



# COVID-19 PRODUCTION RECOVERY PLAN

Last Updated: May 30, 2020

Recovery Stages	Definition & Staff Levels	Operational Activities
<b>A</b> Essential Operations	<ul style="list-style-type: none"> <li>Critical Front-Line support</li> </ul>	<ul style="list-style-type: none"> <li>Processing or preparing equipment for critical facilities used to fight COVID-19</li> </ul>
<u>Move to Stage B when:</u> <ul style="list-style-type: none"> <li>Government issued "Stay at Home" orders lifted</li> </ul>		
<b>B</b> Minimal Operations	<ul style="list-style-type: none"> <li>Working with in-building returned equipment</li> <li>Small number of staff on site</li> </ul>	<ul style="list-style-type: none"> <li>Process equipment returned prior to shutdown</li> <li>Determine plan for sanitizing of gear</li> <li>Determine plan for operational changes for clients &amp; staff</li> </ul>
<u>Move to Stage C when:</u> <ul style="list-style-type: none"> <li>Provincially required protocols in place in each facility</li> <li>Business allowed to operate under any Provincial Health Orders</li> </ul>		
<b>C</b> Preparatory Operations and Improvement Projects	<ul style="list-style-type: none"> <li>Preparing all equipment to be "Rental Ready"</li> <li>Staff levels as required</li> </ul>	<ul style="list-style-type: none"> <li>Prepare all equipment for rental</li> <li>Communicate plans to clients</li> <li>Implement plan for sanitizing rental equipment</li> <li>Implement operational changes</li> </ul>
<u>Move to Stage D when:</u> <ul style="list-style-type: none"> <li>Larger scale film production allowed by province</li> <li>New sanitizing protocols operational</li> </ul>		
<b>D</b> Light Operations	<ul style="list-style-type: none"> <li>Serving limited volume of shows</li> <li>Staff levels as required</li> </ul>	<ul style="list-style-type: none"> <li>Open for business to clients at a limited volume, by appointment only, with adjusted operating procedures in place</li> </ul>
<u>Move to Stage E when:</u> <ul style="list-style-type: none"> <li>Cross border travel restrictions from/to US relaxed to suit filming needs</li> </ul>		
<b>E</b> Full Operations	<ul style="list-style-type: none"> <li>Normal volume operations</li> <li>Full staff on site</li> </ul>	<ul style="list-style-type: none"> <li>Normal operations with adjusted operating procedures in place</li> </ul>
<u>Move to Stage F when:</u> <ul style="list-style-type: none"> <li>All government issued restrictions lifted</li> <li>Effective vaccine available for use in Canada</li> </ul>		
<b>F</b> Unrestricted Full Operations	<ul style="list-style-type: none"> <li>Normal volume operations</li> <li>Full staff on site</li> </ul>	<ul style="list-style-type: none"> <li>Normal operations with relaxed adjusted operating procedures in place</li> </ul>