

Health & Safety Policies and Practices for Associates, Contractors, and Clients

To minimize potential risk to everyone we work with and to our community during the COVID-19 outbreak, we are following the Centers for Disease Control (CDC), Occupational Safety and Health Administration, and the Ohio Department of Health's orders and recommendations.

- If you are sick, stay home or go home immediately and do not return until at least 24 hours have passed since you have had:
 - a fever without the use of fever-reducing medications
 - an improvement in respiratory symptoms

And, at least 10 days have passed since your symptoms first appeared, or you have had a negative COVID-19 test result.

- Maintain at least 6 feet of distance from others.
- Wash your hands frequently with soap and warm water for at least 20 seconds. Key times to clean hands with soap and water or hand sanitizer include arrival onsite, before and after breaks, after blowing your nose, coughing, or sneezing, after using the restroom, before and after eating, and after putting on, touching, or removing face coverings.
- Cough or sneeze into your elbow, not your hands.
- Avoid touching your face.
- All MJ Associates who can work from home should do so. Meetings are held via phone or video conference platforms.
- Everyone coming into our facilities are asked whether they are experiencing any COVID-19 symptoms through a health assessment, including whether they have a normal temperature (less than 100.4 degrees °F) before entering. There is a freestanding "no-touch" digital temperature scanner at the entrance to the buildings.

Additional symptoms currently recognized by the CDC include cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, and new loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea.

- Frequently touched items and surfaces are cleaned and disinfected regularly throughout the day.
- Everyone coming into our facilities must wear a mask while in public areas or direct contact with MJ Associates. Rooms are marked with maximum occupancy signage.

- Everyone working with MJ Associates in the field must wear masks for the duration of the production while they are not on camera or stage.
- Masks must be cleaned, stored, and maintained (or disposed of) so that they do not pose a health hazard to others.
- Vented masks are not permitted, as they do not offer sufficient protection.
- All equipment will be cleaned and sanitized when entering our facilities. The designated handler will sanitize all equipment before it is loaded into a location and sanitized again when returned to our facilities.

New Policies and Practices for MJ Associates and Contractors

POLICY: All shoots and events will be planned to minimize risk and the transmission of the virus. Additional preproduction will be required.

PRACTICES:

- No less than 48 hours in advance of every shoot or event, Producer(s) must scout locations either in person or via to-scale floor plans, photos, or video so they may plan the safest possible entry/exit for the crew, talent, and clients. Under circumstances where shoots are to take place without 48 hours' notice to allow for scouting, crew arrival times to the location must be staggered. The Producer(s) must schedule a meeting dedicated to safety planning, and a safety liaison must be present on set for the shoot.
- Producer(s) must map out production footprints to maintain a minimum of six feet distance between individuals while working (more when possible) and minimize the number of crew working in a space at one time. On larger productions, Producer(s) may need to stagger shifts of workgroups for load-in and set up or establish separate crews for load-in and production.
- Taking these additional safety measures and maintaining the recommended physical distancing between crew members will add time to production. Producer(s) should allow for this in estimates and clearly explain the protocol to clients when talking through the production, budgets, and contingency plans. This is our new normal.
- Special consideration on a case-by-case basis must be given to handling wardrobe for on-camera talent. Producer(s) must consider virtual wardrobe review/fittings and ensure stylists have a thorough understanding of stores' return policies.
- To reduce crew headcount and the amount of time people are gathered for production, breaks will be brief. Craft services are not encouraged. When it is not reasonable to forego food on a shoot or event set up, we must provide it safely using individually boxed snack kits or boxed meals. A crew member who would prefer to bring their food must notify the Producer(s) in advance so they may be excluded from food planning

headcounts. Producer(s) must identify spaces for the crew to eat with safe distancing, staggering meal breaks, if necessary.

