strictly limits those responsible for serving food, using the strict sanitized processes.

Supervised Sessions

- Assign workstations and disallow sharing of equipment, computer peripherals (keyboards, mice, Wacom tablets, etc.).
- Establish methodology for determining maximum suite occupancy for sessions and post clearly in each suite. Limit session attendance to match occupancy guideline.
- Consider a staggering schedule of supervised sessions to minimize studio occupancy.
- Maintain a list of session attendees sorted by the rooms they occupy.
- Consider steps to meet all guidelines for ventilation of suites with closed doors.
- Schedule supervised sessions based on maximum capacity allowed to maintain adequate social distancing.

Client Requirements / Session Preferences

- Discuss with the client any corporate policies they may have for in-person meetings.
- Consider offering hybrid approaches to supervised sessions such as:
    - Artist in facility / Client remote supervising
    - Artist Remote / Client in facility
    - Artist and Client remote, Editorial Assistant in facility
    - Limited number of in-person sessions to be allocated as desired (i.e.: approvals only, approvals & conform, etc.)

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Social Distancing

- Create a policy for the studio and conduct regular counts of occupants per floor, per session and per office throughout the day.
- Maintain count of occupants at reception and post clearly visible maximum occupancy signage at entrance.
- Wherever the potential exists for lines to form, it may be helpful to mark 6' separation increments (kitchen, bathrooms, elevator banks, emergency exits, etc) to aid in social distancing.
- In all open work spaces or bullpens, consider alternate layouts, such as alternate desks / workspaces in a checkerboard pattern, disable alternating desks, or remove them entirely if they do not allow for recommended social distance.
- Consider how to maximize usage of studio floor plan to spread out all personnel.
- If possible, add panels between desks including height adjustable panels for sit / stand desks.
- Specify permanent seat assignments for all personnel.
- Reduce capacity of larger existing spaces—e.g., remove some chairs from conference rooms and post new maximum capacity.

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AGENCY/CLIENT CONSIDERATIONS AND PLANNING

- Try to book production company and post production company with as much lead time as possible to make sure all needs specific to the project can be attended to and scheduling thought out to ensure safety measures can be met adequately (e.g.. any specific testing) or that props and specific equipment can be sourced.
- Costs for complying with workplace guidelines should be clearly delineated in the bid.
- Work should be planned to minimize COVID-19 related disruption risks so far as it is reasonably practicable to do so. However, no amount of planning can fully mitigate risks. It should be understood that additional measures will require an approved overage. For COVID-19 related risks, Agency / Client should:
    - Maintain contingencies for non-insurable COVID-19 related costs such as:
        - Additional production costs (e.g. locations become unavailable, duplication of crew required due to sickness, transmission failure, etc.)
        - Non-production related costs (e.g. regulations change, costs for quarantining crew are incurred, etc.).
        - Cancellation, postponement, and force majeure.
    - Reasonably approve replacement of key personnel (director, artist or talent) in the event they are unable to work due to COVID-19 exposure or infection or possible risk thereof.
    - Include in agreement with the Company that the Agency and/or Client is responsible for COVID-19 related costs in the likely event such costs are not covered by insurance.
- If Agency/Client are attending remotely, or if the project is to be completed remotely, cyber liability insurance should be in place (by way of wrap-up or individually acquired policy) to cover any data security breaches, and any delays due to connectivity should be treated as an overage.

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