

ISS

INDEPENDENT
STUDIO SERVICES
— SINCE 1977 —

FACILITY PROTOCOLS

COVID-19

NOTICE
FACE MASK
REQUIRED
BEYOND THIS POINT

STOP
TO PREVENT THE SPREAD OF
CORONAVIRUS (COVID-19)
WE WILL BE SCREENING
TEMPERATURES AND BODY
TEMPERATURES

100.4
TO PREVENT OUR STAFF
AND CUSTOMERS
FROM SPREADING
CORONAVIRUS (COVID-19)
WE WILL BE SCREENING
TEMPERATURES AND BODY
TEMPERATURES

TEMPORARY BUSINESS HOURS
ISS
9:00 AM TO 5:00 PM
BY APPOINTMENT ONLY
CALL GREG HILSON

FOR ALL
DELIVERIES
PLEASE DIAL

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NOTICE
ALL ACTIVITIES
MONITORED
BY VIDEO
CAMERA

WE'RE READY WHEN YOU ARE...

KEEPING SAFE IN A COVID-19 WORLD

INTRODUCTION - PURPOSE

In response to the current pandemic and the unfolding events, and in an effort to continue to conduct business moving forward, Independent Studio Services, LLC (ISS) considers the safety and well-being of the facility and the employees and guests in it, to be its most important priority.

Our shared goal is to create a safe and effective work environment to ensure everyone feels secure and confident while at our facility.

As recommended by the CDC, various health agencies and State & Federal government guidelines, we have implemented new safe practices and protocols for our facility and for everyone who enters.

In short, we are requiring everyone who enters the facility to:

- Have their temperature taken
- Answer health screening questions
- Provide "Contact Tracing" information
- Wear their "SCREENED" sticker at all times
- Immediately report any personal health updates relating to COVID-19
- Wear a face covering over mouth and nose at all times
- Adhere to social distancing protocols
- Adhere to limited areas and plexiglass shields
- Practice good hygiene and wash hands frequently
- Clean and disinfect any communal equipment after use

We are cleaning and disinfecting our props with a three-pronged approach:

- Decontamination Pod
- Electrostatic Sprayer
- Quarantine Hold

For a detailed explanation of our Prop Disinfection Protocols and to receive a copy, please contact Tara Tremaine at Tara@issprops.com or visit our website ISSPROPS.COM

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Due to the novelty of the Coronavirus Disease 2019 (COVID-19) and the ongoing dissemination of information from the applicable health care agencies, Independent Studio Services, LLC reserves the right to modify these protocols as necessary. These protocols are based upon the current CDC guidelines and are not a guarantee in relation to the prevention, spread, or transmission of COVID-19, but rather a recommendation for our employees, business associates and guests to follow.

Updates can be found on the CDC's webpage: <https://www.cdc.gov/coronavirus/2019-ncov/>

TERMS TO KNOW

CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)

A U.S. national public health institute and a U.S. Federal Agency, under the Department of Health and Human Services. Its main goal is to protect public health and safety through the control and prevention of disease, injury, and disability in the U.S. and internationally. The CDC focuses national attention on developing and applying disease control and prevention as is considered the expert on advice relating to COVID-19.

CLOSE CONTACT

Being within six feet for more than 15 minutes (regardless if you are wearing a mask or not), had direct physical contact (hugged or kissed), shared eating or drinking utensils, or had someone sneeze, cough or somehow get respiratory droplets on you.

CONTACT TRACING

The process of identification of persons who may have come into contact with an infected person and subsequent collection of further information about these contacts.

COVID-19 (CORONAVIRUS DISEASE 2019)

An infectious disease caused by Severe Acute Respiratory Syndrome Coronavirus 2 (SARS- CoV-2).

DECONTAMINATION POD (DECON POD)

20 ft. X 10 ft. outdoor tent that houses two medical and industrial grade UV-C sanitation carts, used for disinfecting props before entering the building. This is a safe and efficient solution for the mass disinfection of potentially contaminated surfaces.



