

COVID-19 PRODUCTION GUIDELINES

**Working while sick with symptoms of COVID-19 is not permitted.
If you are experiencing symptoms of COVID-19,
please contact the company and/or designated COVID-19 Compliance Officer immediately.**

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GENERAL

The following plan outlines the guidelines and protocols which Plastik implements during production activities to maintain a safe environment, pursuant to and informed by the guidelines set forth by the federal, state, and local governments, and the CDC. These guiding principles may evolve over time and will be updated as necessary.

Plastik recognizes that many of the recommendations outlined in this document represent considerable changes in current workflows and processes. The recommendations will need to be applied to specific circumstances and their application will need to be flexible, bearing in mind the utmost priority of safety considerations on production.

Please make sure to follow these guidelines and use your best judgment in all situations. The health and safety of each of you and the general public is the highest priority.

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DESIGNATED COVID-19 COMPLIANCE OFFICER

- An autonomous COVID-19 Compliance Officer(s) with specialized training and responsibility and authority for COVID-19 safety compliance and enforcement will be in the workplace to address issues as they arise. Plastik's COVID-19 safety plan oversight and enforcement shall be the principal responsibilities of the COVID-19 Compliance Officer(s), provided they may be assigned additional responsibilities related to workplace safety.
- COVID-19 Compliance Officers will undergo specialized training on health and safety precautions, policies and procedures related to infection prevention practices including COVID-19 prevention, disinfection and PPE.
- Specific duties and responsibilities of the COVID-19 Compliance Officer(s) may include, but are not limited to, overseeing and monitoring physical distancing, testing, symptom monitoring, disinfecting protocols, and PPE education, protocols and adherence and such other duties as may be determined by the employer.
- A COVID-19 Compliance Officer shall be accessible in the workplace at all times during work hours and all personnel should have access to the COVID-19 Compliance Officer(s). All cast and crew shall be informed who the COVID-19 Compliance Officer is and how to contact him or her.

NOTE: Cast and crew shall not be discharged or disciplined for reporting concerns about COVID-19 or other safety issues in good faith.

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DAILY COVID-19 SYMPTOMS MONITORING

Upon arrival to set, or work location, each person will be required to participate in the COVID-19 Symptom monitoring. They will be asked a short series of questions and given a temperature check. Each person's name, contact info, answers to questions and temperature reading will be recorded (digitally or on paper) and retained by the company for 1 year for contract tracing purposes.

The Systems Monitoring Check will include the following:

- The person's full name and a current method of contact (mobile phone or email address). This is critical for contact tracing if another member of the crew is later found to have been infected.
- Assertion that they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 7 days. Symptoms of coronavirus include, but are not limited to: cough, shortness of breath, fever, chills, muscle pain, sore throat, and new loss of taste or smell.
- Assertion that they have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days.
- They will declare immediately to the COVID-19 Compliance Officer and/or production any onset of symptoms or contact with anyone who has symptoms of coronavirus.
- Body temperature check will be taken and recorded.

NOTE: Any person who fails the Symptoms Monitoring Check will be asked to go home (by private transport) and seek medical advice.

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SET PROTOCOL

- Site-specific COVID-19 safety plan will be posted at all site entrances and exits.
- Social Distancing. Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. Cast and crew must practice physical distancing whenever possible. Physical distancing involves maintaining a distance of at least 6 feet from any other person at all times, except when doing so is incompatible with one's job duties.
- Cast and crew should avoid congregating in groups. When practical, separate work locations into zones to facilitate physical distancing.
- The use of face coverings is required at all times when on set or at production/studio facilities workspaces, except when not feasible.
- Physical contact should be avoided, including shaking hands, "high fives," fist or elbow bumps, or hugging.
- Cast and crew will be trained in the use of PPE and social distancing.
- In indoor spaces, ventilation systems and other measures should be used to increase circulation of outdoor air as much as possible (e.g., by opening windows and doors, using fans and other methods).
- Digital or individual copies of all documents are to be provided to avoid sharing.
- The set is to be completely secure to prevent access by the public.

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PERSONAL PROTECTIVE EQUIPMENT (PBE)

- The use of face coverings is required at all times when on set or at production/studio facilities workspaces, except when not feasible.
- Disposable face coverings will be available to all cast and crew at no cost and meet applicable regulatory guidelines (CDC, Public Health, NIOSH, OSHA) as appropriate. However, personal face coverings, provided by the individual are acceptable.
- All face coverings will be for individual use only and not shared with others.
- Appropriate donning, doffing, cleaning and safe PPE use is required. When in doubt, contact the designated COVID-19 Compliance Officer
- PPE may be disposed of as regular (non-biohazard) waste.

