

MS MATTHEW SLIMMER PRODUCTIONS



COVID-19 Production
Protocols & Safety
Guidelines

July 1, 2020
(updated)

Matthew Slimmer Productions has adopted this booklet of health and safety guidelines in reaction to the global COVID-19 pandemic. A lot of this is common sense but we want to share this booklet in an effort to maintain a common ground for our clients and crew members. We have every intention to make our productions a safe, clean, and disease-free space. We will monitor government regulations as they change and adapt accordingly. If there are any questions or concerns, please feel free to reach out as well as consult the CDC website for up to the minute policies. We encourage all individuals to take personal responsibility and an active role in maintaining a clean and healthy set.

There are going to be some substantial changes which affect each and every one of us. Health questionnaires and frequent hand washing will be required. How we all interact with each other on set will need to adjust. The timing of the work day will need to accommodate a slower arrival for each person coming to set. How we eat, snack, handle equipment, prepare shoot locations, and everything will be impacted. My production team and I are up for the task to make sure we all remain free from the virus. Which brings us to the importance of social distancing.

On March 11, 2020, the World Health Organization (WHO) declared the novel coronavirus, COVID-19, a global pandemic. COVID-19 is extremely contagious and is believed to be spread mainly by person-to-person contact. As a result, state, federal, and local governments as well as federal and state health agencies recommend social distancing and taking other precautions.

The Centers for Disease Control and Prevention (CDC) has found that one of the most effective ways of preventing the spread of COVID-19 is limiting face-to-face contact with others, known as social distancing or physical distancing. The Occupational Safety and Health Authority (OSHA) similarly recommends increased social distancing when preparing workplaces to respond to COVID-19.

This Social Distancing Policy is a key part of our overall strategy and commitment to maintaining a healthy workplace in light of the COVID-19 pandemic. Although knowledge about the virus and how it spreads are evolving, based on the information we have now, these measures will help curb its spread. Compliance with this policy is essential because current consensus on the virus suggests, among other things, that:

- COVID-19 is highly contagious.
- COVID-19 spreads mostly among people who are in close contact (within about 6 feet, or two arms' lengths) for a prolonged time period (between 10 and 30 minutes, depending on the distance).
- The virus generally spreads when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose get in the air and land in the mouths or noses of nearby people.
- A person who has the virus may not have any symptoms but may still spread COVID-19.
- A person can get COVID-19 by touching another person, such as with a handshake, or by touching another surface or object that has the virus on it and then touching their own mouth, nose, or eyes.
- The virus can live on surfaces for up to several days, depending on the surface and other conditions.



Introduction (cont.)

For these reasons, the CDC and other public health experts have recommended limiting contact with other people and common surfaces to limit the spread of COVID-19. We need your full cooperation and compliance with these measures to make them effective in this new work environment.

According to the CDC, the signs and symptoms of COVID-19 may include, but are not limited to, the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Please call a doctor immediately if you have any of the above symptoms. PLEASE DO NOT COME TO SET IF YOU ARE EXPERIENCING ANY OF THESE SYMPTOMS.

We have to work together to protect not just one another but our families too.

The information in this booklet was derived from many organizations, including AICP, ASMP, APA, CDC, OSHA as well as numerous other fellow production companies and Federal, State and Local policies.

As an extra effort, I am now certified from OSHA for their COVID-19 Production Infection Control Course.

Thank you so much in advance for your extra diligence during this time! Let's get back to business!

All the best,

A handwritten signature in black ink, appearing to read 'M. Jim'.

Many thanks to Amy Whitehouse and 1 and 4 Productions for creating this document!

