

**PRODUCTIONS, INC.
SEASON 3**

**COVID-19 PRODUCTION PROGRAM
June 2020**

Protecting the health and safety of production staff, cast and crew remains the highest priority for the production. The purpose of this Covid-19 Production Program (Program) is to establish protocols and communicate best management practices that will be required during production to minimize the risk of infection. The program will be updated as new and additional information becomes available.

The Program addresses:

- Assigned responsibilities,
- Travel and Accommodations,
- Medical screening and testing,
- Personal Hygiene,
- Personal Protective Equipment (PPE),
- Cleaning and sanitation,
- Food Preparation and Handling,
- Workflow Control Measures,
- Communication,
- Training, and
- Response to positive cases:

ASSIGNED RESPONSIBILITIES

The production has a Health Safety Supervisor (HSS) who will be available during prep, filming and strike. The HSS will be responsible for providing ongoing medical oversight of the Program. In addition, the HSS will:

- Periodically inspect work locations to ensure that Program signage is displayed at all workplaces;
- Assist the Health and Safety Manager in identifying and procuring appropriate PPE;
- Liaise between the production and other designated medical professionals, cleaning services and other vendors program services or supplies;
- Periodically review Program implementation and advise production management and production executives of any issues identified; and,
- Ensure that additional resources and expertise are identified and made available, as needed.

The HSS will be assisted by the Health and Safety Manager who will provide day-to-day oversight of the Program, including:

- Ensuring that training, signage, information and policies are clearly communicated;
- All cast, crew and production staff have the ability to communicate any health and safety concerns to the production; and,
- Policies and procedures contained in the Program are enforced uniformly and consistently.;
- Ensuring communication and training materials are made available and distributed to the production staff, cast and crew;
- Acting as a day-to-day resource/point of contact for implementation of the Program;
- Ensuring that Program signage is displayed around workplaces;
- Monitoring cleaning crews to ensure that they are adhering to required cleaning protocols;
- Monitoring food service providers to ensure that they are adhering to the required food service protocols; and,
- Providing oversight of ordering, storing, and distributing PPE and other program supplies for the production staff, cast and crew, as needed;

Other members of production management will be responsible for ensuring the full implementation of the Program including contracting with vendors for required services, ordering, storing and distributing PPE and other Program supplies and ensuring that adequate resources are available to meet Program needs and requirements. They will assist the HSS and Health and Safety Manager in periodically reviewing Program implementation and in resolving any identified issues. Employees will be encouraged to contact any of the Program key contacts with any questions or concerns.

PROGRAM KEY CONTACTS

ROLE	NAME	EMAIL	CELL
Health Safety Supervisor			
Health Safety Manager			
Set Medic			
UPM			
Production Executive			
Production Safety			

TRAVEL AND ACCOMMODATIONS

The majority of production staff and crew are expected to self-drive to (production location). They will be advised to minimize stops for food, fuel and rest stops, to wear a mask when not in their vehicle, to have and use an ample supply of disinfecting wipes, and to practice social distancing at all times. If overnight stop(s) are required, they will be advised to only stay at well known, national chains (e.g., Hyatt, Hilton, Marriott, etc.) and to avoid local hotels and motels.

For those employees traveling by air, the production will make travel arrangements and will choose flights that provide the most direct travel. Employees will be advised to practice social distancing to the extent possible during travel, to wear a mask, and to have and use an ample supply of disinfecting wipes.

In (insert state), production staff, cast and crew will be housed primarily at the (hotels) in (production city) Each of these hotels have developed and implemented a Covid-19 response plan that cleaning and sanitation. More information regarding these plans can be found at:

In addition, select production employees may be housed in private housing. Those employees in private housing will be advised to have limited contact outside of work and will be required to maintain appropriate cleaning and sanitation measures at their accommodations.

All employees will be encouraged to limit their activities outside of work, including eating at restaurants. Group meals involving more than five employees are prohibited.