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SOCIAL DISTANCING POLICIES

- Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. Cast and crew must practice physical distancing whenever possible. Physical distancing involves maintaining a distance of at least 6 feet from any other person at all times, except when doing so is incompatible with one's job duties. Cast and crew should avoid congregating in groups. When practical, separate work locations into zones to facilitate physical distancing.
- Limit the number of personnel on set to only those absolutely necessary, with remote video villages, etc., where possible. We will abide by state guidelines of number of people per square footage of location/studio.
- Stop/start times staggered to reduce quantity of workers.
- A minimum of 6 feet distance between each person except to carry out certain filming requirements. Distances marked on floor when possible.
- Prohibit gatherings except for safety meetings or as strictly necessary to carry our tasks associated with the project
- Prohibit visitors as much as possible. All visitors must abide by these guidelines and go through the COVID-19 Symptoms Monitoring prior to accessing the set.
- Minimize interactions and maintains social 6 feet distancing of delivery workers and 3rd party staff.
- Prohibit staff from using others' phones and/or personal equipment.
- Work tools that must be used by more than one person must be cleaned and disinfected with agent that is effective against COVID-19 before use by another.

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HANDWASHING / SANITIZING POLICIES

- Hand hygiene is a cornerstone of infection prevention and will need to be practiced widely in entertainment industry work environments. Given the potential concern about transmission of COVID-19 via contact, enhanced hand hygiene measures are critical. Hand washing with soap and water is considered more effective than hand sanitizer in preventing the spread of COVID-19.
- Hand-washing stations or hand sanitizers are at entrances to set and in multiple locations.
- Individual containers of hand sanitizer may be provided to each person upon arrival at set each day as needed. Hand sanitation should be done frequently throughout workday.
- Each crew member will be given a pocket-sized sanitizer that can be used if hand washing is not available.
 - Hands should be washed or sanitized:
 - Upon arriving at the job site;
 - After blowing one's nose, coughing, or sneezing;
 - After using the restroom;
 - Before and after eating or drinking;
 - After contact with animals or pets;
 - After handling shared equipment or objects;
 - After cleaning or disinfecting equipment, tools or workspaces; and
 - At other appropriate times throughout the workday.

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POSTED SIGNS & POSTERS

The following information will be posted on set, as necessary and appropriate:

- Personnel experiencing signs/symptoms of COVID-19, and those who are quarantined, are not allowed on set.
- Face coverings are required at all times when on set or at production/studio facilities workspaces
- Maintain minimum of 6 feet distancing at all times except when doing so is incompatible with one's job duties.
- Do not touch face with unwashed hands or gloves.
- Wash hands for 20 seconds with soap and water or rub on hand sanitizer for 20 seconds.
- Clean and disinfect high touch surfaces and objects frequently.
- Cover mouth and nose with tissue when coughing or sneezing or use crook of elbow or sleeve.
- Screening protocol posted at entrance to set.

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CLEANING AND DISINFECTING POLICIES

- Cleaning and disinfecting done frequently of all high-traffic/ high touch point areas including: meeting areas, lunch and break areas, trailers, entrances and exits, hand-wash areas, tools, equipment, counter tops, desks, table tops, restroom fixtures, door knobs, light switches and production vehicles.
- All personnel performing cleaning and disinfection provided proper PPE.
- Cleaning and decontamination should be accomplished with good ventilation.

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COVID-19 COMMUNITY SPREAD REDUCTION POLICIES

- Limit the duration of workdays and excessive consecutive workdays whenever possible.
- Physical contact should be avoided, including shaking hands, “high fives,” fist or elbow bumps, or hugging.
- Visitors to set should be limited unless absolutely necessary. If visitors are provided access, they will be subject to the same guidance as cast and crew, including the need for symptom screening and PPE requirements.
- Union representatives exercising their rights to visit workspaces will be subject to the safety guidelines required of a visitor.
- All cast and crew should avoid touching their eyes, nose or mouth.
- In indoor spaces, ventilation systems and other measures should be used to increase circulation of outdoor air as much as possible (e.g., by opening windows and doors, using fans and other methods).
- Stagger cast and crew call and wrap times to limit the number of individuals arriving to and departing from work simultaneously.
- In the course of performing their duties, various cast and crew members may enter retail establishments during the workday. Applicable public health guidance should be followed, including use of face coverings. They should carry hand sanitizer and practice hand hygiene before entering retail establishments and after exiting.
- Carpooling to and from set is prohibited (except for member of same household)
- Use of vans to include plans for social distancing
- Sharing food or beverage is prohibited

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- Whenever possible, use of paper should be minimized. Alternatives such as electronic scripts and electronic sign-in/out should be explored.
- Consider alternatives to petty cash to minimize the need to handle paper money, such as purchase cards.
- When paper scripts are unavoidable, they should be assigned to a specific individual, clearly labeled with their name, and not shared between others.
- Crew lists, call sheets, production reports and other similar documents should be electronic whenever possible.
- Use of microwaves, water coolers, and other similar shared equipment is prohibited.
- Single serve containers of beverages and food are encouraged.
- Eating and drinking are only permitted in designated areas
- Leaving set during the workday is prohibited unless work- related and directed to do so.
- Cast and crew will be notified if they have been exposed to an individual who has exhibited symptoms of COVID-19 or who has tested positive for COVID-19.

