

# D.4-1 - WSE - TECH EQUIPMENT DISINFECTION



**General Guidelines:** Additional fabrics (raincovers, tarps, rain hats etc.) must be provided if equipment is being rolled to more than one show. Where possible avoid equipment rolling straight to other shows.

**Effective Date – June 8, 2020**

Equipment	Cleaning Equipment Provided	PPE Provided	Process
<b>Telescopic Camera Cranes</b>	70% Rubbing Alcohol, Vital Oxide, Clean Cloths	Nitrile Gloves	Clean with Vital Oxide. Wipe down all surfaces which have been handled on set (handles, nose of crane, bucket, pickle, buttons etc.) with Alcohol spray. Do not apply spray directly to equipment, spray into cloth first. Any fabrics used should be placed into black plastic bags at end of shift for appropriate disinfection
<b>Remote Heads</b>	Alcohol Spray	Nitrile Gloves	Clean with Vital Oxide. Wipe down all surfaces which have been handled on set (wheels, control consoles, screen buttons) with Alcohol spray. Do not apply spray directly to equipment, spray into cloth first. Any fabrics used should be placed into black plastic bags at end of shift for appropriate disinfection
<b>Trailers / Vehicles</b>	70% Rubbing Alcohol, Vital Oxide, Clean Cloths	Nitrile Gloves	Technicians must disinfect all surfaces that they have touched when exiting the vehicle / trailer at the end of a shift. This includes any door handles hitches and handles of jacks, safety chains, emergency brake cables and trailer plugs.
<b>Balloon skins / envelopes</b>	Soap/detergent and water	Nitrile Gloves	Spray envelope, wipe and allow to dry
<b>Ballasts, bulbs and other electronics</b>	70% Rubbing Alcohol, Vital Oxide, Clean Cloths	Nitrile Gloves	Clean surfaces with Vital Oxide to remove dirt, grease etc. Disinfect with alcohol. Do not spray directly onto surface, spray into cloth and apply. Allow Alcohol to air dry.
<b>All Other Balloon Equipment</b>	70% Rubbing Alcohol, Vital Oxide, Clean Cloths	Nitrile Gloves	Clean surfaces with Vital Oxide to remove dirt, grease etc. Disinfect with alcohol. Allow Alcohol to air dry. Pay special attention to frequently handled items and surfaces such as kite handles, case handles, etc.

# D.4-2 - WSE - NON-TECH EQUIPMENT DISINFECTION



Effective Date - June 8, 2020

Equipment	Who?	Cleaning Equipment Provided	PPE Provided	Process
Remote Heads	Shop Staff	70% Rubbing Alcohol, Vital Oxide, Clean Cloths	Nitrile Gloves	Pre-clean with Vital Oxide, then wipe surfaces with Alcohol. Allow Alcohol to sit on surface for at least 1 minute. Do not spray directly on surfaces, spray into cloth and then wipe down. Special attention must be paid to frequently handled surfaces. Wipe down exterior of all sealed bags. Re-seal any loose cables.
Jibs	Shop Staff	70% Rubbing Alcohol, Vital Oxide, Clean Cloths	Nitrile Gloves	Pre-clean with Vital Oxide, then wipe surfaces with Alcohol. Allow Alcohol to sit on surface for at least 1 minute. Special attention must be paid to frequently handled surfaces.
HMEs	Shop Staff	70% Rubbing Alcohol, Clean Cloths	Nitrile Gloves	Spray Alcohol into cloth, apply to all case and equipment surfaces and cables. Pay special attention to buttons. Allow Alcohol to air dry. Swap used ear foams for clean ones. Spray used foams with Alcohol and air dry.
Other ancillary and accessory equipment	Shop Staff	70% Rubbing Alcohol, Vital Oxide, Clean Cloths	Nitrile Gloves	Pre-clean with Vital Oxide, then wipe surfaces with Alcohol. Allow Alcohol to sit on surface for at least 1 minute. For Electronics equipment, do not spray directly onto equipment, spray into cloth and wipe. Special attention must be paid to frequently handled surfaces.

If you are responding to an extraordinary circumstance (e.g., cruise ship, hospitals or other medical facilities, etc.) where you are unsure of the proper protocol, please contact Whites SH&E for additional guidance at [WhitesSafety@whites.com](mailto:WhitesSafety@whites.com).