MEDICAL SCREENING AND TESTING

The production has contracted with (insert testing contract company/facility), a certified Covid-19 testing center, to provide ongoing medical screening and testing . All production staff, cast and crew will complete health screening prior to being cleared for work. Health screenings will include both pre-employment screening and daily screening as follows:

- Prior to beginning work, all production staff, cast and crew will complete a medical questionnaire that will be reviewed by a medical professional.
- Routine Screening: All production staff, cast and crew will complete an on-line daily screening questionnaire that will be reviewed by HSS prior to reporting to work. After review, HSS will email the employee that they are, or are not, cleared for work. HSS will also provide the production a daily listing of any employees who

(1) failed to complete the daily screening and (2) are not cleared for work. Upon arrival at work, each employee will have a daily temperature check. Anyone with a confirmed temperature of 100.4° F (38° C), or above will be sent to medical facility for further evaluation and will not be allowed to return to work until cleared by (medical facility).

- Self-screening: All production staff, cast and crew will be reminded of their personal responsibility to practice good hygiene both at work and outside work and to protect their co-workers by emphasizing that if you are not feeling well, have a fever, cough, or difficulty breathing, you must stay home and immediately inform your supervisor. This self-screening responsibility will be emphasized in the daily safety meeting and in signage and postings in the workplace.

All production staff, cast and crew will complete Covid-19 testing prior to being cleared for work. Testing will include both pre-employment tests and continuing tests for the duration of the production as follows:

- Prior to beginning work, all production staff, cast and crew will be required to have a negative Covid-19 test. Where practical, employees will be tested within four days prior to travel to Montana at a local testing center. If pre-travel testing is not available, employees will be tested at the (insert medical facility) upon arrival in (insert city, state) and will be quarantined pending the testing results.
- Routine, ongoing testing will be administered by (insert medical facility) to all Zone A employees (cast, Hair, Makeup, Wardrobe, Camera operator(s)) consistent with The Safe Way Forward concept each Monday, Wednesday and Friday that they are at work. All other production staff and crew will be tested once each week that they are at work.

PERSONAL HYGEINE

All production staff, cast and crew will be required to understand their personal responsibility to practice good, personal hygiene. This requirement will be re-enforced in the daily safety briefings and in signage and postings in the workplace. Good personal hygiene actions that will be emphasized include:

- Avoiding close contact with people who are sick.
- Avoiding physical contact including shaking hands or hugging – even fist/elbow bumps are discouraged.
- Encouraging and reminding cast and crew to frequently wash hands for 20 seconds with soap and water. Always wash your hands after contact with surfaces that may be contaminated, before and after eating and after using the restroom.
- When hand washing is not practical, using hand sanitizer provided by the production with at least 60% alcohol as recommended by CDC and WHO.
- When coughing or sneezing, covering your mouth and nose with a tissue or cough into your elbow, and then disposing of the tissue immediately and wash your hands
- Avoiding touching your face.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The production will ensure that adequate types and quantities of PPE are available at the production office, base camp and on all locations. PPE will include:

- **Face Coverings:** As practicable, production staff, cast and crew will be required wear face coverings (masks) at all times while at work. These may include, but not limited to, cloth face coverings (purchased or made by wardrobe department) or disposable, single use (non-N95) masks. Masks should never be shared. Limit the number of times that masks are taken on and off. Wash hands, or use hand sanitizer, before and after removing face coverings.
- **N-95 Respirators:** Disposable N-95 respirators will be made available and required to be used where the job task requires it or use is recommended by a Safety Data Sheet (SDS), based on the product being used and any Permissible Exposure Limits (PEL's) established.
- **Gloves:** Nitrile gloves will be provided by the production. The requirement to use gloves will be based on the job task. Tasks that will require the use of gloves include, Catering, Craft Service, and close contact individuals (e.g., Hair, Makeup, Wardrobe, etc.). Gloves should be discarded after each use.
- **Hand Sanitizer:** An adequate, individual hand sanitizer supply will be made available to be carried by each employee. In addition, hand sanitization stations will be positioned at entrances and exits, adjacent to all food service locations and at other convenient locations throughout all production areas.
- **Disinfectant Wipes:** Supplies of disinfectant wipes will be made available for use by each employee to sanitize equipment and work areas. Additional supplies will be positioned at entrances and exits, adjacent to all food service locations and at other convenient locations throughout all production areas.
- **Like disposable gloves, single use Tyvek® gowns** will be required to be worn by certain personnel who's position/job task requires close contact with other individuals . Gowns should be properly discarded in the trash after each use.
- **Face Shields:** Face shields will be required for use by certain personnel when performing specified job tasks (e.g., Hair, Makeup, Wardrobe, etc.). Face shields are to be cleaned and disinfected before and after each use.

