

PRODUCTION OPERATING PROCEDURES:

These guidelines should be followed while working remotely. One individual (Producer) on location will be assigned to ensure all guidelines are being followed at all times. Failure to follow these guidelines could result in your removal from the production.

TRAVEL TO/FROM:

1. Transportation from your home->departure meeting spot and airport->home should be in a personal vehicle or private ride service and a face mask should be worn for the duration of the trip. Do not share a ride service with other crew members or individuals.
2. Upon your arrival to the meeting spot/airport the one individual (Producer) assigned to monitor all guidelines will take your temperature with a no-touch thermometer. If you have a temperature of 100.4 or higher (elevated temperature per the CDC) you will not be allowed to travel.
3. During all travel (vehicles, airport, plane and transfers) you are required to:
 - Wear a mask. - Wash hands for 20 seconds and/or use hand sanitizer often.
 - If you need to, cough/sneeze into your elbow then wash hands.
 - Avoid touching your face.
 - Follow all social distance guidelines set by the Federal, State, Local Governments, the airport and the applicable airline.
 - Report any COVID-19 symptoms to production management immediately.
4. When on a plane do your best to maintain social distance from other passengers. If it's not a full flight try and find a seat that has no one next to you.
Vehicle occupancy limit is 2 people or less at all times. Prior to departing please wipe down your vehicles steering wheel, gear shift, emergency break, door handles, seat belt release and all other commonly touched surfaces with a sanitizing wipe prior to using it.

REMOTE PRODUCTION:

1. At call time the one individual (Producer) assigned to monitor all guidelines will take your temperature with a no-touch thermometer. If you have a temperature of 100.4 or higher (elevated temperature per the CDC) you will be asked to drive home until a licensed doctor/nurse has evaluated you, and you test negative for COVID-19. If you test positive you will be required to stay home for at least 10 days from the on-set of your symptoms and then at least 72 hours after all your symptoms have gone away (see CDC website).
2. While on set you are required to :
 - **Wear a mask.**
 - **Wash hands for 20 seconds and/or use hand sanitizer often.**
 - **Recommended you wear gloves.**
 - **If you need to, cough/sneeze into your elbow only then wash hands.**
 - **Avoid touching your face.**
 - **Follow all social distance guidelines set by the Federal, State, Local Governments.**
 - **Report any COVID-19 symptoms to production management immediately.**
3. Craft Services will be limited to individual items only. No shared snacks, meals, or beverages will be allowed on set.
4. During crew meals you're required to follow the below guidelines:
 - Wash hands for 20 seconds and/or use hand sanitizer before eating.
 - Any individual handling crew meals must wash their hands and wear gloves prior to touching any food (even if it's packaged).
 - A mask must be worn when not eating/drinking.
 - Maintain social distancing of at least 6' while eating.
 - Location & weather permitting, individuals are advised to eat outdoors when possible.
5. At the end of crew meal and before returning to set you will be required to:
 - Provide another temperature check. If you have a temperature of 100.4 or higher (elevated temperature per the CDC) you must return to your hotel room and stay in your hotel room until licensed doctor/nurse has evaluated you and you test negative for COVID-19. If you test positive you will be required to stay home for at least 10 days from the on-set of your symptoms and then at least 72 hours after all your symptoms have gone away (see CDC website).

- Wash hands for 20 seconds and/or use hand sanitizer.
- Confirm your mask is on.

6. At the wrap of each day you should:

- All guidelines in the "Travel To/From" section must be followed.
- Keep wearing your mask until you get to your hotel room.
- Wash hands for 20 seconds and/or use hand sanitizer.
- Sanitize all common gear by wiping it down with a sanitizing wipe.

7. While off the clock you should: - Continue to practice social distancing.

- Wear a mask.
- Wash hands for 20 seconds and/or use hand sanitizer often.
- Avoid crowds of 10 or more people.
- Wash your clothes often.
- Report any COVID symptoms or violations to the COVID monitor.

WRAP:

1. All guidelines in the "Travel To/From" section must be followed.
2. When returning home please sanitize your luggage and wash all clothing.
3. You must report any COVID-19 symptoms to production management immediately.

INSURANCE:

1. Insurance companies are constantly changing and updating their COVID-19 coverage terms. This section will cover the current coverage so you understand your protections. Please note: these details could change. If you contract COVID-19 in the course or scope of employment, production will comply with applicable workers compensation insurance laws and shall act in accordance with its applicable insurance policies. However, coverage by production's insurance policies for COVID-19, or otherwise, is contingent on many factors and is not guaranteed. If coverage is denied or not available to you, you may need to rely on your own personal health insurance for coverage, therefore we encourage you to explore health insurance options not covered by the company's insurance policies at your own expense. By signing this document and agreeing to work on this production you are confirming that you understand and agree to comply with the above referenced guidelines, procedures, and recommendations and that you understand and accept your individual role and responsibility in helping production maintain a safe and healthy work environment.

WAIVER:

_____ “Production Company”, will comply with all applicable laws during production of the program known as _____ (“Program”); however, Producer cannot guarantee that you, or that people you come into contact with, will not become infected with COVID-19. Further, appearing in, working on, or rendering services in connection with the Program may increase the risk of contracting COVID-19.

By signing below, you acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you may be exposed to or infected by COVID-19 by appearing in, working on, or rendering services in connection with the Program and that such exposure or infection may result in personal injury, illness, permanent disability, and death. You further acknowledge and agree that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of yourself and others, including, but not limited to, Production Company, and/or its employees, volunteers, and Program participants and their families. You voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to yourself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that may experience or incur in connection with appearing in, working on the Program or rendering services in connection with the Program (“Claims”). You hereby release, covenant not to sue, discharge, and hold harmless the Production Company, Breck Larson, and their principles, owners, employees, agents, representatives, and assigns, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. You understand and agree that this release includes any Claims based on the actions, omissions, or negligence of Production Company its employees, agents, and representatives, or assigns, whether a COVID-19 infection or illness occurs before, during, or after you appearing in, working on or rendering services in connection with the Program.

Signature: _____

Date: _____

All employees will be required to sign the updated employee deal memo with added COVID-19 language before starting work.

Please confirm by signing below you have read and understand all Production Company COVID-19 Operating Procedures.

Name: _____

Date: _____

Signature: _____

Phone: _____