

# COVID-19

## PROTOCOL PLAYBOOK





# Table of Contents

<b>2</b>	<b>Introduction</b>
<b>3</b>	<b>General Areas of Focus</b>
<b>4</b>	<b>Onsite Protocol</b> Entry into Facilities Controlled Access
<b>5</b>	<b>Production Services: Rentals</b> Placing an Order Crew Outgoing / Incoming Gear Curbside Pickup / Dropoff
<b>7</b>	<b>Sim Studios</b>
<b>8</b>	<b>Post Production: Client Services</b> Office / Room Capacities Common Areas Equipment
<b>10</b>	<b>Deliveries</b> Sim Vehicles Third-Party Vehicles Client Vehicles





# Introduction

*This document is current as of October 7, 2020. Please note that revisions to our procedures will be ongoing in response to changing health authority recommendations and client feedback.*

With more than 40 years of experience helping filmmakers bring their projects to life, the health, safety and wellbeing of our employees, clients and partners has always been at the core of Sim's business.

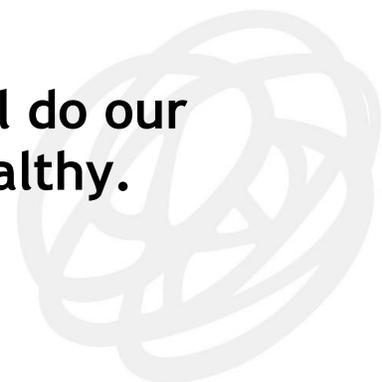
Developing meaningful solutions often takes time, and our approach to our Return To Work program has been no exception. For many weeks, a dedicated team across Sim has collaborated to prepare guidelines that support a safe return to work in response to COVID-19.

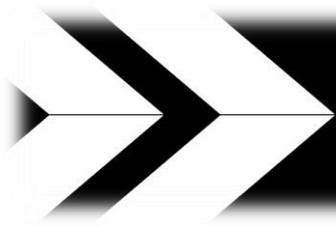
The protocols outlined in this document aim to reduce and prevent the spread of the virus and to maintain a healthy work environment for all. We have also taken additional steps to ensure that we uphold our high safety standards, in compliance with local health authority guidelines, while continuing to reduce our overall environmental impact.

All Sim studios, warehouses, offices and post-production facilities will follow the general protocols outlined below, with additional protocols developed specific to each location's unique operating environment, client presence, number of employees and other working conditions.

We will continue to update our protocols to reflect the most current guidance from the World Health Organization and the local government health authorities in all the cities in which we operate. Our detailed internal procedures can be reviewed at each of our facilities.

**Thank you for your cooperation as we all do our part to help keep our communities healthy.**

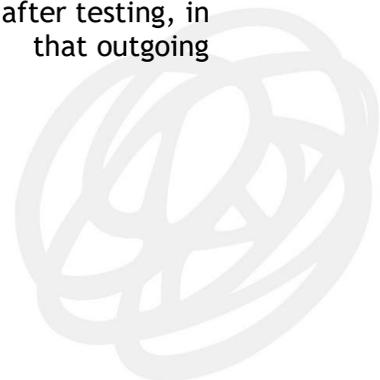




# General Areas of Focus

## What we're doing to keep our employees and clients safe:

- ④ **Limiting access to facilities and monitoring staff, clients and visitors with health and wellness checks prior entering our facilities.**
- ④ **Enforcing Physical Distancing**
  - Limiting occupants of all rooms, offices, and pathways and restricting access to common areas.
  - Adding floor markers as a guide in high traffic areas.
  - Adding plexiglass barriers at point-of-service locations.
- ④ **Ensuring Proper Hand Hygiene**
  - Adding hands-free hand sanitizer stations throughout our facilities.
  - No shaking hands - using only non-contact methods of greeting.
  - Adding portable hand washing stations at facility entrances, exit points and common areas.
- ④ **Using Personal Protective Equipment**
  - Staff and visitors will be required to wear a face mask and gloves and wash their hands at a hand washing station. If visitors do not have their own PPE, they will be provided with a disposable face mask.
  - At this time, we are not requiring the use of gloves at Sim facilities. However, gloves will be available for those who choose to wear them.
  - Visitors may also request protective eye wear and replacement face masks as required.
- ④ **Cleaning & Disinfection**
  - Enhanced cleaning in high traffic areas throughout the day and evening using EPA-registered disinfectants. Increased focus will be given to high-touch surfaces such as door handles, counters, lobby areas, elevators and restrooms.
  - Following World Health Organization guidelines for longest suspected survival of the virus on hard surfaces, Sim will quarantine all incoming gear for a 72-hour period where possible or apply electrostatic spray disinfectant or UVC treatment prior to handling of equipment.
  - Unitized and containerized equipment will be sealed and dated after testing, in many cases providing additional peace of mind that outgoing equipment hasn't been touched for some time and is virus free.