# D.4-3 - WSE - CAMERA CARS AND MOBILE CAMERA PLATFORMS EQUIPMENT DISINFECTION



Effective Date – June 8, 2020

Equipment	Who?	Cleaning Equipment Provided	PPE Provided	Process
<b>Camera Cars</b>	Technician	Vital Oxide, 70% Rubbing Alcohol, Hudson Sprayer, cloths, Lysol Wipes	Nitrile Gloves	<p>On-set passengers and other production crew onboard to be minimized at the discretion of the driver.</p> <p>At start and end of day when collecting and returning Camera Car, clean steering wheel, door handles (inside and out), knobs, buttons and monitors with Vital Oxide. Do not spray directly onto equipment, spray into cloth and wipe. Clean Camera Car and Process Trailer with soap and water. Process trailer and pipe disinfected using Hudson Sprayer filled with Vital Oxide. Allow all equipment to air dry. Accessory crates in belly bins will be rotated after each day on set. Once accessories are used for one day, they will be cleaned and disinfected in the Shop.</p>
<b>All other Mobile Camera Platforms</b>	Technician	Vital Oxide, 70% Rubbing Alcohol, cloths, Lysol Wipes	Nitrile Gloves	<p>On-set passengers and other production crew onboard to be minimized at the discretion of the driver.</p> <p>At call and wrap clean steering wheel, door handles (inside and out), knobs, buttons and monitors with Vital Oxide. For electronics equipment do not spray directly into equipment, spray into cloth and wipe. Disinfect with Rubbing Alcohol at wrap and allow to air dry. Clean and disinfect all other frequently handled surfaces. Minimise number of crew in contact with equipment where possible, and supply Nitrile Gloves to all crew involved.</p>

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# D.4-4 - WSE - ON SET PROTOCOLS



Effective Date - June 8, 2020

Equipment	On-Set Protocol
<b>Telescopic Camera Cranes</b>	Equipment to be handled by specific crew. Ideally where possible 2-3 grips designated at start of shift to help move crane. All personnel handling crane are to be provided with fresh gloves each time they handle crane. No one else to touch crane unless absolutely necessary. Cleaning equipment will be provided and must be kept on crane base along with fresh cloths. Disinfection to be completed by technician periodically throughout shift, ideally at call and before going to lunch. Mandatory cleaning must be completed at wrap. Any fabrics used (raincovers etc) must be placed into black plastic bags, sealed and marked as used.
<b>Remote Heads</b>	Equipment only to be handled by technician and one designated AC where possible. Leave all cases on trailer and only take essential equipment loaded on cart from trailer. All personnel to be given fresh gloves when handling equipment. Camera operators to also be provided fresh gloves whenever they step away from console. Cleaning spray and cloths to be kept on cart at all times. Disinfection to be completed by technician periodically throughout shift, ideally at call and before going to lunch. Mandatory cleaning must be completed at wrap. Any fabrics used must be placed in black bag, sealed and marked as used.
<b>Trailers / Vehicles</b>	Only technicians and one other on-set person allowed to enter trailer. All personnel to wear gloves at any time when on trailer and handling equipment.
<b>Balloon skins / envelopes</b>	On-set personnel to NEVER touch skin, only handle kite handles, lines and distro outside of balloon. All equipment to only be handled when wearing gloves. Only technician to handle balloon envelope, bulbs and harness inside balloon.

# D.4-5 - WSE - SHOP PROTOCOLS



Effective Date - June 8, 2020

Applicable Equipment	Who?	Protocol
All non-teched gear	Drivers/Production staff	Equipment to be returned to designated isolation area. Only driver and production staff can unload, no help to be given by shop staff. Productions will be notified of missing equipment and damages after equipment has been cleaned and disinfected.
All Equipment	Shop Staff	Where possible equipment must not be rolled from one show to another. If absolutely necessary, additional fabrics must be included in sealed bags to cover additional jobs.
Balloon Envelopes	Shop Staff	Wearing PPE, hang balloon envelope from rack. Inflate balloon with air. Wash all balloon surfaces, paying special attention to caps. Leave inflated and hang dry.
Raincovers, Rain Hats, Tarps	Shop Staff	Wearing PPE, remove fabric from sealed bag in isolated area. Hang and spray with water and detergent. Air dry.