



## COVID-19 Preparedness Plan

Sweet Light Studio is committed to providing a safe and healthy workplace for all our workers and clients. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Photographers, crews, and clients are all responsible for implementing and complying with this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Our clients and crews are our most important assets. We are serious about safety and health and keeping our clients and crews working in good health.

Crew involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. This is a working document and is open to suggestions from clients and crew. We will continue to evaluate workflows on set, and will alter plans based on feedback received. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH)

guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
  - engineering and administrative controls for social distancing;
  - housekeeping – cleaning, disinfecting and decontamination;
  - prompt identification and isolation of sick persons;
  - communications and training that will be provided to managers and workers;
- and
- management and supervision necessary to ensure effective implementation of the plan.

### Screening and policies

Photographers, crews, and clients have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess crew health status prior to entering the studio and for crew to report when they are sick or experiencing symptoms.

- Anyone with a fever, or with any symptoms of COVID-19 (cough, fever, shortness of breath, chills, muscle pain, headache, sore throat, loss of taste or smell) is NOT permitted into the studio, regardless of booking status, and should immediately notify Sweet Light Studio.

- Upon arriving at the studio, all crew and clients should verify their temperature, using the provided touchless thermometer..
- Anyone who has had close contact with someone with COVID-19, or exhibiting COVID-19 symptoms, should NOT enter the studio, and should immediately notify Sweet Light Studio.
- All crew and clients are strongly encouraged to maintain safe social distancing and hygiene practices outside of the studio, in order to prevent potential COVID-19 exposure.
- Sweet Light Studio reserves the right to determine on-site working eligibility for any crew and/ or client.

Sweet Light Studio has also implemented the following policy for informing clients and crews if they have been exposed to a person with COVID-19 in their studio or on a shoot. Sweet Light Studio will assess who has been in close contact with the infected individual, and anyone who is suspected to have been exposed in the studio will be immediately contacted by phone and email. Anyone potentially exposed should self-isolate and follow CDC recommended steps.

In addition, a policy has been implemented to protect the privacy of client's and crew's health status and health information. No personal or identifying information will be released without prior permission, and the utmost care will be taken to prevent any unnecessary personal or health information from being shared.

#### Hand Washing

Basic infection prevention measures are being implemented at our workplaces at all times. Crews are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of the work day, prior to any mealtimes and after using the toilet. All visitors to the studio will be required to wash their hands prior to or immediately upon entering the facility. The studio will also be equipped with hand sanitizer (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

#### Respiratory etiquette

Cover your cough or sneeze

Crews and clients are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be supported by making tissues and trash receptacles and hand sanitizer available to all crews and clients.

#### Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- Limiting the total number of people/projects in the studio at one time.

Projects will be limited to only the essential crew and clients.

Maintain social distance of no less than 6 feet whenever possible

Masks will be required to be worn in the studio, and will be provided if necessary.

Crew will be encouraged to bring and wear their own masks

Physically separating the space between teams with temporary dividers if needed to limit the physical interaction between teams and the surfaces they touch.

- Surface cleaning and disinfecting will be done multiple times each day.
- If any meals or snacks are provided, they will be individually packaged.
- Compostable cups and utensils will be used for food service when available.
- Crew and clients are prohibited from gathering in groups and from using other's personal protective equipment, phones, personal computers, workspaces, and chairs.

The handling of on-set computers and equipment will be discussed daily between the photographer and the crew, clearly determining who touches what equipment as well as the appropriate thorough cleaning plan of equipment between each use with provided EPA- registered disinfectants.

- Every attempt will be made to do things **virtually** whenever possible or feasible. This includes but not limited to:

- Preproduction meetings
- Retouching
- Client direction and Art Direction
- Technology options will be used for remote viewing for on site or off site collaboration.

### Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment and areas in the work environment. Frequent cleaning and disinfecting will be conducted in high-touch areas or high touch surfaces, door knobs, door handles, etc.

- Due to the varied nature and workflow of each job in the studio, a specific cleaning plan will be created on a per-job basis by the photographer and producer. Specific cleaning responsibilities while a job is in-progress may vary based on crew size and workload, but ultimately the photographer and producer are responsible for overseeing ongoing cleaning, including cleaning and disinfecting of any "shared" spaces, such as coffee/break areas, entryways, door handles, etc, at least 3x daily, with an EPA-registered disinfectant.

- All crew will be provided EPA-registered disinfectants and cleaning supplies to thoroughly clean any studio equipment used during the job (chairs, tables, racks, carts, props, etc.).

- After the wrap of each job, the photographer and producer are responsible for ensuring a thorough cleaning of the space has occurred, including work stations, computers, photo equipment, cords, racks, carts, tables, chairs, etc, with an EPA-registered disinfectant. This will incur additional wrap time.
- Should a client or crew member get diagnosed with COVID-19, any/all jobs that person is currently on, or jobs happening in spaces potentially infected by a previous job, will immediately halt until all equipment and surfaces can be thoroughly cleaned and disinfected with an EPA- registered disinfectant.

#### Communications and training

This Preparedness Plan was communicated via email to all clients and crew with necessary training provided. Additional communication and training will be ongoing on a project-by-project basis. Sweet Light Studio will monitor how effective the program has been implemented by regular communication and feedback from each job. The studio and crew are to work through this new program together and update the training as necessary. This Preparedness Plan has

been certified by Sweet Light Studio.

Certified by:

Allison Jagoda

May 14, 2020