Health & Safety General Practices



The health and safety of our clients, models, and crew is essential. We encourage individuals to take personal responsibility and take an active role in maintaining a clean and healthy set. In an effort to ensure our shoots remain productive and safe for all involved, we have implemented a number of protocols and expect everyone to respect the following basic practices:

- Maintain physical distancing, keeping 6 feet apart. Help remind others to keep at a safe distance. Pretend you are in a bubble!
- Utilize appropriate Personal Protective Equipment (PPE), including but not limited to face coverings / masks that cover the nose and mouth, gloves, goggles, and face shields. Crew must wear face coverings / masks at all times on set.
- Universal glove usage is discouraged due to concerns around proper usage, however certain departments like Wardrobe and Props should wear them. If you wear disposable gloves, remove them carefully and throw them away immediately. Questions about how to properly take off gloves? Ask me. If you wear work gloves, remove them carefully and store them in a bag away from any shared surfaces.
- Self-monitor for signs or symptoms of illness and report if you are feeling ill.
- Eliminate handshakes, hugs, and kisses to say hello.
- Divide up studio space and/or on-location areas into department sections with teams isolated from each other.
- Whenever possible, have one department at a time in a work area.
- Cover your mouth (not with your hand) for coughs and sneezes. Cough/sneeze into your elbow.
- Do not use other people's phones or personal work tools.
- All crew and departments are to share responsibility to clean and then disinfect frequently touched surfaces in their own work area before and after each use, including equipment. Identify who may effectively be able to work from home for prep, shoot, wrap.
- Once production starts, the photographer should limit shooting time to make sets more efficient and result in less standing around/congregating time.

Hand Hygiene

- Wash hands often! Upon arrival to set, after using the restroom, eating, sneezing, sniffing, coughing. Remember - if you don't wash for 20 seconds, it doesn't count!
- Frequent hand washing at least every two hours by all on-set personnel. If soap and water are not available, use alcohol-based hand sanitizer or sanitizing wipes with at least 60% alcohol.
- Cover all surfaces of your hands and rub them together until they feel dry.
- Hand-washing and/or hand sanitizer stations, paper towels and trash bins will be strategically placed for easy access AND SHOULD BE USED REGULARLY.

Respiratory Etiquette

- Crew, clients, and models are being instructed to cover their mouth and nose with their sleeve, elbow, or a tissue when coughing or sneezing, and to avoid touching their face, in particular their mouth, nose, and eyes. Crew, clients, and models should dispose of used tissues in trash receptacles and wash or sanitize their hands immediately afterwards. Production will provide tissues and trash receptacles on set for use by all crew, clients, and models.

Clients please consider...

- Outdoor shoots when possible, we expect additional costs with indoor locations.
- Select talent backups in addition to top choices. Of course, we always hope everyone we work with remains healthy but having alternative talent selected ahead of time will save us grief should someone start to have symptoms.
- We will welcome essential personnel on set only. Please provide a personnel list to production at least 2 weeks ahead of a shoot as we may have a maximum headcount limit.
- More decisions should be made in pre-production regarding wardrobe, props, and hair & makeup in an effort to limit the amount of items to manage on set. A fitting day is highly recommended to maximize all that we can accomplish on the shoot days.
- Use Prep and pre-lighting days for production to be as prepared as possible for the shoot days. Schedule staggered department load-in on the shoot day to avoid too many people arriving at once which could cause congestion.
- Elaborate hair and makeup looks will require more time for stylist and more exposure for stylists and models. Those looks will also require use of brushes which will need thorough cleaning after each use. Please consider simpler looks to limit exposure time.

Before the Shoot

- All personnel will be sent a symptom and exposure questionnaire 72 hours before the shoot. The questionnaire must be signed and returned to production before the individual can be authorized to attend any Matthew Slimmer Productions project. Your personal information will not be shared with any other individuals. If we do need to alert others about a person being infected with COVID, we will do it in a way that does not identify the person which is sick. *A copy of this document is included in the attachments.*
- All personnel will be contacted the evening before a shoot to inquire about any new symptoms and any safety concerns.
- Matthew Slimmer Productions Safety Protocol packet will be sent to all personnel with the call sheet and all are required to confirm receipt and review.
- Ahead of each shoot, we will designate a cleaning/disinfectant/safety protocol agent (or hire professional cleaner) who will wipe and disinfect shared surfaces such as door handles, seating, tabletops and light switches throughout the day.
- Local crew will be required to self-drive; if taking public transport, we require them to change of clothes upon arrival to set, and to sanitize/wash their hands.

