

WARNER HANSON TELEVISION

COVID-19 FIELD PRODUCTION PROTOCOLS

WARNER HANSON TELEVISION and its crews will adhere to strict protocols as it related to Covid-19. Protocols are being implemented currently and will stay in effect until further notice.

All crews will abide by the following Covid-19 protocols:

- + All team members will complete a health declaration stating: they are not suffering from any coronavirus symptoms and have not had any symptoms in the last 7 days; they have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days; that they undertake to declare immediately any onset of symptoms or contact with anyone who has coronavirus.
- + A log will be kept with contact information and movements on all crew, personnel and participants to track any potential exposure to Covid-19. All crew members will provide a log of interactions for the previous 14 days and will alert the Producer.
- + We will know in advance of filming if any crew member, contributor or family members have contacted or displayed symptoms of Covid-19. Those who have been in contact or tested positive will be barred from the crew unless self quarantined for a minimum of 14 days and have received a negative test result.
- + A confidential, detailed log of any pre-existing conditions experienced by the crew will be kept by the Producer. This will include emergency medical contact information.
- + We will know in advance what the specific Covid-19 situation is where you are filming. Any contingency plans will be created in advance by the Producer.
- + All crew members will have regular / daily temperature checks throughout the duration of filming. Anyone showing elevated temperature will be treated as a potential Covid symptom and will remain under immediate quarantine. Crew will be asked daily if they are experiencing any Covid type symptoms per WHO: https://www.who.int/health-topics/coronavirus#tab=tab_3
- + Best practices for hygiene will be discussed with the crew. This includes washing of hands with soap and water for 20+seconds after each scene or when filming. If running water is not available, hand sanitizer and 70% alcohol solution will be readily available at all times to crew and participants. Crew members will be required to regularly wash personal items (phone, glasses, etc) as well as all equipment on a regular and recurring basis throughout the day.
- + All crew members will be required to wear appropriate PPE at all times. This will include all crew members wear a suitable mask fitted appropriately and snugly at all times, covering mouth and nose tightly. This will include use of a filter or other secondary security. All masks will be washed daily in hot water or replaced. Additionally, all crew members will wear gloves at all times during filming. Gloves will be disposed of periodically and with each scene change. PPE may also include body suit, eyewear or mask, as appropriate to the location.

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- + The crew will maintain appropriate social distancing at all time between all crew and contributors - a minimum of 6 feet apart at all times.
- + We will use as small a crew as possible throughout filming.
- + Filming will take place outdoors whenever possible. If indoor filming is required, we will find a location with adequate space for social distancing and appropriate entry/exit points will be required. Thorough cleaning of the room before and after filming will be required.
- + Equipment will be disinfected before, during and after all filming and between interviews and scenes with a minimum 70% alcohol solution, bleach or appropriate antibacterial disinfectant.
- + Crew will be provided with food and drink by the Producer to ensure that they do not need to interact with restaurants or grocery. There will be extra vigilance around sanitation and no sharing is allowed.
- + Crew will lodge in an Air B&B that has undergone deep cleaning. All surfaces of the lodging will be wiped down again upon arrival. No rooms will be shared and proper hygiene will be paramount.
- + Crew will take regular breaks and be mindful of fatigue/energy levels, taking into account that tired individuals are more likely to make mistakes with their hygiene regime.
- + Filming contracts or releases will be contact free. A verbal or on-air commitment will be required instead. Alternatively, releases may be done electronically on a device that can be disinfected before each use.
- + All equipment will be disinfected before, during and after filming using a minimum 70% alcohol solution. No crew member touches other member's equipment. Sanitizer and wipes will be available throughout the filming.
- + When rigging a personal mic, it will be disinfected in advance, put in clean, sealed bag and placed for the contributor to mic themselves. If using a directional or boom mic, the mic will be kept at an appropriate distance. A disposable mic cover will be used whenever possible. Mic cover will be disposed of or disinfected thoroughly between uses. When conducting interviews, interviewee will be angled and not face to face, and will be at least 10 feet apart.
- + Crew will be advised to remove any jewelry, watches or other such items prior to filming, noting that Covid-19 can remain live on surfaces.
- + We will monitor crew personal health for 14 days following the filming. All participants will continue their contact journal during this time and will report any symptoms to the Producer immediately.
- + Should any member of the crew exhibit symptoms, production will immediately be paused and all members of the crew will enter quarantine for a minimum of 14 days. If testing is available, all crew members will be tested.

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- + The producer will maintain full production insurance throughout the entirety of filming.
- + The health, well being and safety of our crew and participants is paramount and will forego all other production needs. Warner Hanson Television is committed to ensuring the safety of all participants and crew first and foremost.
- + All crew members will undergo and participate in the Covid-19 Training for Visual Journaliss module here: <https://www.catchlight.io/news/2020/4/20/covid-19-safety-training-for-visual-journalists>

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ALL CREW MEMBERS WILL BE REQUIRED TO SIGN THE FOLLOWING MEMORANDUM OF UNDERSTANDING:

All crew members must agree to:

- know the symptoms of the Covid-19 virus and how to recognize them in myself and others.
- have the responsibility to reject a job offer because I deem it to be unsafe for me or others.
- will not take a job if I am exhibiting any, even mild, symptoms of Covid-19.
- will alert the Producer immediately if they experience any symptoms
- will take extra precautions if working in higher risk areas, which may include:
 - Any high population-density neighborhood
 - Hospitals
 - Nursing Homes
 - Assisted Living Facilities
 - Factories
 - Prisons
 - Airplanes
 - Buses
 - Cruise ships

