

PRODUCTION RECOVERY OPERATIONAL CHANGES



PROTECTING STAFF AND CREW

- All staff are being extensively trained on new processes and procedures
- All staff will work remotely when possible
- All staff to undergo frequent health checks and complete 'fit for work' assessments
- All access to Whites rental facilities is controlled
 - in person meetings are discouraged - meeting remotely preferred
 - any visit to a Whites rental facility or to Whites controlled areas in our studios must be scheduled and approved in advance (unscheduled visits will be subject to delays)
 - all visitors to rental facilities will be required to Check-In and complete a Registration process (including a health check) prior to accessing the building
- All staff will be provided personal hand sanitizer to carry with them while at work to ensure easy access to frequent hand sanitizing
 - Numerous hand wash/hand sanitizing stations are being installed throughout our facilities for people who don't have a personal hand sanitizer with them
- Increasing frequency and level of cleaning throughout each facility
- Warehouse personnel will work in "pods" - smaller groups that interact less with other staff in the facility
- PPE (facial coverings) will be required for all staff and visiting personnel at Rental Facilities (except for designated single person offices and couriers & deliveries/pickups effected outdoors)
- All staff and personnel on Whites properties trained and continuously informed of 2m/6' Physical Distancing requirement
- Flow management at larger rental facilities to manage wait times
- "Curbside Service" available to minimize crew and staff interactions
- Aligning Whites' requirements in our studios with our studio clients' needs

MODIFYING OUR FACILITIES

- Each rental facility has been divided into Zones to control access and flow:
 - **Grey Zone - outdoor areas**
 - facial coverings are optional provided sanitized gear is not in the area and physical distancing can be maintained
 - production crew permitted in this zone
 - **Orange Zone - indoor loading areas**
 - facial coverings mandatory
 - production crew permitted in this zone
 - **Yellow Zone - rental equipment is sanitized and stored**
 - facial coverings mandatory, ensuring rental equipment is not at risk of casual contamination
 - no visitors, guests or production crew permitted in storage areas
- Implementing "Curbside Service" in numerous rental locations, minimizing interactions between staff and production crews
- Signage and other traffic flow control systems are being installed throughout our facilities to encourage physical distancing
- Numerous hand wash/hand sanitizing stations are being installed throughout each facility
- Physical barriers are being installed in areas where physical distancing is impractical
- Designated areas are being created to segregate equipment when required
- All room capacities of enclosed spaces are being adjusted to allow a minimum of 4m² per person
- Identifying optimal reduced capacities for open areas (i.e. loading bays)
- Creating single direction flow where space is restricted (long hallways, etc.)
- Providing separate washroom spaces for production personnel and visitors to our rental facilities

PROCESSING EQUIPMENT WITH CARE

- All classes of equipment will be sanitized or quarantined to ensure the risk of contamination is minimized
 - balancing sanitizing with the most efficient methods to maintain service speed
 - developing detailed procedures and training our staff in those procedures to ensure proper sanitizing and minimizing risk of cross contamination when handling
- Enforcement of Zones, restricted access and mandatory facial covering will help ensure safe storage of rental equipment in the warehouse
- A Technology Support Team has been established to create and test solutions and protocols for disinfection of equipment
- Signing of contracts and other paperwork will be transitioned to digital platforms wherever possible
- Adjusting procedures for exchanges to minimize interactions

THRIVING TOGETHER - WHAT WE ASK FROM YOU

As we work together to thrive in this new environment, we'd like to ask for your support and adoption of the following:

In our rental facilities:

- Book ahead and register when you visit our facilities, and limit the number of people you bring
- Stay in the designated areas unless escorted, and wear facial coverings to protect the equipment and those you are working with
- Sanitize your hands often
- Be patient and continue to be kind to those around you

Crew Gear

- Directly administer and manage all equipment not under William F. White International Inc.'s control
- Provide Whites with a list of equipment supplied by others, prior to any deal with Whites being finalized

On set:

- Follow our guidelines for cleaning of Whites equipment while it is in your control

In our studio facilities:

- Develop and implement plans to control access to the facility
- Provide mechanisms for physical distancing in the areas you control
- Provide appropriate PPE for your team
- Provide more frequent sanitizing of the facility
- Minimize or eliminate visitors and non-essential personnel inside the facilities
- Work with Whites as you develop and tailor your plans to our studios
- Sanitize your hands often
- Be patient and continue to act kindly to those around you