ELECTROSTATIC SPRAYER

Battery powered backpack unit which uses EPA approved disinfectants that can sanitize both non-porous hard surface items and porous fabric materials, completely enveloping the objects for an effective, even and concentrated coverage.

FACE COVERING

A face covering is a cloth material that covers the nose and mouth to prevent respiratory emissions from becoming airborne. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton or linen.

HAND SANITIZER

Liquid/gel used to decrease infectious agents on the hands. Recommended sanitizers must contain at least 60% alcohol.

HIGH TOUCH SURFACE

A surface that is frequently utilized or touched by multiple individuals throughout the day. These areas will be labeled with a "High Touch Surface" sticker and prioritized for cleaning by employees in the area, as well as our cleaning staff.



TERMS TO KNOW

HIPAA

Health Insurance Portability and Accountability Act of 1996 is a federal law that protects sensitive patient health information from being disclosed without the patient's consent or knowledge.

PLEXIGLASS BARRIERS

Physical barriers designed to prevent the transmission of a virus, disease, bacteria or germs through airborne respiratory particles.

PPE (PERSONAL PROTECTIVE EQUIPMENT)

Various equipment including masks, gloves and face shields designed to prevent the transmission of a virus, disease, bacteria or germs through airborne respiratory particles.

QUARANTINE PERIOD

A period of time for self-isolation in order to stop the spread of a contagious disease. Currently the CDC is requiring a 14-day quarantine period for anyone who had close contact to a COVID-19 positive individual.

SANITIZING

To make clean or hygienic; disinfect using EPA approved chemicals.

SCREENER

An employee stationed in the front lobby who is responsible for screening each building entrant before allowing them access. This employee will conduct a thermal temperature check, ask a series of health-related questions, provide a daily "SCREENED" sticker, and direct guests to their appropriate destination.

SOCIAL DISTANCING

Separating individuals by a designated space to prevent the transmission of a virus, disease, bacteria or germs through airborne respiratory particles. Currently CDC recommends a minimum of six feet.

STAR WAGGON

Outdoor restrooms with flushable toilet, hand-sink, dispensers and ceiling fans available for customer and employee use during business hours.

SYMPTOMATIC

Exhibiting or involving symptoms.



THERMAL KIOSK

A computer operated machine that uses thermal technology and facial recognition to safely and non-invasively take an individual's temperature and track personal contact information.

UV-C LIGHTING

UV-C irradiation is known as the germicidal UV effectively breaking down the molecular bonds of viruses and bacteria thus deactivating their potency. Light intensity of the UV wavelengths, duration of exposure and distance of objects to the light source are the most effective combination for the proper disinfection treatment.