CLEANING AND SANITATION

The production has contracted with (insert certified cleaning company) to clean and sanitize the production office and set twice daily. In addition, all employees will be required to routinely clean and disinfect all communal areas, tables, etc. Employees will adhere to a no-touch door handle policy and hand wipes will be available for use at each entrance/exit.

In addition to the contracted cleaning vendor, the Locations department and the HSS will be responsible for supervising a dedicated, full-time cleaning staff that will consist of two or three people who will travel with the shooting crew to each location. This staff will arrive on set before crew call each day to clean and disinfect the location and will also do another cleaning and disinfection of the set during the day.

The Locations department will be responsible for maintaining supplies for handwashing and sanitizing stations. “No touch” trash receptacles will be available to dispose of paper towels and used disinfecting wipes at each handwashing station. Set, Props, Wardrobe, workstations, director’s chairs and other commonly touched items will be disinfected frequently. Each department head will designate someone in their department to clean, including cleaning and disinfecting all shared tools before and after each use. Props and Wardrobe will be responsible for cleaning their own supplies. The Props department will be in charge of disinfecting director’s chairs, Camera department will be in charge of cleaning and sanitizing video village(s), and Wardrobe will be required to launder all cast wardrobe daily. The Make-up department will use single-use brushes and applicators on cast. Transportation drivers will be responsible for cleaning and disinfecting their own vehicles and frequently touched surfaces.

As part of the equipment check-out/check-in process, department Best Boys and assistants will disinfect all rented equipment that will be used on set 24 hours before shooting. Walkies and other equipment, including iPads and personal cell phones, should be wiped down before and after use. Sharing of tools and equipment are to be minimized to the extent practicable.

A full-time Production Assistant (PA) will be responsible for cleaning all communal radios, mics, headsets, batteries (both hot and cold) and charging stations. When distributing radios, Walkie PA must wear gloves. Walkies will be assigned to individual crew members for the duration of the production and are not to be shared.

All cast and crew will be encouraged to change and immediately wash clothes prior/upon arriving home. Items should be laundered/cleaned as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting and dry items completely.

FOOD PREPARATION AND HANDLING

The production has contracted with (insert caterer) to provide catering services. In addition to the requirements set forth in this Program, (insert caterer) has established its own, supplemental Covid-19 response plan (See Attachment 1). All catering service for both breakfast and lunch will be by individual pre-order or window order only, and no self-serve, communal bowls, containers or buffet items will be permitted. All food orders will be prepared by catering staff and served in individual, single-use containers along with individually wrapped utensils, napkins and straws.

Crew/department lunches will be staggered and coordinated with catering staff to allow for social distancing while sitting down for lunch. Hand washing stations will be placed at the entrance and exit of the catering area. Tables and chairs will be outdoors to assure good ventilation and will be arranged and used in accordance with social distancing requirements. . Cast will be encouraged to eat in their trailers and dedicated PA’s will be available to deliver their food. Catering will designate a cleaning team to clean and sanitize all catering areas during set up and breakdown each day.

All catering employees will be required to wear face masks and gloves and to wash their hands every 30 minutes and before and after preparing any food. As a result of these requirements, Catering may need to hire more servers to facilitate set up/breakdown, sanitization and food service.

The production will have (insert Crafts Services personnel) provide craft services. In addition to the requirements set forth in this Program, Crafts Services has established its own, supplemental Covid-19 response plan (See Attachment 2). No communal craft service will be permitted on set, in the Production Office, or other production locations. Only individually wrapped food will be permitted and the serving of food that requires the use of toasters, microwaves, microwave ovens, etc. is prohibited. If craft service chooses to offer a prepared food item, the food will be required to be served only in individual, closed single-use containers. Cast and crew will not be allowed to congregate around the craft service area and will be required to maintain social distancing. Disinfecting wipes, gloves and disposable cups will be available for use at any five-gallon water dispensers. Employees may also use the dispensers to re-fill individual water bottles. Individual drinks in single serve containers may also be provided.

All craft service employees will be required to wear face masks, gloves and to wash their hands every 30 minutes and before and after preparing any food.