# Onsite Protocol

## Entry into Sim Facilities

### Sim Wellness Checkpoints

#### Mandatory Sign-in / Health Declaration Questionnaire

Where possible, facilities will limit access points for visitors to one entry point. A screening checkpoint will be set up at a controlled site at the entrance, regulated and maintained by an assigned Sim employee.

All visitors must sign in at the checkpoint and wear a visible sticker showing that they have been authorized to enter a specific area of the facility for a specific date.

Sign-in details include:

- Visitor's full name
- Visitor's email and phone contact info
- Date & time of visit
- Name of project /company they are associated with

Anyone not displaying the appropriate authorization sticker may be removed from the premises.

All staff and visitors will also be required to complete a strictly confidential Health Declaration / Questionnaire upon entry, administered by a Sim employee.

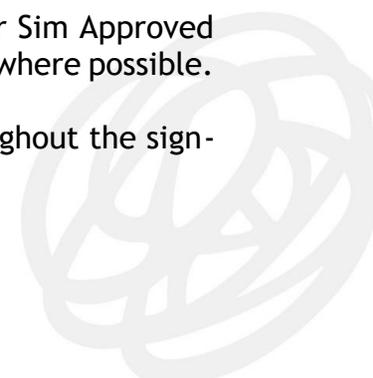
### Contactless Temperature Checks

In conjunction with the questionnaire, visitors may have their temperatures checked upon arrival at the screening checkpoint with a contactless thermometer.

Individuals who test above a normal temperature ( $> 37.8^{\circ}\text{C}$  /  $> 100^{\circ}\text{F}$ ) will be asked to leave the premises in a safe and discrete manner and recommended to seek appropriate medical attention.

Sim employees administering the screening and questionnaire will wear Sim Approved personal protective equipment and be separated by a plexiglass barrier, where possible.

The recommended physical distancing guidelines will be followed throughout the sign-in process.



## **Controlled Access**

Movement within Sim facilities will be restricted to authorized visitors who must remain in the areas required to perform the function of their visit. Where possible, arrows will designate direction for traffic flow. Where applicable, access to stairs is available at all Sim facilities as an alternative to elevators. Most Sim facilities are stand-alone with private entry points.



## **Placing an Order**

Clients are encouraged to place orders in advance. This will allow gear to be pulled and staged prior to customer pickup.

Pickups and returns must be scheduled in advance to allow the operations team to have outbound packages fully sanitized and to have decontamination areas available for returns. Unscheduled transactions will be accommodated at the operation's discretion and may be refused if necessary.

## **Crew**

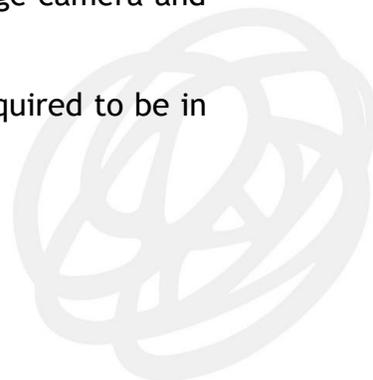
All Crew accessing Sim facilities to prep equipment for a show must be pre-approved by Production Team Member from the project and a Sim Rental Agent/ CSR.

A limit of Crew Members per project, to be determined by each General Manager, will be allowed in any one Sim facility at one time.

If Crew Members require use of any personal gear, equipment or tools during a load-out or prep at a Sim facility, that equipment must be delivered to Sim a minimum of 3 days in advance of usage.

Until further notice all hair, make-up and wardrobe tests and other large camera and lighting & grip tests will not be permitted within Sim facilities.

All Sim stages will be treated as closed sets and only those that are required to be in the facility will be admitted.



## **Outgoing / Incoming Gear**

Sim will quarantine all incoming gear for a 72-hour period where possible or apply electrostatic spray disinfectant or UVC treatment prior to handling of equipment.

### **Sequestering Outgoing Gear**

Client crew will be responsible for ensuring that production specific safety guidelines for handling equipment are followed.

If Sim staff assist with loading equipment onto client vehicles, spray sanitization steps must be followed.