- Shoots and events with more than six people on set will have a dedicated, trained safety liaison to monitor that all MJ safety practices and CDC guidelines are followed. This point person will have a list and will help keep everyone on track with all social distancing and sanitation steps.
- Mills James will create COVID-19 Kits for all production vans to utilize on every shoot. The kits include sanitizer, hand soap, paper towels, trash bags, face masks, booties, and forehead thermometers. Producer(s) are responsible for ensuring these kits are available to everyone on set.
- Producer(s) should include resources in their budgets to cover the extra expendables needed to keep the production environment safe.
- During the pandemic, special consideration must be given to hand-washing facilities, if not provided by the location. The Mills James production team will need to arrange provisions to wash hands and/or provide hand sanitizer with at least 60% alcohol if soap and water are not available.
- A call sheet containing a summary of key COVID-19 safe practices will be created for Producer(s) and standardized for ease of use. This call sheet will include specific safety instructions and outline physical distancing details for every crew member, specific to their position.
- Producer(s) must submit a draft call sheet to the Field Production Manager and Production Manager 48 hours in advance of each shoot day's call time. Each day's call sheet must be finalized and distributed no less than 24 hours before call time. This is mandatory.
- All personnel – MJ Associates, freelance crew, and talent – must respond to the receipt of the call sheet by sending time and date-stamped documentation of a temperature below 100.4 degrees °F to the Field Production Manager.
- Sara Smith is the COVID-19 Response Coordinator (CRC) and can be contacted to assist with the COVID-19 protocol for the production. She can be reached at 614-850-2004.

POLICY: No one presenting as sick will be allowed onto a Mills James set, even if they have a normal temperature.

PRACTICES:

- Producer(s) should work with the CRC to outline the best approach to monitor everyone's health coming to set by checking them in, reviewing the symptoms checklist, and screening their temperature. The person identified to handle the onsite COVID-19 screenings must wear a face shield, mask, and gloves.
- The safety liaison will notify the Producer(s) immediately if someone presents as sick. If that person's role in the production cannot be done without or filled by someone else, the Producer(s) must shut down production.
- Mills James will make every effort to have a teleconference platform available for every shoot if a key person cannot be on the set. We will attempt to stream live video from the set to the home of key personnel who cannot be there in person.
- For every shoot and event, the Producer(s) will make every effort to have a designated backup who has been in the chain of communication and kept their schedule open on the shoot days. In the event of a health emergency that makes the Producer(s) unavailable, the backup could step in to produce at the last minute. Producer(s) will openly discuss contingencies with clients and identify reschedule dates early in preproduction so that in the event a key crew member, talent, or client becomes sick or quarantined, a plan for rescheduling has already been agreed to by all parties.

In situations where rescheduling is not an option, a contingency plan must be developed, including identifying and securing backup resources for all key positions. This may require a holding fee to be paid to freelance resources. All of Mills James general terms and conditions continue to apply to all productions:
<https://www.millsjames.com/home/general-services-agreement>

POLICY: TRAVEL

- Air travel is currently not advised for Mills James Associates. We may ask Associates to self-quarantine for 14 days after air travel. We will monitor the evolving safety of air travel and amend this policy accordingly.
- Only one person is permitted to travel in a Mills James business vehicle, unless approved by a department head.

PRACTICES: TRAVEL

- Crew members for local shoots are expected to drive separately and meet at the location instead of at the studio. Mileage reimbursement does not apply unless the location is outside of the I-270 outer belt. Mills James will reimburse freelance crew for mileage at the rate of .45/mile. Mills James standard mileage reimbursement continues to apply for Associates. Use of a company-owned vehicle for work travel is encouraged whenever possible.
- When building estimates for projects, we will no longer include a charge for the grip vans. Instead, we will replace that with a line item for estimated total crew mileage (no markup) and a companion line item showing a 10% administration fee.

POLICY: If a person who was part of an MJ production tests positive for COVID-19, the recipient of that news should immediately contact the Project Producer(s), who will contact Bob McWilliams and Sara Smith. Sara begins contact tracing. They will work closely with the production team to determine who will facilitate immediate notification of everyone who was part of the production to inform them that they may have been exposed to COVID-19. Self-quarantine for 14 days may be advised.

Mills James will continue to monitor State and Federal recommendations and update our policy and practices accordingly.

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