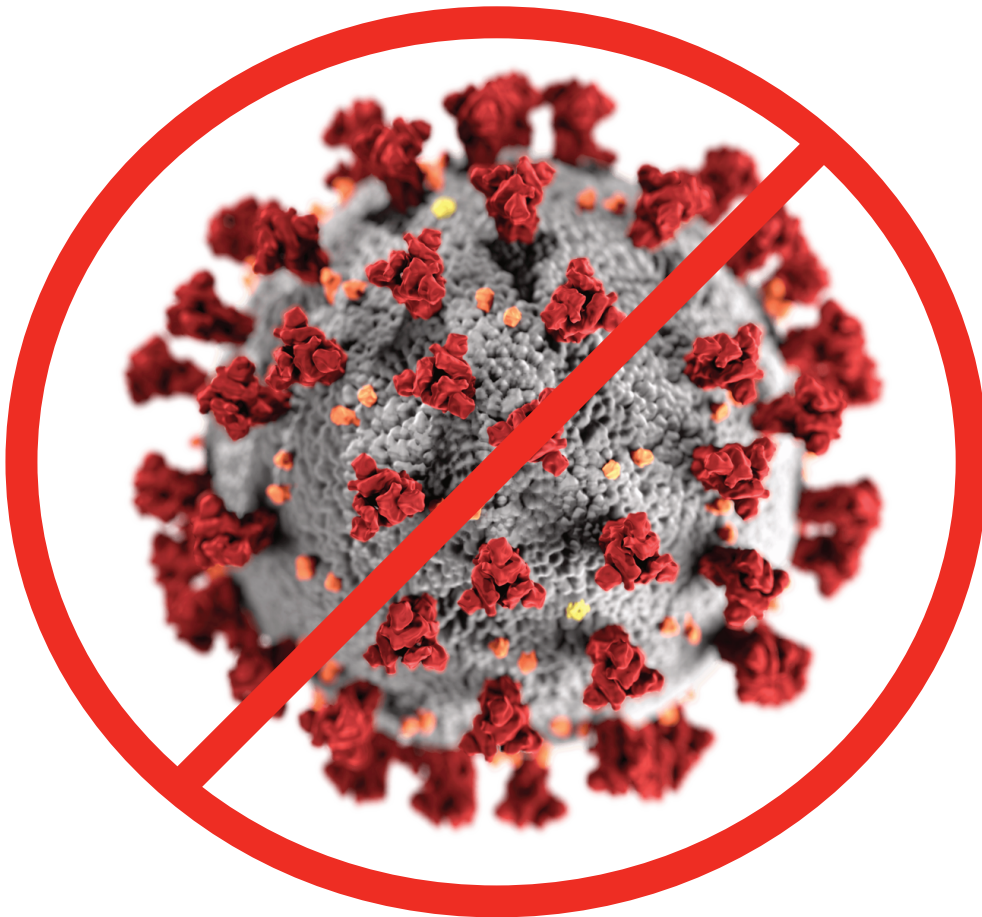
CDC RECOMMENDED OBJECTIVES FOR SAFELY RETURNING TO WORK

ISS is doing its part to slow the spread of COVID-19 within our workplace.

We have revised our Standard Operating Protocols to protect the safety and health of our employees and customers.

Our primary goal is to:

- * Prevent and reduce transmission among employees and visitors by monitoring federal, state, and local public health communications about COVID-19 regulations, guidance, and recommendations
- * Maintain a healthy work environment
- * Maintain healthy business operations by creating a COVID-19 Response Team who will be responsible for COVID-19 issues and the impact at our facility



PREVENTING/REDUCING TRANSMISSION AND MAINTAINING HEALTHY BUSINESS OPERATIONS

Since COVID-19 may be spread by those with no symptoms, ISS has evaluated and instituted engineering controls according to the hierarchy of controls to protect our employees and visitors to the best of our abilities.

Implementing engineering controls involves isolating people from a hazard or placing a barrier (such as plexiglass) between them, thus providing protection from viral exposure.

Administrative controls involve changing the way people work or act, including changes in policy or procedures to reduce or minimize hazard exposure. Personal hygiene, isolation of people, limiting the size of gatherings and keeping a six-foot separation between people are examples of administrative controls.

LIMITED ACCESS

- Entry to the building is now limited to front door lobby access only
 - Entry will be closed for the following access points:
 - * Expendables, Loading Dock (Bay and Door), Returns
- Access to certain areas and offices will be limited or closed
 - Do not go around or under any "DO NOT ENTER" signs or tape
 - Certain areas will have a maximum occupancy limit

MONITORING HEALTH

- If you are sick, **STAY HOME** and follow current CDC guidance.
- If a close contact (family member you live with, roommate, or anyone you've been in "close contact" with) is sick and/or tests positive for COVID-19:
 - If an employee, **do not report to work** and notify Human Resources (or your supervisor) immediately.
 - If a guest or visitor, please **do not visit** the facility.
 - * Notify your point of contact and we will do our best to accommodate you remotely.
- Employees or guests exhibiting symptoms will be sent home or asked to leave.
- Be alert for sudden or unexpected COVID-19 symptoms.
 - Fever or chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.