WORKFLOW CONTROL MEASURES

For Season __ the production will work to minimize the size of the production staff and crew. The total number of employees will be less than 100, including 3 cast members, and approximately 15 production staff and 78 crew. All production staff and crew will self-drive to work each day. Cast members will be individually transported in vans subject to the cleaning and sanitation provisions above.

NO VISITORS will be allowed in the production office, base camp or on set.

Production Office

Production staff in the production office will be limited to no more than 10 employees and they will be encouraged to work from their hotel room, or other accommodations, when practical. Meetings will, when possible, be held via conference calls, video conferencing, or other electronic means. Any in-person meetings will be limited to no more than 15 people and will include provisions for accommodating social distancing requirements. All participants in in-person meetings will be required to wear masks and to wash their hands prior to entering the meeting room. No food or drinks will be served in meetings.

The production office will be located in _____ The production

office layout provides for individual offices for each person, without the need to have shared offices. Each office suite has a private bathroom, sink with hot and cold water and a kitchenette area with a refrigerator. Each office has a window that can be fully opened to provide additional ventilation/fresh air and has a separate, individually controlled HVAC unit. The minimum office size is 12 feet by 15 feet.

Individual offices on this floor will allow production staff to practice social distancing and minimize close contact. Employees will be required to wear masks when not in their individual office or when meeting with other employees. The individual kitchenettes will allow employees to self-prepare their own food and beverages and will eliminate the need for a shared kitchen/food preparation and storage area. Similarly, the maximum number of staff using any bathroom will be two, minimizing any exposure issues related to use of common bathrooms.

Access to the 2nd floor is via a dedicated, exterior staircase eliminating any potential congestion between 1st floor and 2nd floor occupants.

The 1st floor includes a large (approximately 25 feet by 100 feet) room that will be used by the five employees of the Art department. This will allow for individual workspaces that are consistent with social distancing requirements. Where practical, workspaces will be separated by plexiglass or Lexan® panels. The space has multiple windows that can be opened to increase ventilation and provide fresh air. A second large space (approximately 25 feet by 35 feet) will be shared by the Assistant Director and Locations department staff. The total number of employees in this space will be limited to 10 employees which will allow for individual workspaces consistent with social distancing requirements. Where practical, workspaces in this area will be separated by plexiglass or Lexan® panels. This space also has a number of windows that can be opened to increase ventilation and provide fresh air. The 1st floor also includes ample common use men's and women's restroom facilities.

A large (approximately 30 feet by 50 feet) space will be used as a community room or conference/meeting room. This room has doors that can be opened directly to the outside and also has its own, dedicated HVAC system. The conference/meeting room will be cleaned with disinfecting wipes before and after each use.

The production will ensure that adequate supplies of PPE are available for production staff and will encourage production staff to use disinfectant wipes to clean all surfaces before and after each use.

Production office catering will be limited to only pre-packaged or individually containerized food with individually wrapped utensils, napkins and straws. Coffee will only be available by individually brewed cups served in single use cups. Disinfectant wipes will be readily available to wipe surfaces before and after each use. No food preparation will be allowed except in the individual kitchenettes on the 2nd floor.

Floor plans for the production office and the community/conference/meeting room are included in Attachment 3.

Base Camp

Base camp will be located as close to set as practical with ample parking for crew. Base camp will be set up to encourage social distancing, including providing individual workstations in the hair, makeup and AD trailers. When practical, hair and makeup will be applied in the cast trailer. Trailers will be oriented so that the direction of doorways on trailers will be in alternate directions to reduce foot traffic in aiseways between trailers.

The production will ensure that adequate supplies of PPE are available for cast and crew and will encourage all employees to use disinfectant wipes to clean all surfaces before and after each use. Convenient handwashing stations will be positioned at various locations in base camp. Masks will be required to be worn at all times at base camp, except when eating and drinking at catering.

When practical, base camp will be located near sets to minimize the transportation of crew in vans from base camp to set. If vans are required, they will be loaded from back to front and unloaded from front to back to minimize close contact between crew. Only every other row of seats should be occupied and space will be maintained between crew members sitting in the same row. Van windows should be opened to increase ventilation. Transportation drivers will be responsible for frequently cleaning and disinfecting their own vehicles and frequently touched surfaces.

Locations/Sets

For Season 3, two outdoor locations/sets only will be used for filming. Filming is scheduled to take place over two days. All filming will be daytime exteriors. The first location/set is at (location). All planned action will be filmed at various exterior locations on the property as shown in Attachment 4. There will be no contact with the property owner.