If anyone has symptoms before the shoot, they should notify their production contact and not come to set. They should consult with their doctor immediately.

On Set

- Daily safety meetings.
- Arrival times will be staggered as possible to minimize interactions.
- Only essential personnel will be allowed on set. **NO OUTSIDE VISITORS WILL BE ALLOWED ON SET.**
- One parent/guardian allowed per minor talent.
- One-way directional pathways will be identified where possible.
- A Set Medic or Health and Safety Officer / Compliance Coordinator will be required.
- Crew check-in on set at a designated entrance to include PPE and voluntary temperature checks (performed daily by Set Medic or Health and Safety Officer / Compliance Coordinator) and risk acknowledgement signature confirmation.

On Set (cont.)

- Per CDC guidelines, if a temperature check reveals that any individual with a temperature over 100.4°F will be isolated from the crew and sent home with instruction to contact their doctor.
- Signage posted in multiple locations on set to remind crew of proper hygiene and infection control practices.
- Tape markings on the ground when possible for departments and to show 6 foot distances.
- Scheduled breaks every two hours for cleaning, hand washing, and PPE functionality checks.
- Plan for staggered lunch breaks to ensure physical distancing; paper bags provided to store face coverings / face coverings / masks during meals
- Meals, staging, and holding will occur outdoors as much as possible.
- Require crew members to keep to their department; no more cross-department helping.
- Anticipate some inefficiencies due to new procedures.
- Additional PPE (face coverings / masks, gloves, hand sanitizer) will be available, but all crew is encouraged to arrive with their own.
 - Most crew will use Cloth or ASTM Level 2 Masks (for moderate risk of fluid exposure)
 - Hair/Makeup will use ASTM Level 3 Masks and Face Shields (for high risk of fluid exposure)

Understanding ASTM levels of protection is Key		Characteristics	Resistance to penetration by synthetic blood, minimum pressure in mm Hg for pass result	Differential pressure, mm H2O/cm2 (Breathability)	Bacterial filtration efficiency	Sub-micron particulates filtration efficient at 0.1 micron	Flame spread
ASTM F2100-11 Levels							
1	Level 1: low barrier protection General use for short procedures and exams that don't involve aerosols, spray or fluids		80 mm Hg	<4.0	≥95%	≥95%	Class1
2	Level 2: moderate barrier protection For low to moderate levels of aerosols, spray and/or fluids		120 mm Hg	<5.0	≥98%	≥98%	Class1
3	Level 3: maximum barrier protection For heavy levels of aerosols, spray and/or fluids		160 mm Hg	<5.0	≥98%	≥98%	Class1

Protocols by Department



Each department will be provided with a designated area on set to minimize interactions. Department leads will assign one individual from their department to be responsible for continuous wipe-down and sanitation of surfaces.

Hair & Makeup

- Wear appropriate PPE for the duration of person-to-person contact. Level 3 mask plus a face shield is required for all hair & makeup stylists.
- One talent with a stylist at a time.
- Provide space between make-up stations or provide a partition in between.
- Disposable sponges, spatulas and pallets will be used. Because disposable makeup brushes are unavailable, brushes will be used sparingly and thoroughly disinfected after each talent.
- Separate tools and makeup can be provided for each talent with client cost approval.
- Label all applicators per talent, no cross-usage of tools.
- Have talent wear a mask when possible (e.g. while having their eyes or hair done).
- Regular disinfecting of the station, including chairs after each talent.
- Limit use of hair dryers.
- When possible, ask talent to come ready-for-camera and the groomer will do touch-ups on set.