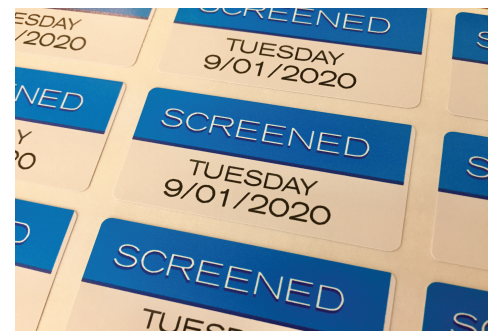
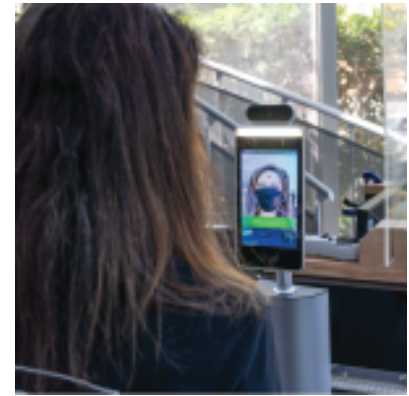
PREVENTING/REDUCING TRANSMISSION AND MAINTAINING HEALTHY BUSINESS OPERATIONS

HEALTH SCREENINGS

We are doing everything in our power to keep our employees and guests safe. Therefore, anyone who would like to enter the facility is required to do the following.

There are **no exceptions** unless stated otherwise and we reserve the right to refuse service to anyone who does not agree to these conditions:

- ***Everyone is required to have their temperature taken before entering the building.***
 - We are only keeping a record if you are above or below 100.4, not the actual temperature.
 - Anyone (or anyone who traveled with the individual via the same vehicle) with a temperature of 100.4 or above will not be permitted to enter the building.
- ***Everyone is required to wear a face covering over their mouth and nose while in the facility.***
 - If you are in a private area, you don't need to have your covering on unless you exit the area or if someone enters this private area.
 - If you do not have a face covering, please ask for one to be provided to you.
- ***Everyone is required to truthfully answer the following questions:***
 1. Have you had "close contact" with someone who you know to be COVID-19 positive in the last 14 days?
 2. Are you experiencing any new or unexpected COVID-19 symptoms?
- ***Everyone is required to give their name and contact information for "Contact Tracing".***
 - We will contact you if anyone in our facility that you had close contact with tests positive during the days and times which you were here, and we ask you to contact us if you test positive as well.
- ***Everyone is required to wear their "SCREENED" sticker in plain sight.***
 - All stickers have the current date to ensure the correct day.
 - A lost sticker will require an additional screening.
 - * If you see someone without a sticker, please direct them to the lobby for screening or alert your supervisor or Human Resources immediately.



PREVENTING/REDUCING TRANSMISSION AND MAINTAINING HEALTHY BUSINESS OPERATIONS

HEALTH SCREENINGS (Continued)

- ***If you (or anyone you traveled in with) register a temperature of 100.4 or above:***
 - You may cool off in the shade and drink some water for approximately two minutes.
 - You are not permitted to put the cool bottle on your forehead to cool off.
 - If you remain 100.4 or above after the second reading, you will not be allowed entry.
 - * There will not be a third reading.
 - Even if you provide a recent negative test result, that does not currently protect the facility and you will not be permitted to enter.
 - Anyone who traveled in the same vehicle with you will also not be permitted to enter.
 - * This would fall under the CDC's definition of "Close Contact".
 - * If possible, we can offer a video chat option. Please speak to your point of contact.
- ***If you answered "YES" to having "Close Contact" to someone who is COVID-19 positive within the last 14 days:***
 - You are not permitted to enter since the CDC is requiring a 14-day self-quarantine for anyone with "Close Contact" to a COVID-19 positive person.
<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
- ***If you answered "YES" to having new or unexpected symptoms:***
 - You will not be permitted into the building if experiencing any of the following as a new or unexpected symptom: fever or feeling feverish (chills, sweating), new cough, difficulty breathing, sore throat, muscle aches or body aches (not due to physical exertion), vomiting, diarrhea, or new loss of taste or smell.
<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>



REMEMBER: You could spread COVID-19 to others even if you do not feel sick.