Preparing for the shoot

- Before going out on a shoot, if working with a crew:
 - We will have a team conversation about health, safety, and recognizing symptoms in each other.
 - Both myself and every member of my crew will be made aware of the risk factors for Covid-19 illnesses and will be required to mention any *relevant* health issues they may have or develop
 - No member of the crew who is deemed among the CDC risk factors will be allowed on site, including:
 - Asthma
 - Chronic lung disease
 - Diabetes
 - Serious heart conditions
 - Chronic kidney disease being treated with dialysis
 - Severe obesity
 - People aged 65 or older
 - People in nursing homes or long-term care facilities
 - Pregnancy
 - Immunocompromised
 - Liver disease

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- All member of the crew are aware of the situations in which I should self-quarantine after a production, as recommended by WHO and CDC.
 - I know that it is suggested that I self-quarantine for at least two weeks, if I experience the following:
 - Exposure to a high risk area
 - Someone I encounter exhibits symptoms of COVID-19
 - I can end my self-quarantine if they test negative for COVID-19
 - A member of my crew comes down with COVID-19
- In the event that I become seriously ill with Covid-19, I am aware of local medical centers that can treat me.
- Neither Warner Hanson Television or other associated entities will be held liable if I get Covid-19 or any other illness and/or injury from this production.
- I understand that it is recommended for me to review my health insurance coverage to ensure I am covered for the locations I will be working in.
- I am aware that it is recommended I am clean shaven.
- I will check with my local government websites for resources specific to the area of filming.

While out in the field

- I will protect myself by wearing a mask and at least one layer of gloves at all times
- If working in a high-risk area, I will wear goggles and a full-body suit or an extra layer of clothes.
- I will not shake hands or bump elbows with anyone. There will be no physical contact with others.
- I will wash my hands or use hand sanitizer frequently
- I will use my time as efficiently as I can. The less time I spend shooting means the less opportunity I have to come in contact with the virus.
- I am aware that filming can attract attention from the public. If people approach me while on the shoot, I will make sure that they stay at least 6 feet away from me, my crew and the subjects of the shoot.
- I will disinfect all equipment before, during and after the shoot with an antibacterial cleaner.

For interviews

- I will not greet my interview subjects by shaking hands, bumping elbows, or coming within 6 feet of them. A simple wave or "namaste" should suffice.
- I will make sure that interviewees are following social distancing.
- I will stand off to the side of the interviewee, as opposed to directly in front of them.
- I will use a zoom lens to capture close up shots to avoid violating social distancing
- I will use a windscreen on all microphones for the duration of the shoot. These will be changed or cleaned between subjects.

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- I will not mic the subjects of the shoot. Instead, I will talk them through micing themselves up, if it's required that they wear one. When possible, a boom mic will be utilized to avoid contact.
 - Before I instruct them, I will disinfect the microphone in front of them so that they can see I am taking precautions for their safety, as well as mine.
- I recognize that this is an emotional time for a lot of people, and potentially for my interview subjects. I will do my best to ask and frame questions so that they don't upset the interviewee.
- If I need the interview subject to sign a release form, I will have them sign it digitally, or record them saying they agree to the terms of the form.

After you finish shooting

- I will designate an area to undress and dispose of my gloves, mask and, if I wore one, my full-body suit.
- I will wash the clothes and goggles (if applicable) I wore on the shoot immediately after taking them off.
- I will wipe down the inside of my car after I get home, emphasizing the areas that I touch the most and where my gear was located.
- I will check in on the people I worked with after the shoot to see how they're doing.
- I will check in on the subjects/actors from the shoot as well.
- I will follow steps recommended by my local health authorities if I begin exhibiting symptoms of Covid-19. This will include immediately alerting my crew and Producer.
- I will disinfect all equipment after the shoot.
 - Here are some recommended solutions for cleaning your gear:
 - Cameras, Tripods – A lot of freelancers are cleaning their gear with Clorox wipes. You can also use hot soapy water or isopropyl alcohol in 60% or greater. Make sure to clean the viewfinders on your camera, since your face can get pretty close to it.
 - Microphones – You can wipe microphones down with the same solutions as your camera, but be careful around the buttons and other cavernous sections of the microphone's body.
 - Windscreens – To clean windscreens soak them in hot soapy water and then rinse them in clean water. Shake them out and let them air dry overnight.
 - Lenses – Dab a Q-tip in isopropyl alcohol (60% or greater) and gently disinfect the lens. You can clean goggles (if you're wearing them) the same way.
 - Clothes – Immediately wash the clothes you wore on the shoot. Warm/hot water is most effective for killing the virus.

I agree that I have undergone Covid-19 Training for Visual Journalists module here: <https://www.catchlight.io/news/2020/4/20/covid-19-safety-training-for-visual-journalists>

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I agree that I am are not suffering from any coronavirus symptoms and have not had any symptoms in the last 7 days; I have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days; I have undertake to declare immediately any onset of symptoms or contact with anyone who has coronavirus.

I hereby agree to strictly follow the above protocol with respect to all filming for SAFE PASSAGE (wt) and its affiliated programming.

Name

Date