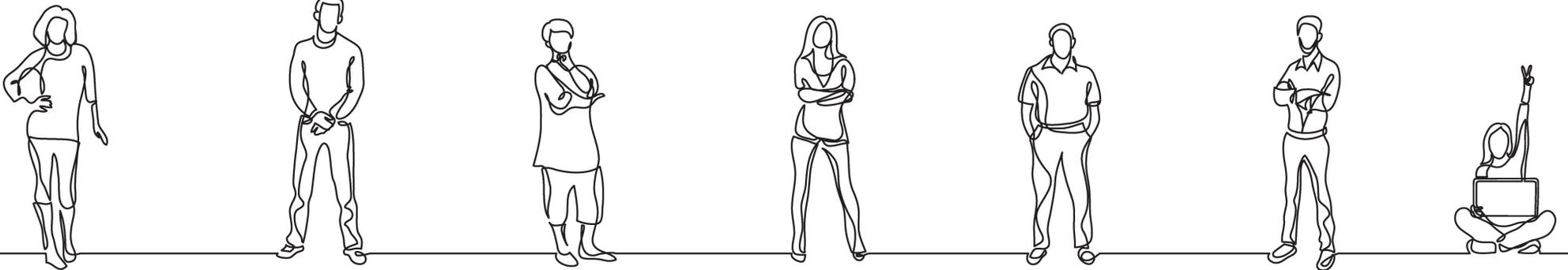


# KINDLY

## COVID-19 Health and Safety Practices Guide



# Introduction

Kindly Productions takes the health and wellbeing of those in our community, from clients to crew, very seriously.

During shelter in place, we've been brushing up - investigating the best options for getting back to set against the new unprecedented challenges we face in our businesses and personal lives. Specifically, we have gained our Occupational Safety and Health Association (OSHA) certification, conducted calls and attended webinars and brainstorming sessions with other producers, researched Remote Access options, remained in close contact with our go-to vendors By Department across North America (and around the world) and have sourced new vendors catering services to specific needs as they arise and evolve; Finding the Right Solutions For You.

In what feels like a time of the utmost restriction, we are ready to put you at ease. Rest assured that we're focused on the health and safety of our workplace while upholding the creative.

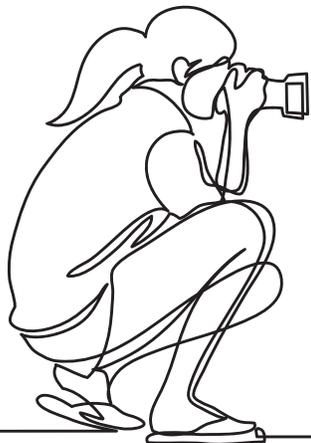
## Overview

In this deck, we will outline our COVID-19 health and safety practices for our workplaces. There are still few guidelines specific to our industry addressing the practical realities of a photography and/ or film set so we have modeled our practices on the guidelines and considerations recommended by WHO, CDC, state and local governments and various peer and industry organizations including AICP and SAG-AFTRA.



## Disclaimer

*We must all acknowledge that there are many unknowns with this virus. While we believe compliance with our procedural will greatly reduce the risk of infection, we cannot say that it is failsafe and must disclaim liability in the event someone contracts COVID-19. Each individual must take responsibility to decide whether to participate in a production, for which they will assume the risk.*

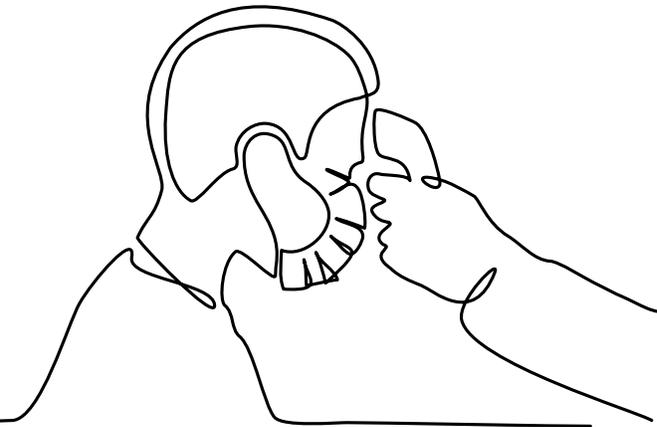


# Practices: All Personnel

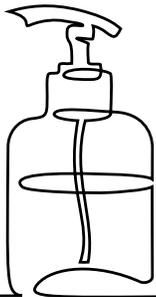
Our highest priority is the health and safety of our clients, artists, talent and crew. Based on guidance from the World Health Organization (WHO) and Centers for Disease Control and Prevention (CDC) and practices from the Association of Independent Commercial Producers (AICP), we are putting specific measures in place to reduce the risk of working together in studio or on location. Some of these measures are listed below.