The second location is (insert location)at approximately the locations shown on Attachment 5.

Both locations provide ample space to allow for effective social distancing and to provide separated, individual work areas for each department.

During set prep at each location/set, the following requirements will apply:

- The contract cleaning service will clean and sanitize each production area, as practicable, prior to beginning prep.
- The number of crew during prep will be minimized and consideration will be given to staggering department access to areas of the location/set so that only one department is wrapping in that area at a time.

- All equipment, tools and materials will be cleaned and disinfected when unpacked, or first used.
- The contract cleaning service will clean and sanitize each production area, as practicable, at the conclusion of prep and before filming begins.

Each day's filming will begin with a safety meeting that will include re-emphasizing the need to wear masks, frequently wash hands with soap and water (preferably once per hour) or to use hand sanitizer, routinely clean and disinfect surfaces, tools and equipment before and after use and to practice social distancing. Crew will also be reminded to use safe hygiene practices, including social distancing, when not at work, including minimizing non-work travel and visiting crowded places such as bars, restaurants, supermarkets, etc.

While filming, Zone System protocols will be observed to create a protective "bubble" around cast during all times that they cannot have full social distancing protection from crew, including:

- Increasing the physical space between cast and crew members. No crew member should be near cast, unless they are part of the Hair, Make Up, Sound, or Wardrobe departments. All crew members must be masked and gloved when near talent.
- During shooting, holding areas for cast will be increased in sized to minimize contact and maintain appropriate distances. Chairs for cast will be placed at least six feet apart.
- Cast will not be permitted on set until the set is ready to shoot and Grip, Electric, Set Decoration, Props and other departments are off set, limiting the number of people they come in close contact with.
- If possible, at least six feet will be maintained between camera operators and cast. 1st Assistant Camera crew will be required to operate using remote focus only.
- Where possible, camera grade Lexan® will be inserted between camera operator and other crew members and cast when the camera location is not consistent with social distancing requirements.
- Video village will be limited to the Director, Script Supervisor and Director of Photography only with chairs spaced six feet apart. Video village will be cordoned off from all non-essential personnel. A separate, video village will be set up for producers with chairs set up six feet apart. Production will remove any extra chairs and will have a set PA monitor the area(s) to keep non-essential personnel away. The frequent sanitation of video village will be the responsibility of the Camera department.

The production will ensure that adequate supplies of PPE are available for cast and crew and will encourage all employees to use disinfectant wipes to clean all surfaces before and after each use. Convenient handwashing stations with "no-touch" trash receptacles will be positioned at various locations at each location/set including at the entrance and exit to the set and to the craft services area. Masks will be required to be worn by all crew at all times while on set, except when eating and drinking in the craft services area.

At wrap for both individual locations and for the production:

- The contract cleaning service will clean and sanitize the production office and each production area, as practicable, prior to beginning wrap.

- The number of crew during wrap will be minimized and consideration will be given to staggering department access to areas of the location/set so that only one department is wrapping in that area at a time.
- All equipment, tools and materials will be cleaned and disinfected prior to packing.
- Any equipment and materials that cannot be cleaned/disinfected will be discarded.
- The contract cleaning service will clean and sanitize the production office and each production area, as practicable, at the conclusion of wrap.

Post-Production

All Post-Production activities will be conducted remotely. Only the editor will be permitted in the editorial bay, so as to avoid group gatherings and reviews. Remote file sharing will be the primary method of review used. Whenever file sharing is not practical and shuttle drives are required, the drives will be disinfected before and after each use and will be transported only by the Assistant Editor.

COMMUNICATION

The production will actively communicate with production staff, cast and crew regarding this Covid-19 Production Program. Such communications will include:

- A copy of the Program will be included in the start package of all production staff, cast and crew.
- Links to additional information from health authorities will also be provided to all employees as part of their start package, including:
 - Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html> and <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
 - Occupational Safety and Health Administration: <https://www.osha.gov/Publications/OSHA3990.pdf>
 - World Health Organization: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- The production will provide routine updates of the production's continuing actions and activities addressing coronavirus impacts. Such communications can be at safety meetings, via email, or by other means.
- Covid-19 informational signage will be placed throughout work areas emphasizing good hygiene practices, communication of Program requirements and Program Key Contacts information.