PREVENTING/REDUCING TRANSMISSION AND MAINTAINING HEALTHY BUSINESS OPERATIONS

HYGIENE AND SANITATION

• **Handwashing**

- There are additional hand washing stations set up outside the building for hand cleaning.
- 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.

• **Cover Coughs and Sneezes**

- Clean and disinfect frequently touched surfaces.
 - * Tables, doorknobs, light switches, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- A designated employee will be scheduled from 12 p.m. - 2 p.m. in the break room to disinfect communal surfaces during lunch breaks.
- Disinfecting wipes are available throughout the facility, or you may request some at any time.
- The cleaning staff use approved hospital grade cleaning disinfectants.

PERSONAL PROTECTIVE EQUIPMENT

• **Face Coverings**

- Face coverings are mandatory before entering and while visiting premises.
 - * A proper face mask will cover both the nose and mouth simultaneously.
 - * Everyone must wear a face cover when not in a private office or eating in designated areas.
 - * If someone enters your private office or you exit your private office, you must wear your face covering.
- Reusable and washable face coverings are provided by ISS for employees.
 - * All employees are provided two ISS face coverings at no charge.
 - * Be sure to properly wash your face covering nightly with soap and water.
- Disposable masks are available for guests as needed.



REMEMBER: A face cover is not a substitute for social distancing.

PREVENTING/REDUCING TRANSMISSION AND MAINTAINING HEALTHY BUSINESS OPERATIONS

PERSONAL PROTECTIVE EQUIPMENT (continued)

• Disposable Latex Gloves

- ISS does not require individuals (other than cleaning staff) to wear gloves while at the facility.
- ISS will provide you with a pair of disposable latex gloves, if requested.
- The CDC only recommends the general public wear gloves when cleaning or caring for someone who is sick.
- The CDC states that gloves will not necessarily protect you from getting COVID-19 and may still lead to the spread of germs.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html>

PHYSICAL BARRIERS

- High-traffic work areas and offices have single or multi-sided plexiglass shields to provide a physical barrier between people, yet still providing face-to-face contact.
 - * Expendables, Weapons, Reception, Accounting, Purchasing, Sales, Returns, Pick-Up Dock, Break-Room, etc.

SICK LEAVE AND SUPPORTIVE POLICIES AND PRACTICES

ISS honors and maintains sick leave policies that are flexible and consistent with public health guidance.

- FFCRA Rights are posted and honored.
- Flexible sick leave available when needed.

SOCIAL DISTANCING - POLICIES AND PRACTICES

It is the responsibility of everyone to practice a safe six-foot distance whenever possible. When this is not possible, the time in proximity under six feet needs to be limited to 10 minutes or less.

- Practice Social distancing and avoid close contact with others.
 - * Maintain at least six feet (about two arms' length) between yourself and others.
 - * Do not shake hands, hug, or kiss or have any physical contact with others.
 - * Take your break/lunch outside of the break-room if possible.



- Social distancing signs and floor stickers can be found throughout the facility.
- Video conferencing encouraged for all meetings.
- Staggered break times established to limit large gatherings in the break-room.
- Modified workspace areas have Increased physical space between employees.
- Increased physical space between employees and customers.
 - * Curbside pick-up and physical barriers available.

COVID-19 RESPONSE TEAM AND COMPLIANCE OFFICERS

Workplace COVID-19 Compliance Officers (C19CO) have been designated.

These officers are responsible for establishing and enforcing COVID-19 safety protocols, training staff on protocols, monitoring compliance, and creating and implementing procedures if an individual tests positive for COVID-19.

These officers assure that physical distancing, infection control, disinfection, and facility rules and guidelines are followed.

All personal and medical information are kept privately and securely.

ISS strictly adheres to all HIPAA guidelines and laws.

