



SOCIAL DISTANCING STUDIO POLICIES::

During the COVID-19 recovery and reopening period, our first priority is to keep our team and our partners safe while still producing great work for our clients. When at all possible, we're working remotely including digitally directing voice talent and shipping cameras to talent.

When we do need to do an in-person shoot, the following precautions will be made:



Our office has been closed since March 13, 2020. Only essential personnel are going into the office on an as-needed basis to keep operations running. For example, picking up mail and server maintenance.



While the team is working from home, the office is being cleaned 1-2 times per week for four hours per visit. Any person entering the office is **required to clean the area** that was used, door handles, and other touch points prior to exiting the building.



In-person **crew will be limited** to only those essential to get the in-person aspects of the production done. All other crew/clients that need to provide direction but don't need to be physically on set will be able to do so via conference call or video conferencing. In any event, there will be no more than 10 people on-set in accordance with local/federal guidelines.

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STUDIO POLICIES CONT::



High-touch surfaces and gear (i.e. microphones, microphone shields, tables, etc.) **will be sanitized with disinfectant wipes** prior to talent arrival. We are following CDC guidelines for effectively sanitizing a workspace.

- + Sanitizer-Red Bucket with Red Towel & Detergent-Green Bucket with Green Towel
 - + These are chemical-based products that will be diluted with water with the appropriate amounts to best match the environment. MSDS information will be displayed.



A minimum of six feet will be placed between crew and talent during recording and will be maintained under all circumstances.



Crew and talent will **self-check their temperature** the day of the recording and will not report to work if showing signs of fever, chills, coughing, and/or shortness of breath.

- + Recording of temperature, and proof is required upon arriving at the shoot. This must be submitted to the Managing Producer and be held on file.



While the “Stay at Home” order is in place, a **written statement** on why they are an essential business will be needed from the client for any shoots/recording. This will be provided to the talent agency.



All crew will wear face coverings at all times during the shoot. Talent is required to also wear face coverings when not on camera.



Hand sanitizer will be made available to crew and talent.



All meals, snacks and drinks will be pre-packaged/individual servings. All crew and talent will need to eat at least six feet apart. Consumption of meals or snacks will be practiced individually, and under no circumstances will a common area be used for congregation of individuals.



Thank you and stay safe.