Transportation

- All local cast and crew required to self-drive when possible. No Lyft or Uber shares.
- Production will plan for additional transportation needs as necessary with our trusted local vendors.
- Limit the number of people in a passenger van, require passengers to wear face coverings / masks and gloves. Consider a higher-capacity bus for shuttling, to allow for social distance.
- Drivers will wipe down vans' touch points inside and out (seats, seatbelts, handles, window controls, arm rests, etc.) every time people exit the vehicle with sanitizing solution or wipes.
- Keep windows down when possible to promote ventilation.
- Allow time for people who prefer to walk from crew parking to set rather than be shuttled.

Wardrobe / Props

- If possible, talent will self-style using their personal wardrobe with virtual support provided by a stylist. Talent will submit images for client review.
- Online shopping is preferred. Local stores may still only have limited supply. Please note that some vendors will no longer accept returns so wardrobe budgets will be indicative of more purchases than in the past. Plan for shipping to take longer than normal.
- Wear appropriate PPE for the duration of person-to-person contact.
- Wardrobe sanitized with a steamer, ideally prior to arrival on set and throughout the day.
- One talent with a stylist at a time. Stagger talent appointments for fittings.
- Only the wardrobe/props department should touch clothing/props, etc.
- Use gloves and face coverings / masks when looking through garments in rental houses and retail stores.
- Wardrobe and prop items should be separately bagged, individually, per talent.
- Seek permission from Clients to allow talent to keep purchased wardrobe.
- Disinfect jewelry and eye-glasses in between use.
- Weather and location permitting, the wardrobe will be set up on racks under a tent outside.
- All props will be disinfected before and after handling.
- Make decisions on the tech scout, get approvals from Agency / Client as early as possible.
- Allow for time to switch out and sanitize props when necessary.

Motorhomes

- Bathrooms, door handles, countertops, and seating areas will be cleaned hourly by the motorhome host/driver or by a hired professional cleaner.
- Keep windows and Limit the number of occupants to 50% normal capacity.
- Keep windows and doors open to increase ventilation.
- Pre and post shoot disinfecting with CDC-recommended methods.

Catering / Craft

- We continue to work with our catering teams to determine the safest approach to catering and craft.
- We will provide adequate tables and seating (outdoors when possible) to allow for social distance.
- There will be no buffet meals or self-serve meals. Boxed meals will be consumed as soon as possible after delivery to set.
- Utensils should be individually wrapped.
- Individually packaged single serving craft items only; eliminate any trays or self-service snacks or fruit bowls.
- Catering team on set kept to a minimum and required to wash hands very often. Catering team will wear PPE at all times when preparing or handling food.
- Everyone will be asked to bring their own water bottles to set; craft services should have capability to refill an individual's reusable water bottle without contact between refill source and bottle.
- One person will be designated to hand drinks, pre packaged craft and catering to everyone on set.
- Everyone must wash their hands before entering the craft services area.

Locations

- Locations will be vetted for cleanliness and physical distancing safety.
- Scouting should be done virtually as much as possible.
- Private property preferred as public areas that require permits may pose more challenges.
- Prep and wrap days recommended for proper cleaning and sanitizing by either a hired professional cleaner, or a dedicated PA (depending on total headcount limits).
- Permit applications should go in as early as possible. Expect possible delays. Acquiring signatures from neighbors or neighborhoods may be difficult logistically. Consider securing backup locations in the event a location becomes unavailable.
- Provide alternative lodging to house occupants and their animals for the duration of the shoot.
- Location Scouts will do an internet speedtest at locations to confirm wifi speed and determine virtual communication needs.
- Provide good air flow at all times possible. Example: two box fans, one to pull, one to push the air.