### **Decontamination**

All equipment staged for outgoing rental will be sanitized prior to customer contact.

Sim will sanitize all incoming equipment from rental clients using specialized processes. More details regarding our equipment sterilization processes available upon request.

## **Curbside Pickup / Dropoff**

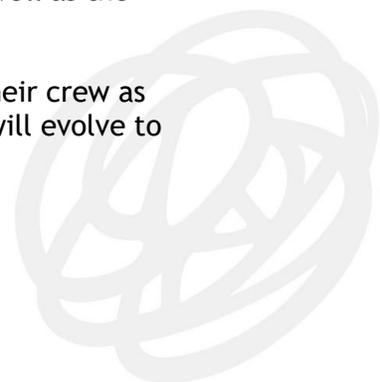
Sim will support “curbside” transactions, allowing client drivers to remain in their vehicles while Sim staff offload / load gear and present contract at vehicle window, with the possibility of digital signing in the near future.

For our camera operations, Sim will also continue to support our grab & go / drop & go lockers, that allow secure and no-contact access for pickups and returns, even after hours.



Production companies are responsible for ensuring that all work within Sim studios adheres to local health, government, union and relevant task force safety guidelines, as well as the guidelines put forth by their parent studios.

The production is to be responsible for enforcing their own protocols among their crew as well as any specific protocols set forth by Sim for the use of a facility. These will evolve to meet regulatory requirements.



## **Studio Visits**

All visits to Studios or Production Offices by Sim employees or Sim-assigned third-party vendors and landlords are to be confirmed with the production office to ensure that appropriate protocols are in place and that the timing is approved.

## **External Vendors**

The Sim Studio team will continue to liaise closely with representatives from our facilities (owner or property management) as well as key vendors (HVAC, janitorial and other building service providers etc.) to keep up to date on any information that may affect the services or conditions of the facility. Sim will ensure that any external vendors are prepared with the PPE required by the Production.

## **Facility Tours**

Where possible, Sim will engage clients in a virtual fashion rather than an onsite visit. All Studio facility tours are to be pre-booked and documented. Sim will gather contact information on all attendees and ensure that PPE use has been discussed. Where possible, in-person meetings and walkthroughs at studios will be limited. If an in-person meeting is necessary, it will include no more than (2) studio representatives and (2) client representatives, keeping safe physical distancing. At Sim's discretion, additional participants may be included with advanced notice and discussion.

Clients are required to wear a mask during facility tours. If they are unable to provide their own, Sim will supply disposable masks for these visits.

Clients are responsible for the safe disposal of any provided PPE.

A Sim representative will ensure that there is a planned pathway for tours, and that it is open from encumbrances before client arrival.

Sim will limit areas of tour if physical distancing is not possible due to space restriction and number of participants.

## **Sim Staff Visits**

Where possible, Sim will engage clients in a virtual fashion rather than an onsite visit. Sim will communicate all production-specific safety policies and protocols to visiting Sim employees. Sim employees will conform to all production requirements.

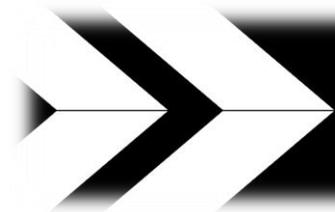
All Sim Staff visits to facilities are to be pre-booked and documented, with the necessary production-specific PPE provided.

## **Wrap Out**

Per existing license agreements, clients will be responsible for turning over facilities to Sim in a clean state.



Sim will request the specifics of those cleaning services and at their discretion may choose to contract additional cleaning services at no cost to production.



## Post Production: Client Services

Sim will continue to facilitate flexibility for remote session supervision, addressed on a project-by-project basis.

### Office / Room Capacities

Each room will have a maximum occupancy number. If more than one person is in a room, masks must be worn.

No more than 2 people in any mix stage or grading room.

Doors should remain closed during recording sessions.

### Common Areas

As an additional measure, kitchen and dining areas will be closed until further notice. Sim will temporarily remove cooking supplies such as utensils, glassware and smaller appliances. The dining chairs will be removed or placed six feet apart based on the layout at each individual Sim location facility.

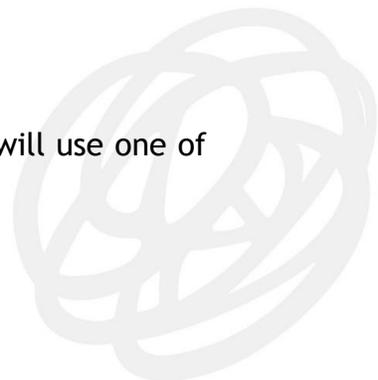
Staff and clients are encouraged to bring their own utensils and dishes to use throughout the day. Sim will provide recyclable disposable cups, plates and utensils.

