

COVID-19 SAFETY PROTECTION PROTOCOLS

SAFETY MISSION STATEMENT

RepHeads at its core is a company that represents creativity through a collection of incredibly skilled individuals who work together as teams on production projects for our valued clients. **One of our primary responsibilities is to ensure the safety and comfort of the production staff, talent and you, our client, while on set at every location.**

That means that our production crew, and our work practices are aligned in ensuring that wherever you work with us - at our St Louis based studio, on location, or remotely - we are keeping both you and our team safe and healthy. We will continue to provide the highest level of service without compromising your health and safety.



Aside from adopting our own stringent protocols, we follow the best practices set out by the applicable Local Counties, the Federal Government, and CDC guidelines. As the situation remains fluid we continue to keep a vigilant eye on new developments and we update these guidelines, and in turn will inform you of any such updates and changes to our safety protocols.

HOW WE PROTECT YOU ON LOCATION

GENERAL MEASURES FOR INFECTION CONTROL (Remote Locations or at our Studio)

- All staff, production crew, vendors, and clients are instructed that they **must wear cloth face coverings at all times inside the facility** unless they are alone in a closed office. This applies to all adults and to children over the age of two. Additional supplies are readily available on location.
- We **sanitize common area touch points and surfaces** every 30 minutes, such as counters and door knobs and handles.
- Additional **Hand sanitizer, gloves, tissues and open touchless trash cans are available** to all production crew, staff, talent and client representatives at or near the entrance of the facility on location. [touchless trash receptacles are preferred]
- All props and set materials will be disinfected before first use on the set, and between uses by different models, actors or spokespeople. (“Talent”)
- Before and after photographing / videography **all common equipment are disinfected** using EPA approved disinfectants.
- We ensure that alcohol wipes are available and in place for assistants handling small equipment such as lavalier and microphones as and when required. We disinfect these items after use.
- Only essential talent and crew are permitted to be on or near the set at any time.
- All production crew use their individual laptops so no computer keyboards are shared.
- Art Direction can be either performed remotely while in production. In the case of on-site direction, separate viewing devices are used to prevent sharing of equipment.
- When required we acquire store bought, unused wardrobe for use on set.
- Props and set materials that can be more easily disinfected are used.
- All staff, talent and production crew are required to wash or sanitize hands** before touching props, costumes, or set materials. On set / in front of camera, Talent may use these items without wearing a face covering. Adequate distancing of 8 feet is adhered to in these instances. Sufficient breaks are afforded to Crew and Talent during production to wash or sanitize hands.
- Where feasible, talent will bring their own props (e.g. cell phone) and wardrobe to avoid sharing.



- Talent that are minor children may be accompanied by up to two (2) adults such as a parent, guardian and/or educator. Children must stay with their parent or guardian and avoid touching any other person or any item that does not belong to them and remain masked, if age permits, when not on set.
- All persons on location are prohibited from eating or drinking anywhere other than in designated areas and maintain social distancing, with staggered break schedules if required.
- All contracts, shot lists, daily schedules, and any other documents that are normally shared are either distributed digitally, or are printed and individually assigned to production crew to avoid sharing.
- Quarantine protocols enacted, for your protection, when there are higher volumes at our studio.
- Prior to the shoot, all employees are told to stay home if exhibiting symptoms of COVID-19 and asked to follow health guidelines for quarantine as applicable.
- We plan to follow official guidelines, as they are announced, concerning **maximum capacity** of studio guests at any time, and will be prepared to discuss these details with you at the time of your booking.
- All productions include the presence of a **COVID-19 Compliance Officer** as part of our staff. This team member is be responsible for:
 - Employee, vendor, and visitor health check processes upon arrival on-location.
 - Management of complaints and suggestions for improving COVID-19 related procedures.
 - Protocol and workflow assessment for all work to assure physical distancing, infection control, and disinfection.
 - Procedures for an employee with signs comparable with COVID-19 and/or an employee who tests positive for COVID-19.

HEALTH & SAFETY PREP AT THE ON-LOCATION SET

- Our **dedicated Prep Team** arrives first in advance at the set location or studio.
- On arrival our Prep Team checks that the HVAC systems are in good working order; to the maximum extent possible, **ventilation has been increased in all spaces**, including offices, dining areas, meeting rooms, and on set area/s.
- We assess entry and exit points** and if elevators are present. Elevator capacity is limited to the number of people that can be accommodated while maintaining a six (6)-foot physical distance between riders. All riders are required to wear face coverings.
- Equipment, screens etc. will be appropriately positioned** to ensure adequate physical distancing. Workstations, consoles, and other equipment will be set up to facilitate social distancing.
- We perform the **initial thorough sanitization of all touch points and surfaces** of all areas of the location.

- We set up our no contact, fully automated **Thermal Temperature Scanner kiosk to measure all entrant's temperature** upon arrival and during the course of the day. We program the system to prompt all persons entering to wear their face masks as part of the scanning process.
- Measures are instituted to assure access for production crew, staff, models and client representatives who have mobility limitations and/or are at high risk in public spaces.
- We **disinfect all equipment and digital items, production supplies, flight cases**, and bags prior to arrival at the on-location set.