Camera/DIT

- Digital station will be solely used by the DIT, no over-the-shoulder review.
- Client viewing will be provided via on-set monitor/iPads or remote sharing.
- Monitors/iPads provided throughout the set as necessary for departments and photographer.
- One designated assistant to handle and sanitize the camera.
- Minimize the number of people who touch the same items. This may require additional gear.
- Equipment Cases should be wiped down before loading into the vehicle. Designate one assistant to lead this.
- Only camera personnel should handle camera gear including carts, cases, tape, etc.
- Personal equipment should be wiped down upon arrival and before departure each day.
- Strive for consistency regarding which pieces of equipment are handled by whom.
- All crew that requires tools should bring their own and not allow sharing.
- Avoid direct handoffs (one person puts an item down, another person picks it up without proper sanitization).
- With smaller teams likely, expect more time for set up.

Set Medic, Safety Officer / Compliance Coordinator

- Set Medics should be trained to recognize symptoms of COVID-19 and procedures related to individuals who show symptoms.
- Wear appropriate PPE for the duration of person-to-person contact.
- Observe the set and consult with personnel on safety measures.
- Scan each client, cast, and crew member's temperature prior to entering the site, then rescan each person after lunch and periodically throughout the day. This needs to be done somewhere away from the elements.
- For large crews, we will have a Set Medic on set. For small crews, the designated Safety Officer / Compliance Coordinator will perform temperature checks.
- Wristbands will be issued as a sign of "passed" temperature check, using a different color each day.

- Consider remote casting sessions, self-submissions and callbacks with live broadcast capabilities. Remote casting sessions will mean not being able to see a group interact with each other.
- Include wardrobe specs in the casting breakdowns to increase the likelihood the actor brings something that can be worn for the shoot. Book talent as early as possible, and get sizes as early as possible.
- Talent will have a designated holding area where physical distancing can be maintained.
- Talent's on set activity will be detailed and approved before booking.
- Consider having talent bring their own personal items to simulate props (phone, etc).
- Consider backups for each role when making final cast selections.
- Consider a temporary barrier between actors while establishing marks and positions.
- Manage paperwork digitally. If not feasible, provide a pen for each talent to keep while completing paperwork.
- Limit the number of Agency / Client personnel attending a callback due to social distancing requirements.
- Photographer/Director will speak to talent prior to shoot to give direction on their role to limit time on set.
- Prep and execute talent paperwork digitally when possible.
- Provide actors with extra tender loving care. Remember, they have to give an on-screen performance.
- MINORS:
 - Be sure to have PPE that fits minors.
 - No make-up unless absolutely necessary.
 - Only one parent / guardian allowed per minor.

Policy Modification

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 are changing rapidly as new information becomes available and further research is conducted. Matthew Slimmer Productions reserves the right to modify this Policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

Enforcement and Non-Retaliation

Failure to comply with these social distancing measures may result in discipline, up to and including termination of contract.

If you witness or become aware of any contractors or other individuals violating this policy, you must report them to Matthew Slimmer or the contracted Safety Officer / Compliance Coordinator immediately.

Matthew Slimmer Productions prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this Policy or any other health and safety concern. Contractors also have the right to report work-related injuries and illnesses, and Matthew Slimmer Productions will not discharge, discriminate, or otherwise retaliate against contractors for reporting work-related injuries or illnesses.

Additional Resources

Centers for Disease Control and Prevention (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/>

Centers for Disease Control and Prevention (CDC): Businesses and Workplaces:
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

Centers for Disease Control and Prevention (CDC): Cleaning and Disinfection for Community Facilities:
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Federal OSHA: www.osha.gov

