



718.858.5432

COVID-19 SAFETY PROTOCOLS & PROCEDURES

For the protection and safety of our employees' and clients' health, the following COVID-19 protocols have been put in place at Art for Film:

For our employees:

- There will primarily be only one employee present at the warehouse at a time. Should more than one person be required at the warehouse at the same time employer-supplied N95 masks must be worn at all times and a minimum 6ft distance must be maintained. Hand sanitizer will be provided for use as well.
- Employer-supplied gloves must be worn at all times when handling inventory.
- All surfaces, computers, printers and other equipment will be wiped down daily with employer-supplied 99.9% disinfectant.
- In order to maximize air circulation all fans shall be on and windows opened, conditions permitting, while employees are present in the warehouse.
- Should an employee present with any COVID-19 symptoms including fever, they will not be allowed entry on the premises and will not be permitted to return to work until proof of a negative COVID-19 test has been provided. All employees shall receive sick pay until they are able to safely return to work.

For our clients:

- No one other than Art for Film employees will be permitted in the warehouse. In order to maintain social distancing during pick-ups and returns, we ask that our clients **schedule returns in advance, and please call us 15 minutes before arrival at 718.858.5432** so that we can have a cart waiting by the freight elevator to ensure contactless pick-up and returns. Once the cart is un/loading by the drivers, an Art for Film employee, wearing an N95 mask and gloves, will return the cart/inventory to the warehouse.
- All inventory returned to Art for Film, will be put in our storage unit, 3G, for 48 hours before being inspected for damages and then wiped down with 99.9% disinfectant before being restocked. Please allow extra time for notice of any damages to returned inventory.
- All inventory will be wiped down with 99.9% disinfectant and handled with gloves before pick-up by client.

If you have any questions or concerns please contact us at 718.858.5432.

Jessica Heyman
Founder & Director
August 17, 2020