FACILITY'S STANDARD OPERATING PROCEDURES

- Employees must park within the gate in designated areas. The front lot is closed to employees and should not park in the Customer Parking areas.
- Customers utilizing "Curbside Pick-Up" should park in the designated spots or in general customer parking area.
- Everyone must enter through the ISS main lobby.
- Everyone must complete a health screening with the approved screener first thing upon arrival.
- DO NOT enter the facility without being screened.
- No one is to enter the facility before the screener begins at 7:45 a.m.
- Everyone must wear their "SCREENED" sticker at all times.
- Employees must clock in and out via the touch-free clock in the lobby with their new touch-free HID proximity employee ID cards.
- Everyone must wear a face covering over their mouth and nose when not alone in a private office or eating in designated areas.
- We encourage you to wash your face mask every evening with soap and water.
- Everyone must adhere to social distancing guidelines.
- Everyone must adhere to a maximum seating capacity of 12 people in the break-room (four per table).
- Do not share drinking or eating utensils.
- Employees will have staggered break times with a 15-minute morning break, a lunch break, and a 15-minute afternoon break, respective to number of hours worked in a day. Combining breaks or skipping a lunch break in order to leave early is not permitted.
- Do not have any physical contact with one another (including handshakes, hugs, or kisses).
- Everyone is encouraged to limit face-to-face contact to no more than 10 minutes at a time.

FACILITY'S STANDARD OPERATING PROCEDURES

- Everyone should utilize video conferencing whenever possible.
- Employees must clean any common surface (including while in the break-room - microwave, coffee, water, etc.) There will be disinfectant wipes or sanitizer available nearby. There will be a dedicated cleaning crew member on hand from 12 p.m. - 2 p.m. to assist in sanitizing.
- Employees are encouraged to wipe down and sanitize their personal work area throughout the day.
- Managers to set-up daily reminders for employees to sanitize work areas.
- Everyone is asked to practice good hygiene and wash their hands frequently and avoid touching their face with unwashed hands.
- Employees must wash their hands after using the restroom, sneezing, coughing, or utilizing a high-touch surface.
- No one should accept packages. All incoming packages and returned props will be disinfected before entering the building via Electrostatic Sprayers, UV-C lights, or a quarantine hold period. Please account for a possible delay when ordering items for delivery.
- Everyone needs to be aware of the limited access to some offices or work areas. Do not go around or under any "Caution" or "Do Not Enter" tape if you are not authorized to do so.

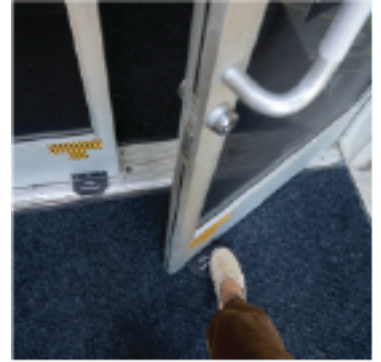


- ISS employees are no longer permitted into the SAT warehouse without an authorized escort.
- Drivers and customers are encouraged to use the Star Waggon VIP outdoor restrooms in the back lot.
- Anyone who unlocks the lobby door to allow themselves in/out must lock the door behind them.

FACILITY UPGRADES

TOUCH-FREE

- Thermal kiosk temperature station
- Contactless HID proximity employee ID card
- Front door "Step & Pull" foot controls
- Public restroom faucets, soap dispensers, and towel dispensers
- Water station in Order Processing
- Hand sanitizer dispensers marked with "Sanitizer Station" signage throughout facility



MAINTENANCE/CLEANING STAFF

- Janitorial staff certified through Diversey
- Janitorial staff and managers will be taking basic online cleaning certification in conjunction with new industrial grade cleaning supplies
- Cleaning crew has been increased for added cleaning and disinfecting throughout the day
 - * An employee has been hired specifically to loop the building and sanitize all communal surfaces repeatedly throughout the day
- Designated cleaning staff is scheduled in the break room between 12 p.m. - 2 p.m. to disinfect communal surfaces during lunch breaks
- Medical grade cleaning solutions and disinfectants used throughout the building
- Industrial grade electrostatic sprayers to clean communal areas

THROUGHOUT FACILITY

- Nanoseptic surfaces on some high touch surfaces
- Hospital grade HEPA filters added
- Deep cleaning throughout
- Repainted entire first floor
- Professional carpet cleaning
- Sanitizer dispensers clearly marked on walls
- "High Touch" stickers reminding everyone to clean area after use and janitorial staff to concentrate on these areas