Texas Guidelines: <https://www.dshs.state.tx.us/coronavirus/>

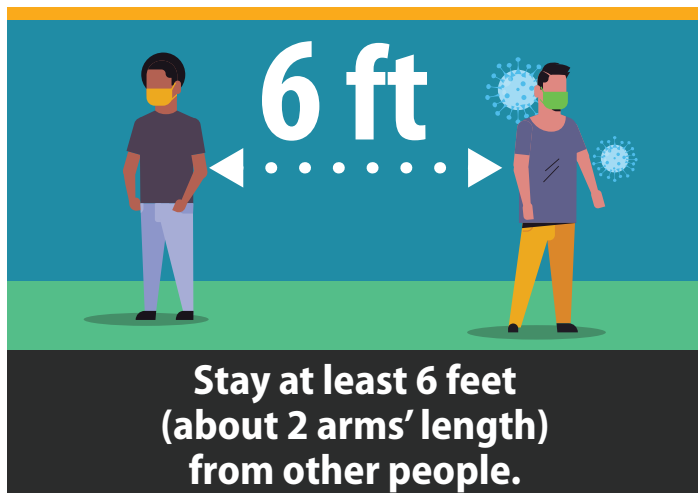
Texas Media Production Protocols: www.dshs.state.tx.us/coronavirus/docs/opentx/MediaProduction.pdf

Austin TX Guidelines: <https://www.austintexas.org/film-commission/covid19/>

Minnesota Guidelines: <https://mnfilmtv.org/filming-mn/covid-19-information/>

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

How to Protect Yourself and Others

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



cdc.gov/coronavirus

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

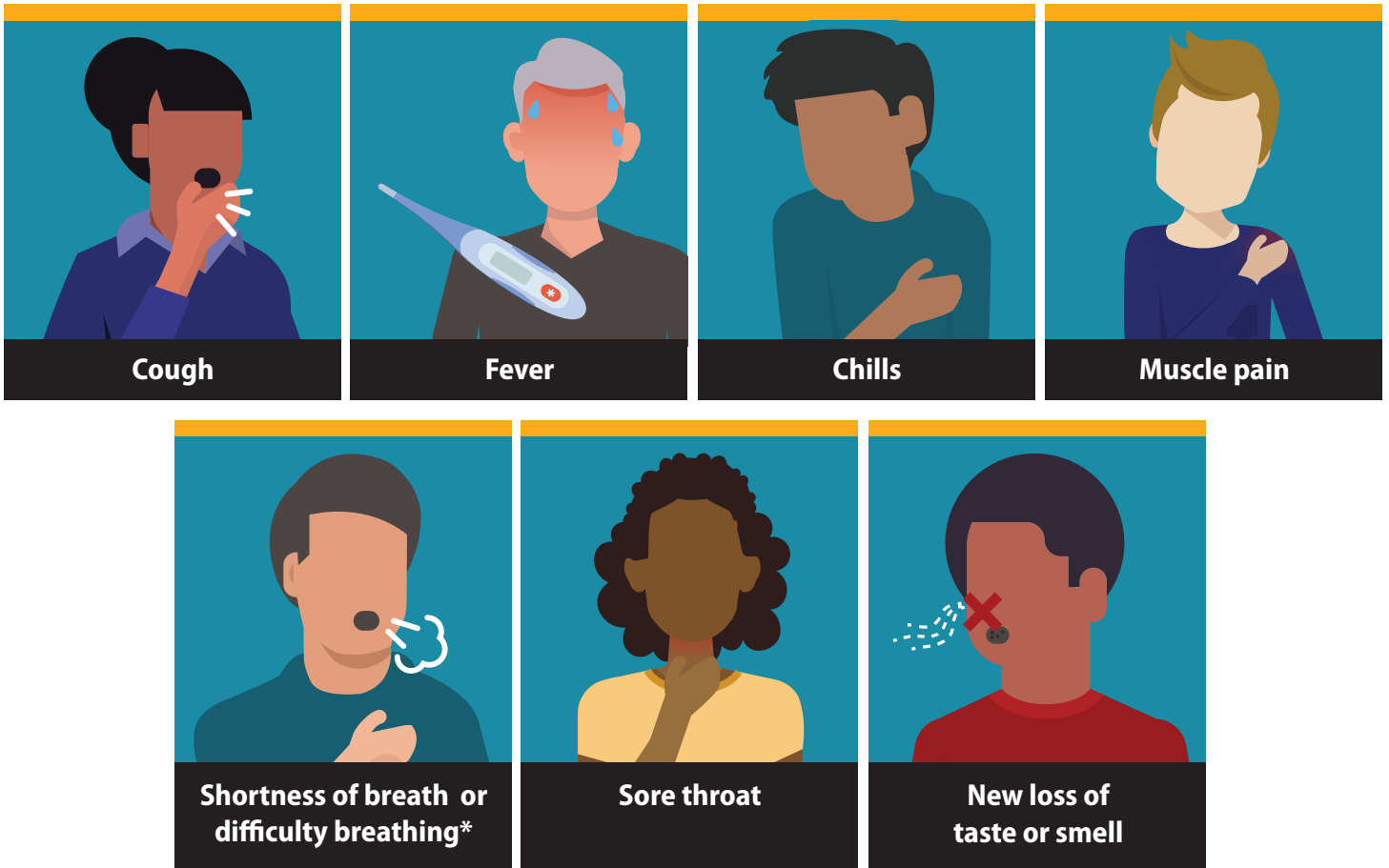
Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

