

COVID-19 POLICY AND GUIDELINES PG 1

Below are the policies and guidelines in place to reduce the spread of COVID-19 as informed by the state's department of health, the CDC, and OSHA recommendations as of ____/____/____. These guidelines will be updated as new information and guidance is made available by appropriate authorities.

Communication is important and an open line of communication is available for any person with questions of concerns regarding COVID-19 related policies and protocols.

- All jobs will be confirmed via text or email the day prior.
- If you are sick, stay home/cancel/postpone. Cancellation or rescheduling policies are included in your work agreement contract.
- Every effort will be made to complete every job with as few people present as possible.
- All jobs that can be completed outside it will be. During moments of downtime individuals will be allowed wait outside or in their car and request that they be called in when needed to reduce the occupancy of the working area.
- Personal protective equipment (PPE), including hand sanitizer, will be provided for everyone present on a job. Individuals will also have the option to provide their own PPE if they prefer. All individuals on premises must wear masks at all times with the exception of talent while on set.
- Commonly touched or shared equipment or gear must be sanitized regularly in between use using provided sanitization products.
- Social distancing will be mandated whenever possible. Everyone present on a job

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shall adhere to strict social distancing protocols whenever possible (exceptions include makeup artists etc.). Please see separate BSC Photo Studio specific social distancing policy document.

- Temperature Checks: All crew and client temperatures must be taken before entering the building and may be collected periodically throughout the work day. Temperatures collected during the work day. Only checks testing positive for a fever will be recorded and stored with contact information of the subject of the temperature check. This information will only be used in relation to COVID-19 related policies and procedures. The CDC defines a fever as a temperature of 100.4° F or higher. Anyone who is recorded as having a fever of 100.4 and above will be required to leave the premises. Individual information will be anonymized to protect the privacy of the individual and immediate or casual contacts will be informed.
- You agree that by partaking in this project that if you become ill with COVID-19 symptoms within 14- days following this job to contact BSC Photo. BSC Photo will follow the proper protocols to inform all individuals with which you had immediate or casual contact with as per the official guidelines.
- Recommended reading:
OSHA Guidance on Preparing Workplaces for COVID-19:
<https://www.osha.gov/Publications/OSHA3990.pdf>
CDC information on COVID-19:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>