TRAINING

All production staff, cast and crew will receive training in the use of PPE, general cleaning and the personal hygiene provisions of the Program. All employees will receive training to be able to recognize the symptoms of Covid-19 infection, including:

- Feeling feverish or having an elevated temperature,
- Coughing,
- Shortness of breath or difficulty breathing,
- Chills,,
- Repeated shacking with chills,
- Muscle pain,
- Headache,
- Sore throat, or,
- New loss of taste or smell.

Additional training will be provided to those employees whose job responsibilities require specific additional duties or actions relative to potential exposure to the novel coronavirus or other hazards.

RESPONSE TO POSITIVE CASES

While the intent of the Program is to reduce/minimize the potential for production employees to be exposed to, or test positive to, Covid-19. The production has developed and will, as needed, implement the following response if an employee does test positive:

- Respect for the privacy of the employee, including strict adherence to all medical privacy requirements.
- Provide timely notification, as required, to governmental agencies.
- Provide timely notification to the production staff, cast and crew that there has been a positive test.
- Reclean and sanitize those areas of the production utilized by the employee testing positive prior to additional production use.
- Through CostCare, initiate contact tracing efforts primarily focused on contact with other production employees.
- Through CostCare, initiate enhanced/more frequent testing of those employees who have been in close contact with the employee testing positive.
- Require self isolation/quarantine of affected employees as directed by local health authorities, CostCare and the HSS.
- Any employee who is sick will be required to stay in their accommodations. If an employee has family member(s) or companions with him/her who become sick, the employee must not report to work until medically cleared, including:
 - No fever for at least 72 hours (three full days of no fever without the use of fever-reducing medicine; fever is defined as 100.4° F/38° C and above;
 - All other symptoms have improved; and
 - At least 7 days have passed since symptoms first appeared, or for a minimum of 14 day if asymptomatic.
 - Medically cleared to return to work by CostCare.

The Covid-19 pandemic and response has resulted in major impacts to our lives and to our work. We are all anxious to return to work, but, as we do so, we must acknowledge that the Covid-19 pandemic will continue to have significant impacts on how we work and on how we manage our work safely, likely for an extended time to come. As is always true when we are talking about health and safety, everyone has a role and a part to play if we are to have a healthy and safe workplace.

**ATTACHMENT 1
CATERING COVID-10 PLAN**

MEMO

To: Production Executives & Staff

From:

Date: 5/6/20

Subject: Proposed COVID 19 Protocol for Resuming Catering

We hope this message finds you in good spirits, and healthy during this time of crisis.

To update you all, Catering has been on the front lines since the beginning of this pandemic. The City of Los Angeles has partnered with us to provide catering for the Los Angeles Fire Department, Los Angeles Police Department, Emergency Operations Center as well as the Mayor's Office. Hundreds of meals per week are donated to hospital staff at Keck Hospital of USC, Children's Hospital Los Angeles and the Ronald McDonald House. We are also continuing our partnership with Hope of the Valley Rescue Mission to serve homeless individuals at their shelters.

As we continue our partnership with the City of Los Angeles, we realize this new reality brings forth processes that will need to temporarily be enforced to ensure the upmost health standards for your crew and our catering staff. We have created a solid blueprint for how to best serve our guests. We would like to be forthcoming and share these processes with you as we all think about what the reopening of the film industry will resemble.

Staff Wellness & Catering Kitchen

- Dedicated Operations Manager to oversee all employee wellness. This manager has always been a part of our kitchen but will take on additional responsibilities which will include:
 - o Interfacing with employees prior to entering the kitchen
 - o Taking temperatures of all staff
 - o Distributing gloves and face masks
 - o Ensuring all employees adhere to the new protocol
- Commissary will be sanitized every hour and floors will be cleaned with a disinfectant.
- Refrigerator doors, doorknobs, and stainless steel will be sanitized every hour.
- A limited number of chefs & helpers will be allowed into our kitchen at any given time to follow social distancing guidelines
- No vendors will be allowed in our kitchen - all deliveries will be left at loading dock for kitchen staff to distribute and store properly.
- Bruce's Catering holds one of the few Golden A ratings from the health department - we have always taken pride in our health and cleaning standards and will continue to do so moving forward

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Meal Period Protocols:

Buffets will be eliminated until further notice.