- Social distancing stickers on floors and walls
- One and two-sided plexiglass barrier shields in high traffic areas



BATHROOM/HAND WASHING

- Step & Pull hands-free door openers
- Touchless faucets
- Touchless paper towel dispensers
- Touchless soap dispensers
- Extra sinks set up for hand cleaning

FACILITY UPGRADES

BREAK ROOM

- Quad split plexiglass at tables
- Some table and chairs removed to provide proper social distancing
- Employee to clean shared microwave/coffee before and after use
- Limited use of shared refrigerator
- Additional janitorial staff on site during lunch times

ENTRANCE/LOBBY

- Nanotechnology microbial stickers on front door handles
- Step and Pull hand-free door openers to enable hands-free use
- Lobby is the only main entrance into the building and is to remain locked when unattended by the screener
 - * Customers may call their sales/returns representative or use the RING doorbell to enter
 - * Entry through Expendables, Order Processing Docks, and Return Dock is not allowed
- Full-time screener on site to complete health screening for everyone who enters
- Screener stand complete with plexiglass safety shield
- Contactless temperature kiosk
- Contact Tracing information required for all guests
- Employee timeclock upgraded to touchless and relocated to open lobby space to provide for proper social distancing



EXPENDABLES

- Plexiglass barrier shields
- Limited to three customer occupancy at any time



LUNCH AREAS

- There is an outdoor canopy break area near shipping containers
- PLEASE continue to practice social distancing

ORDER PROCESSING

- Hands-free water station

FACILITY UPGRADES



PARKING

- Designated "Customer Only" parking signs
- Dedicated spots for clients utilizing Curbside pick-up
- No employee parking allowed in front lot or in fire lane
- All employees must park within gate in designated spots
- No employee parking allowed in designated "Customer" spots

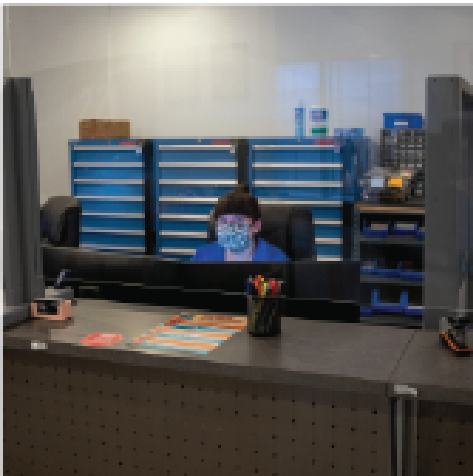
PROP PICK-UP/RETURNS

- Drop off tent
 - UV-C Germicidal Decontamination Pod with signs and "in use" warning lights
 - Electrostatic Sprayer
 - Quarantine hold
 - Curbside pick-up and return options
- Plexiglass barrier shields
 - Dock doors/gates closed
 - Drivers not allowed in dock
 - Clients not allowed in return area
 - No initial entrance – all must go through front lobby entrance for health screening
 - Portable Star Waggon restrooms



SALES

- By appointment only
- Plexiglass barrier shields
- All waiting chairs removed
- Caution tape to ensure employee only access
- Cell phone cleaning oven



- Curbside pick-up option
- Video conference shopping option

WEAPONS

- UV-C Germicidal Decontamination Pod
- Electrostatic Sprayer
- Curbside pick-up and return options
- Plexiglass barrier shields

CDC: HOW TO PROTECT YOURSELF AND OTHERS

There is currently no cure or vaccine to prevent Coronavirus 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus.

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/returning-to-work.html>

WHAT YOU NEED TO KNOW

- *In general, the more closely you interact with others and the longer that interaction, the higher the risk of COVID-19 spread.*

KNOW THE SYMPTOMS

- *People with COVID-19 have reported a wide range of symptoms ranging from mild to severe*
 - According to the CDC, these symptoms may appear in as few as two days or as long as 14 days after exposure.

