

Thank you for choosing us for your camera rental needs and continued support through this unprecedented time. In order to re-open we will be following the specified protocols contained herein. The purpose of these guidelines is to maintain the safety of our employees and clients and to help stop the spread of Covid-19. Given the constantly changing nature of this disease and its prevention, these protocols will be subject to revisions at any time.

We will be vigilant in maintaining a safe working environment for our employees and clients while following recommendations from the the LA County Department of Public Health, AMPTP Industry-Wide Labor Management Committee Task Force, and the extensive PERG recommendations specific to our camera rental operations. Please read the following protocols and provide a signature acknowledging your understanding and cooperation.

NEW PROTOCOLS

- a. Masks must be worn by all employees and clients at all times. If you or your production personnel do not have a mask one will be provided.
- b. Wellness checks for all employees at the start of each shift. Employees and clients may have to undergo thermal scanning. If symptoms are present in an individual they will be asked to leave.
- c. Log of every individual who enters the building to include their full name, phone number and email address.
- d. Social distancing with a minimum of 6ft. apart between individuals must be maintained. We will have floor signage and posted signs to maintain social distancing. We will be operating with only 2 prep bays to maintain social distancing. Prep bay boundaries will be clearly indicated. Physical barriers will be in place at certain locations.
- e. We will have one bathroom exclusively for employee use and one exclusively for client use with the proper signage to indicate which is which. Each bathroom will be sanitized daily.
- f. Use of the kitchen area, coffee maker, refrigerator and lounge area will be unavailable. We will offer bottled or canned beverages that our employees will provide to clients upon request.
- g. Routine cleaning with disinfectant will occur several times a day to high touch areas such as door handles, cases, etc.
- h. We will have touchless sanitation stations throughout our facility.
- i. No hand shakes or elbow bumps. Go for an air bump instead.
- j. No walk-in clients will be allowed. Our entry doors will be locked at all times. You must call us to be allowed entry.
- k. Client-owned equipment, tools and carts must be properly sanitized before entering our building and will not be handled by our employees. Additionally, company owned tools will not be shared with any clients.
- l. We are offering and encouraging Contactless Pick-Ups and Returns.
- m. Signatures are still required upon equipment pick-ups and returns with some modification. Signature sheets will be on sanitized clip boards with newly opened pens. Once signed, the clip

- board and signature sheet can be handed back to a team member or left on the equipment cart. You can keep the pen. A copy of the signature sheet will be emailed to the client contact.
- n. We will be disinfecting the equipment upon return. When possible, equipment will be held in a disinfecting room and not touched for up to 3 days. All equipment will be disinfected before being rented out or before a prep. We disinfect with manufacturer suggested disinfectants for each type of equipment. Should you sanitize our equipment further, we take no responsibility for immediate or long-term damage that may occur and the full repair or replacement costs will be billed to you. If you have questions about what is safe to use on certain equipment please contact one of our team members.
 - o. We will now require 10 days to notify clients of any loss or damage due to increased time to disinfect and QC equipment.

PICK-UPS AND PREPS

- a. All pick-ups will occur at our back entrance where our large roll up door is located. When you or your driver arrives at your scheduled time to pick up, call us at 818-453-8445. An employee will come out with the equipment on a cart. Your driver can remain in their vehicle while the cart is placed next to the vehicle or just outside our roll up door. Once our employee re-enters the building you or your driver can load up and then sign the equipment list, keep the pen and leave the sheet and clipboard on the cart. A copy of the signature sheet will be emailed to the client contact person.
- b. Preps and Pick-ups will all have to be scheduled ahead of time. Contact one of our team members to schedule a time slot. Make sure that you or your driver arrive within that time slot, otherwise your pick up or drop off could be delayed while we accommodate on time clients.
- c. Due to the increased costs of disinfecting all equipment we are requiring a **\$50 minimum** per order.
- d. We require the names and contact info of production personnel who will be performing prep ahead of time. We will contact them to make the appropriate space accommodations.
- e. Production personnel prepping will be introduced to their primary contact during prep and will determine the best way to communicate while maintaining social distance.
- f. Equipment exchanges will be placed in a bin or designated area. There will be a bin for adds and another for drops.
- g. Drops will be removed from the order and disinfected before returning to storage.
- h. We are offering Remote Preps for anyone who wants this service. If you choose to have a Remote Prep one of our prep techs will prep your camera order for you. The equipment will be built out and prepped to your specific standards. We will even do a Facetime call or Facebook Chat call with you to go over things during prep. Please let us know if you would like to have this service.

RETURNS

- a. When you or your driver arrives at your scheduled drop off time slot, call us at 818-453-8445. Any employee will come out with a cart and leave it for you. If you don't need a cart you can place the equipment just outside the roll up door. An employee will provide you with a clipboard that has a return sheet and a pen. Sign the return sheet, keep the pen and place the

clipboard with the return sheet on the indicated stand or leave it on the cart. All clipboards will be held in the disinfecting room for at least 3 days before being disinfected and re-used.

- b. We now require 10 days to notify clients of any loss or damage due to increased time to disinfect, check in and QC the equipment.
- c. Crew owned personal items such as carts, tools or equipment must not be returned to us. These items must leave with production personnel prior to the equipment being returned to us. If this cannot be done, please get in touch with us to go over how the return process will be handled.

Please print, sign and date below to acknowledge that you have read and understand these protocols.

Client/Company Name: _____

Authorized Representative Name: _____

Signature: _____

Date: _____

Safety is our number one priority. Following these protocols can help us get back to normal sooner by stopping the spread of Covid-19. Thank you for working with us during these uncertain times. Have a safe and great shoot!