

Production Safety Guidelines

East of Normal is committed to the health and safety of our employees and clients. In response to the COVID-19 corona virus, we took the necessary steps to ensure the safety and health of everyone entering our facilities and/or using our gear. We have implemented a comprehensive, company-wide effort aimed to aid our environment and provide direction around a temporary world.

In order to protect our crew, clients and talent from the spread of the COVID-19 virus while on set, we have outlined new policies and practices that provide a safe working environment for all of our productions.

Temperature checks for all crew, talent and clients upon arrival.

Personal Protective Equipment (PPE) is required to be worn on premises at all times. If you do not have a mask available, we will have disposable surgical masks available at hand.

Do not share phones, computers, supplies, or equipment that has not been sanitized before and after use.

Disinfectant supplies, gloves, and masks are available at our studio for our clients, talent and crew.

Hand sanitizer stations are located in general areas and around the studio.

All surfaces, furniture and equipment are thoroughly cleaned and disinfected prior to arrival.

Only catering companies that have been vetted in advance by the client and are administering proper protocols will be allowed into the studio. We advise catered food to be individual boxed lunches and avoid family sharing practices to limit decontamination.

Every crew member, talent and client team is required to review and sign off on our COVID-19 Client Liability Release Wavier before we confirm a booking.

Absolutely no unnecessary personnel will be permitted on set.

No crew members will be near clients or talent, unless necessary.

All teams will be asked to practice social distancing from other teams.

What can you do to keep safe...



Bring and wear your personal protective equipment (PPE).

If **East of Normal** has provided you with a face covering, you're required to wear it. If **East of Normal** has not provided you with a face covering, you may bring or make your own following the Center for Disease Controls guidance.



Complete self-health check.

Before you come to work, ensure you're healthy. If you're sick, have COVID-like symptoms, have been around someone with COVID, or have a reason to believe you may have the virus, tell your supervisor and stay home.



Expect to be temperature screened.

Temperature or symptom screening daily health checks will be required.



Keep at least six feet away or the governmental recommended distancing practices.

This includes while in team meetings, restrooms, employee break areas.



Don't host large gatherings or meetings.

Use video-conferencing and minimize large gatherings. If it needs to be in person, follow face covering and six feet distancing guidelines. No large group meetings or gatherings.



Minimize carpool and public transport.

If you need to utilize carpooling and public transport to and from work, practice social distancing, wash or sanitize your hands, and wear face coverings.



Clean your PPE daily.

Non-disposable eye protection should be cleaned each day and if someone coughs or sneezes near you. Reusable face coverings should be washed daily.