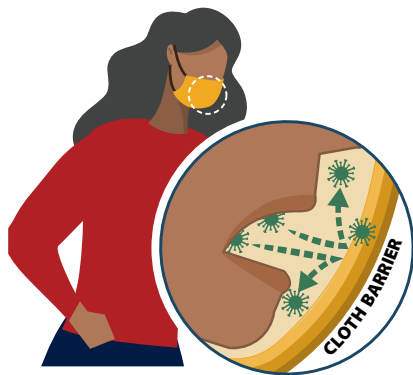


How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

MATTHEW SLIMMER PRODUCTIONS HEALTH DECLARATION



I, _____ (Print Name), declare that the information provided below is current and accurate as of _____ (Enter Today's Date). By signing this declaration, I understand and willingly accept the risk of illness related to COVID-19 while working on _____ (Insert Production Title) and will adhere to the Health & Hygiene protocols set forth by Federal, State & Local governments and the production.

Symptoms of COVID-19 include and are not limited to:

- Fever or chills
- Cough
- Shortness of breath / difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Please answer the following:

Yes [] No [] 1) I understand the above symptoms and affirm that I, as well as all household members, do not currently have, nor have experienced any of the symptoms listed above within the last 14 days.

Yes [] No [] 2) I affirm that I, as well as all household members, have not knowingly been exposed to anyone diagnosed with COVID-19 within the past 30 days.

Yes [] No [] 3) I affirm that I, as well as all household members, have not been diagnosed with COVID-19 within the past 30 days.

Yes [] No [] 4) I will declare immediately any onset of any of the symptoms or contact with anyone who has any symptoms of COVID-19

Yes [] No [] 5) I have agreed to have my temperature taken and the reading is less than 100.4°

6) Please list all foreign or domestic travel in the last 3 months: _____

7) Information related to the COVID-19 pandemic and related actions by local, state, and federal governments are changing by the day. As such, Matthew Slimmer Productions reserves the right to modify the terms of this Plan in Matthew Slimmer Productions' own discretion based on the discovery of new information. However, Matthew Slimmer Productions cannot guarantee or endorse the current accuracy of the information presented in this Plan. Although the content we have provided in this Plan was accurate at the time of creating it, that may have since changed given the fluid nature of the COVID-19 situation. As a result, please regularly consult federal guidelines and state and local authorities on your own for updates. Further, Matthew Slimmer Productions accepts no responsibility, and will not be liable for, the use of or reliance on the information provided.

I accept such risk. Initials _____ Date: _____

Yes [] No [] 8) I have been provided and accept the terms of Matthew Slimmer Productions Health & Hygiene operating procedures for COVID-19

By signing below, I agree to each statement above and release Matthew Slimmer Productions from any and all liability for unintentional exposure or harm due to COVID-19 AS SPECIFIED IN SECTION 7 ABOVE.

Signature: _____

Printed Name: _____

Title/Role: _____

Date: _____

Signature of Medic, Safety Officer, or Producer: _____

Printed Name: _____