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CRAFT SERVICES & CATERING

COVID-19 is unlikely to be spread through food or beverages; however, catering, crafts service and eating within workspaces present several unique challenges.

- Those responsible for preparing and distributing food must clean their hands with soap and water or hand sanitizer prior to beginning food preparation and/or distribution and regularly thereafter.
- All local public health regulations regarding preparing and distributing food must be followed, including regulations regarding the use of appropriate food service PPE (hair nets, gloves, and face coverings), safe food temperatures, etc., and all personnel responsible for the preparing and/or distribution of food must be properly certified to do so.
- As face coverings cannot be worn while eating, adequate eating space must be provided to ensure physical distancing can be maintained during meal periods.
- Handwashing facilities and/or hand sanitizer must be readily accessible at the entrance of any designated eating area and shall be used when entering and leaving the area.
- Meal times should be staggered in a manner designed to avoid the gathering of large groups in the same location at the same time.
- All eating surfaces shall be cleaned and disinfected before and after use.
- Eliminate communal “buffet style” food service, including salad bars, trays of food, or any food service that requires sharing of utensils such as serving spoons or tongs.
- Meals and snacks should be served in individually packaged or wrapped portions. Avoid shared communal trays or bowls.
- Eating utensils should be disposable and individually wrapped.
- Cast and crew should not leave the job site to obtain food during the course of the workday.
- If food is to be delivered to the job site, one or more individual(s) should be designated to receive the delivery. Appropriate PPE should be worn when interacting with the delivery person and hand hygiene should be performed after handling the delivery. Cast and crew who

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bring their own food are encouraged to bring food that does not require refrigeration or heating/microwaving.

- Consider options for cast and crew to place orders ahead of time to minimize the amount of time they must wait in line. Consider addition of plexiglass (or similar) barriers between servers and cast and crew.
- Avoid using or sharing items such as menus or condiments such as salt and pepper shakers. These items should be disposable and single serve
- Drinks should be individually packaged or, if drinks are to be dispensed from a water station, soda fountain, coffee machine or similar equipment, receptacles should not come into contact with dispensers.

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WARDROBE, HAIR, AND MAKE UP

The work of some cast and crew members (e.g., hair stylists, make-up artists, costume designers, costumers, wardrobe department personnel, sound technicians, property persons, studio teachers and special effects technicians, etc.) may not be possible while maintaining physical distancing from others. The performers with whom they work may not be able to wear face coverings at all times, for example when make-up is being applied. Testing, contact tracing and task-specific controls such as the following shall be in place:

- Alter workspaces to permit physical distancing.
- Control the entrants to trailers and other workspaces.
- Allow sufficient work time to follow safety protocols.
- Cast and crew in close proximity must wear a face mask and/or face shield at all times and perform hand hygiene before and after the encounter.
- make-up application to avoid spreading droplets

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SPECIAL CONSIDERATIONS FOR PERFORMERS

The work of performers will frequently put them in close (less than 6 feet) contact with other performers or cast and crew including, for example, hair stylists, make-up artists, stunt coordinators, costumers and wardrobe personnel. Face coverings/masks may not be practical during many of these activities. Additionally, certain activities such as fight scenes or intimate scenes increase the risk of transmission.

- Whenever possible, performers shall practice physical distancing.
- When maintaining physical distancing is not possible (e.g., between a performer and make-up artist) and the performer cannot wear appropriate PPE, contact must be kept to the shortest amount of time possible, and the other cast or crew member must wear appropriate PPE and observe hand hygiene practices.
- The number of people involved in close proximity with a performer should be kept to a minimum whenever possible. If a performer requires work by more than one make-up artist/hairstylist, make-up artists/ hairstylists should observe appropriate PPE requirements, and both performer and make-up artist/hairstylist should observe hand hygiene practices immediately after completing the task.
- Consider measures to minimize scenes with close contact between performers, such as amending scripts or use of digital effects.
- Stand-ins should wear face coverings even if the performer they are standing in for may not.
- When possible, adjust shooting schedules to minimize the amount of back-and-forth travel needed by performers.
- Visitors should be limited unless their presence is absolutely necessary. If visitors must come, they will be subject to the same guidance as cast and crew, including, but not limited to, symptom screening and/or temperature screening, and PPE requirements.
- When performers are in a holding area, waiting to be used in a production, employers and performers must adhere to the recommendations outlined herein, including recommendations regarding physical distancing and the use of PPE.

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- When it is possible to do so consistent with their job duties, performers shall wear appropriate PPE.
- When wearing PPE is not possible, such as when a scene is being filmed or after make-up has been applied, the number of people with whom the performer is in close contact shall be minimized.
- As soon as possible after filming a scene, the performers shall put on their PPE and/or physically distance themselves.

Please make sure to follow these guidelines and use your best judgment in all situations.

The health and safety of each of you and the general public is the highest priority.

For questions or comments about these guidelines:

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