GUEST REQUIREMENTS ON ARRIVAL AT THE ON-LOCATION SET

- You will **undergo a health and temperature screening** using our Thermal Temperature Scanner upon entering the on-set location.
- All guests are asked to **use our hand sanitizer station** located at the main entrance. If you do not have a mask, one will be provided for you. We ask that you wear a mask or face covering at all times while in the location's commonly shared areas.
- A **copy of this protocol is available** as you enter the on-location set.
- Signage is posted throughout the facility or set to convey the following information:
 - Any person, in any role, ill with signs of COVID-19, or that have tested positive for the virus, are not permitted to enter.
 - People that are under quarantine after possible exposure to another person with possible or confirmed COVID-19, are not allowed to enter.
 - Facial covering requirements.
 - Capacity limits for specific meeting rooms, breakrooms and/or dining areas, (posted on or just outside of the entrance to these locations).
 - Procedures for symptoms checks, temperature checks. (posted in check-in areas)
 - Contact information for the on-set COVID-19 Compliance Officer



ON SET PRODUCTIONS

In addition to complying with all other relevant sections of this protocol on site production activities will adhere to the list below:

- All site productions will be booked in advance** with the expected number of participants recorded at booking to ensure that physical distancing can be maintained.
- Individuals admitted to our St Louis studio at any particular time (including talent and crew) will be limited to essential personnel only. This includes photographers/videographers, stylists and staff.
- Wherever feasible, everyone utilizing the studio will use their own equipment (including cameras, headsets, microphones, consoles), desks, phones, supplies, etc. If equipment must be shared, it will be sanitized between each use.
- All talent performing work in which they cannot wear a face covering will be guided / reminded to keep a minimum of 8 feet of physical distancing during their time in front of the camera. All other times during takes they too will be required to wear cloth face covering.

HAIR & MAKEUP

- We provide professional Hair and Makeup artists to perform these functions. All of our Beauty Industry Professionals are certified as having completed their BARBICIDE® COVID-19 training.
- Talent and our Beauty Professionals are required to wash or sanitize their hands before any hands-on styling or costume session, and wear cloth face coverings during sessions as much as possible. During the application of makeup, since a cloth face covering cannot be worn by the Talent they are required to stay as silent as possible to avoid spreading droplets though talking.



CRAFT SERVICES AND CATERING

- No buffet meals for the foreseeable future. We arrange special meal orders for catered, individually boxed meals. Each meal box is identified by name for each guest.
- All persons shall wash or sanitize hands before handling any food.

- No communal food or drink service. We will take orders for coffee and teas with an outside vendor.
- Sit-down meals: either require eating in shifts, or seating areas large enough to allow for physical distancing of six (6) feet or more
- All additional Public Health Requirements related to food service will be followed.
- Any food brought by individuals must be labeled and may not be shared.
- Food and drinks may be consumed only in designated spaces to ensure that masks can be worn consistently and correctly.



ON-LOCATION SET SCOUTING

- Scouting will be performed virtually or rely on existing site photographs where possible.
- Locations must be completely secure to prevent access by the public. Locations should be remote, fenced or otherwise well-secured from public access.
- Locations must have enough space to allow for physical distancing for all cast and crew holding and common areas, the video village, craft services/dining, and all other work areas
- Location rental or access time must allow for the extra time needed for safe check-in to the site, and extra time for hand hygiene and repeated disinfection of surfaces.
- Outdoor or large open indoor spaces are inherently safer by virtue of the greater capacity to achieve physical distancing and/or ventilation. Small closed indoor spaces without proper ventilation will not be used.

ADDITIONAL ITEMS RELEVANT TO OUR PRODUCTION STUDIO

(LOCATED IN ST LOUIS)

- Before the first day of your shoot, we will discuss with you our Covid-19 Protection Protocols, affording you the opportunity for any questions and special requests.
- We ask all clients wear masks or face coverings when moving through any common areas of the studio and maintain a minimum distance of 6 feet from other people.
- We have multiple security access points, and so all guests will be met at the entrance and escorted into the Studio on the first floor. We request that guests not congregate in groups at the entrance and maintain your distance. Elevator access will be capacity controlled.
- Although we run a sizeable 1,800 square foot studio, we ask that large castings are discussed and pre-authorized in advance to booking, as large groups increase risk and may not be possible.
- Any packages that are delivered to the studio on production day will be accepted outside the main entrance by our team, who will bring them to you on set.
- Daily cleaning of work stations, common areas and bathrooms are conducted and more frequently on day of production.

TIPS & RECOMMENDATIONS

- To avoid masks being placed on high touch surfaces, we ask that everyone bring a bag to store their masks during meals or on set in front of camera.
- Boxed catering can promote foodborne illness if allowed to stand and not maintaining its proper temperature. We therefore always recommend boxed catered meals be eaten soon after drop off.
- Doors may be kept ajar to minimize use of door handles.
- Since droplets are made airborne by simply speaking without a mask, this creates a risk, even at usually safe distances. Please consider limiting conversations without face masks or coverings.