CONSIDERATIONS

- *Do you have or think you might have COVID-19, or have you been around someone who has the virus?*
 - If you have or think you might have COVID-19, you should isolate, whether or not you have symptoms. Learn what isolation means and when you can be around others after being sick.
- *Are you or someone in your household at increased risk of severe illness? You may need to take extra precautions.*
- *Are there ways you can minimize the number of people you interact with?*
- *What's the length of time that you will be interacting with people?*

PROTECT YOURSELF AND OTHERS IN THE WORKPLACE

- *Stay home when needed*
- *Monitor your health*
- *Wear a face covering over your mouth and nose*
- *Social distance in shared spaces*
- *Wash your hands often*
- *Cover your coughs and sneezes*
- *Avoid sharing objects and equipment*
- *Clean and disinfect frequently touched surfaces and objects*

FREQUENTLY ASKED QUESTIONS

IF/WHEN	DON'T	DO
You have new or unexpected COVID-19 symptoms	Come to work/visit the facility	Alert your manager/HR or your sales representative immediately
See parking available in the front parking lot outside of the gate	Park there immediately	Find a parking spot inside the gate so customers have easier access to the front entrance
Arrive before the screener at 7:45 a.m.	Use your key and go to your work area	Wait outside for the screener to be available after 7:45 a.m.
When you arrive each morning	Go straight to your work area	Get health screened before going anywhere in the building
If a customer has not been screened and wants to enter the building from somewhere other than the front lobby	Let them in	Direct them to the front entry and explain the reserved customer parking areas
If a customer is already in the building and does not have a "SCREENED" sticker and/or is not wearing a mask	Ignore them and allow them to continue shopping	Ask if they have been screened, guide them to the screening area, ask them to put on their mask or offer a disposable mask
If a customer or co-worker wants to shake hands or hug you	Shake their hand or go in for a hug	Kindly decline and opt for an elbow bump or not contact at all. Explain our protocols do not allow shaking hands or hugging
When working around others	Stand within six feet of them	Maintain six feet or more of physical distance
After handling props	Continue working without washing your hands	Wash your hands for at least 20 seconds or use hand sanitizer until you can effectively wash your hands
If props are returned to you instead of Returns Department	Return the item in the system and send them straight to stock	Take the item to the Returns Department to be disinfected and processed
If you use any communal surface (copier, phone, microwave, vending machine)	Touch surface without cleaning your hands	Sanitize your hands before touching, use sanitizing wipes on communal surface after touching and then washing hands thoroughly
If all seats in the breakroom are full	Grab a chair and squeeze in	Eat outside at the covered break area or in your car
If you need to use a computer or a phone	Use your co-workers' devices	Use your own devices as much as possible. Sanitize any communal surface after use

FREQUENTLY ASKED QUESTIONS

IF/WHEN	DON'T	DO
If a work area has a plexiglass barrier	Walk around the barrier and stand in someone's work area	Respect the barrier, stay on the opposite side and maintain a six foot physical distance
You touch your face, eyes, nose or mouth	Continue working without washing your hands	Wash your hands for at least 20 seconds or use hand sanitizer until you can effectively wash your hands
If a door has a foot-pull opener	Use your hands to open the door	If able, use your foot to open the door
Want to use an Electrostatic Sprayer	Help yourself to one and operate	See Alex, Jordan, Jason, or Jeremy
Want access to the Decon Pod	Help yourself and go inside	See Alex, Jordan, Jason, or Jeremy
Run out of disinfecting supplies in your work area	Take from another work area or the breakroom	See Tara to acquire more
Misplace your mask	Continue to work without a mask	See Tiffany in HR for another mask (limit three per employee)
See the screener is not in the front lobby	Use your key and leave the door unlocked	Unlock the door for yourself and lock it behind you

CONCLUSION

These procedures are in place to minimize the potential contact and spread of contagious viruses. We are relying on your participation and thank you for adopting these new practices and procedures.

ISS is dedicated to creating a safe and collaborative environment for all of its employees and guests.

Thank you for helping us keep our facility safe and healthy.

Independent Studio Services - We're ready when you are