### Equipment

UV-C Sterilization cabinets will be the preferred method to sterilize electronic equipment.

### Hard Drive Sterilization

Depending on the size of the drive, Sim staff wearing appropriate PPE will use one of the following cleaning methods:



- When possible, drives will be quarantined for 72 hours to eliminate the virus as per the CDC guidelines.
- Alternatively, UV-C Sanitizing Cabinets will be installed at each location. Smaller drives, bare drives and cards will be placed in the secure cabinet and cleaned within 60 seconds.
- Larger drives will be wiped down with 70% isopropyl alcohol solutions and a reusable microfiber cloth. The Microfiber cloth will be laundered after each use.

## Equipment Sterilization

Sim staff wearing appropriate PPE will use the following cleaning method:

- When possible, equipment will be quarantined for 72 hours to eliminate the virus as per the CDC guidelines.
- Alternatively, equipment will be wiped down with either:
  - Clorox disinfecting wipes or,
  - 70% isopropyl alcohol solutions and a reusable microfiber cloth. The Microfiber cloth will be laundered after each use.

## Microphone Sterilization

Antibacterial wipes and spray will be used to clean ADR suites before and after sessions  
Cleaner will wear latex gloves and a mask.

**Additional items will be cleaned with antibacterial wipes:**

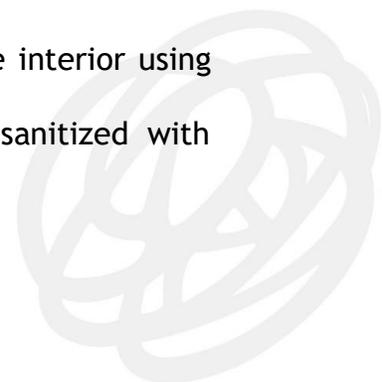
- Cables
- Headphones
- Mic stands
- Music stands
- Script iPads
- Stools
- Tables



## Sim Vehicles

All Sim drivers will sanitize frequently touched surfaces within vehicle interior using sanitization wipes provided.

Each morning, the interior of each vehicle (cab and box) will be sanitized with disinfectant solution using electrostatic sprayers.



All drivers will complete timestamped sanitization logs.

All drivers will wash or sanitize their hands prior to entering Fleet Vehicles as follows:

- At the beginning and end of each shift
- After returning from break and lunch times
- After the completion of each delivery /or pick up
- After any interactions with vendors / crew

Gloves worn outside of the vehicle must be removed prior to re-entering vehicle.

Spouses, children, friends, and other family members are not permitted in any company vehicle.

If two or more staff members are required to be in a Sim vehicle together, they must wear appropriate PPE.

Drivers are required to wear gloves outside of your vehicle, especially working with clients, crews and when fueling the vehicle.

Wherever possible, contactless payment methods will be used.

All physical contact is prohibited between employees, vendors, clients, and crews.

## **Third-Party Delivery Vehicles**

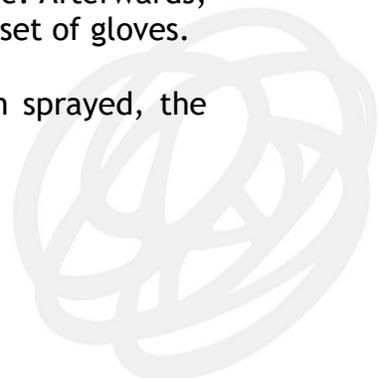
All third-party deliveries to Sim facilities must be either no-contact (drop and go) or must comply with physical distancing recommendations. Deliveries must all go to designated delivery drop off areas (i.e. loading bays where possible) in compliance with posted signage.

For FEDEX / courier deliveries, drivers will be allowed access to loading bay areas only for contactless drop off and pick up

## **Client Vehicles**

When offloading a client vehicle, Sim staff will spray the equipment with disinfectant solution using electrostatic sprayers and let the sanitization period elapse. Afterwards, the equipment will be offloaded by a Sim staff member wearing a fresh set of gloves.

If equipment is handled by Sim staff for any reason after it has been sprayed, the spraying step must be repeated.



Sim may refuse to load/offload a vehicle if the conditions do not appear to be safe for Sim staff, i.e. if there is a large quantity of loose gear in a personal or passenger vehicle, camera dolly in a trunk, etc.