## All personnel must:

- Familiarize themselves with the current Centers for Disease Control COVID-19 information
- Immediately report to a Production-designated person(s) at the workplace or make a phone call prior to arrival if they are experiencing symptoms of COVID-19. The designated person(s) will know symptoms, protocols to process symptomatic individuals and anyone showing symptoms of COVID-19 will be asked to leave immediately, and return home or stay home completely.
- If diagnosed with COVID-19, follow CDC-recommended steps and not return to work.
- Use personal/reusable water bottles (clearly labeled with owner's name), dishes, and flatware when sanitary conditions for use can be maintained.
- Not share cell phones, tablets, or computers/workstations and maintain regular housekeeping practices in immediate space, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment using appropriate disinfectant to avoid damaging surfaces.



# Practices: By Department



## Production

- Offer appropriate Personal Protective Equipment (PPE), hand sanitizer to all personnel and store and stock adequate supplies.
- Permit people to supply their own PPE, when they have specific personal preferences, as long as the PPE conforms to the need.
- Ensure proper distancing:
  - At work stations
  - Meal seating
  - Also, when possible, implement 6 foot markings on floors where personnel need to line up
- Request that department heads, managers, suppliers, vendors and locations share their preparedness plans and confirm that their departments have appropriate PPE, and are adequately educated regarding social distancing and cleaning / disinfecting protocols specific to their equipment, tools and workflow.
- Ensure that high touch points and equipment are regularly wiped down during the day; designating individual(s) for overall housekeeping.
- Eliminate self-serve areas in the kitchen and designated food service areas (includes coffee).
  - Do not provide snack bowls, unpackaged goods, fruit that isn't individually wrapped or shared platters.
  - Wherever possible, provide water stations for use with refill reusable water bottles without person-to-person contact, and without contact between bottle and dispenser.
  - Stagger group meals to allow for social distancing guidelines.
  - Provide individual boxed meals.
- Minimize the number of personnel working with talent.
- Encourage HMU/Grooming Department to complete Barbicide's COVID-19 Certification.
- Close every set. No non-essential visitors — must be actively monitored.
- Stagger call times by department, when possible.
- Suggest whether prep, pre-light, or strike days will be beneficial.
- Strive to keep the same individuals on an entire job (as opposed to individuals swapping in and out), thereby minimizing the number of interpersonal contact.

# Practices: By Department

## Hair, Make-up and Grooming

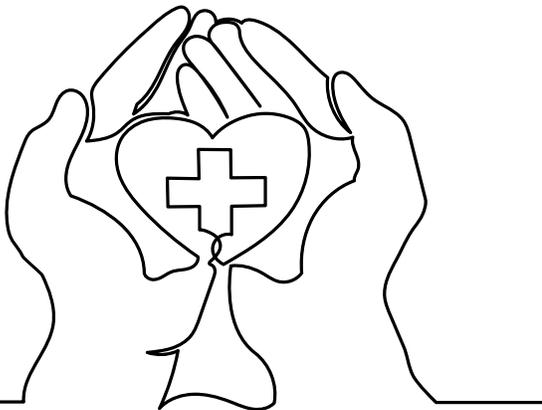
- Wear appropriate PPE for the duration of person-to-person contact.
- Provide space between make-up stations or provide a partition in between.
- Use single-use brushes and applicators if proper disinfectant cannot be guaranteed.
- Disinfect equipment in between uses.
- Mix foundation, powders, lipstick, etc. on a separate clean palette for each individual.
- Clean hairbrushes and combs with appropriate disinfecting solution.
- Have talent wear a mask when possible (e.g. while having their eyes or hair done).
- Only remove the talent's PPE when essential.
- Once made up, talent may consider a face shield (as opposed to a mask) to not disturb completed make-up.

## Props / Set

- Allow for time to switch out and sanitize props when necessary.
- Coordinate between Art and Wardrobe departments with regard to handling of jewelry, bags, etc.

## Wardrobe

- Wear appropriate PPE for the duration of person-to-person contact.
- Wear PPE when preparing the wardrobe.
- Plan wardrobe ahead of shopping/pulling from rental houses.
  - Use PPE when looking through garments in rental houses and retail stores.
  - Anticipate delays at rental houses and retail stores.
  - Review current retail return and exchange policies.
- Sanitize jewelry and glasses with appropriate, non-damaging cleaning solutions.
- Costumes and outfits should be bagged up individually, by performer.



# Remote Access

A key concern is to reduce the numbers on-set to maintain social distancing guidelines and ensure best health and safety practices. We offer a wide array of viewing options on-set and via a secure remote connection.

For remote access, dedicated cameras and personnel on-set and off site will be organized to suit the production as needed. Off site personnel can access departments and images and/or footage as and vice versa – on-site personnel can communicate with those conferencing in.

It is completely customizable!



# Finding the Right Solutions For You

Depending on the specifics of your creative, our work location, the necessary composition of employees, and the overall conditions required dictated by the rules of civil authorities, practical adjustments will be made using collective judgment – we're in this together!

Combined with our general health and safety practices outlined in the previous pages, our project-specific approach and considerations are developed to put you at ease and we encourage further conversation and suggestions to really hone in the specifics for your creative.