All meals will be served in a recyclable & sealed "to go" container with lid.

These boxes will also be microwavable.

Individually wrapped silverware and napkin

Desserts will be pre-packaged or in its own sealed container when necessary.

Additional Tent for Auxiliary Menu Items & Beverages

A four walled 10x30 tent with walk-up window will be provided for serving auxiliary menu items such as

- All beverages to include coffee, tea, juice, milk, iced tea, lemonade
- Desserts
- Cold and hot cereal, fruit, donuts/pastries
- This tent will be manned by Bruce's Catering employees in masks and gloves to distribute food and beverages items

**See last page for photos*

Breakfast

All hot breakfast items will be served individually wrapped and portioned.

These items will be available for pick up.

Breakfast Examples

- Breakfast Burritos
- Breakfast Sandwiches
- Scrambled Eggs & Egg Whites
- Pancakes
- French Toast

Cereal, oat meal, pastries, fruit will be available upon request from special walk-up tent

Special requests can be accommodated off the truck

Lunch

To streamline lunch, we are suggesting that each department send a representative to the truck to pick up lunch orders. These orders would be taken to the appropriate eating area. This would ensure that we have minimal guests at truck window.

Our idea to achieve this is to incorporate the following:

- Menus will be given to department heads the day before
- Each department head would place the order for their department and submit by EOD day before
- We will do our best to accommodate day of orders, but the majority of orders should be placed the day prior.
- During breakfast and lunch, the representative would pick up a box that corresponds with the order placed

Continued...

This is merely an idea to help streamline the pick-up process of food to achieve maximum social distancing. We will continue to tailor and work with productions on an as needed basis should the environment for the given shooting day change.

As we continue to learn more about this pandemic, we will be ready to adjust our processes as new information from health officials is distributed. We have learned many good serving practices during our partnership with the City of Los Angeles and will continue to monitor and pass this information along to you as it changes.

We feel these temporary guidelines give us a vision to proceed in the safest way possible. We look forward to hearing your thoughts and suggestions as well.

Our priority is safety and providing you with forty years of experience to get through this together.

Best,

ADDENDUM

DISTANT LOCATION PROTOCOL

To: Production Executives & Staff

From:

Date: 6/19/20

Subject: Addendum for Distant Location / Out of Town Protocol

Staff Wellness & Kitchen

- Temperature checks will be administered before leaving hotel by Chef
- Food truck will be sanitized every hour and cleaned with disinfectant
- Refrigerator doors, doorknobs, stainless steel will be sanitized every hour
- Support truck sanitization will also be taking place under same circumstances

Additional Tent for Auxiliary Menu Items & Beverages

- A four walled 10x10 tent with walk-up window will be provided for serving auxiliary menu items such as
 - All beverages to include coffee, tea, juice, milk, iced tea, lemonade
 - Desserts
 - Cold and hot cereal, fruit, donuts/pastries
 - This tent will be manned by \ Catering employees in masks and gloves to distribute food and beverages items
- Use of tent will be weather permitting
 - If tent cannot be used due to weather - the support truck will be used as an additional distribution point

Lunch

- Menus will be submitted week before
- For out of town filming, there is no need for individual orders to be placed day prior

**ATTACHMENT 2
(CRAFT SERVICE) COVID -19 PLAN**

CRAFTS SERVICES

COVID-19 RESPONSE PLAN

CRAFTS SERVICES team are committed to continuing to provide only the best quality and variety of craft services to the Yellowstone production.

The response to the Covid-19 pandemic has, however, required some changes to our traditional ways of doing things. Food will now only be available in individual, closed, single-use containers along with individually wrapped utensils, napkins and straws. Our traditional offerings of chips, snacks, nuts, trail mix, energy bars, etc. will continue to be available daily, either in their original, individual packaging or in single serving sized packaging prepared by the Cajun staff. No self-serve, communal bowls, open containers or buffet items will be available. A variety of drinks, including water, sodas, energy drinks, etc. in individual bottles and cans will continue to be available. Coffee and a selection of teas will also continue to be available. Disinfecting wipes will be available and cast and crew will be required to wipe down all surfaces that they touch on the coffee urns, hot water urns and coffee maker both before and after each use. Cajun staff will complete a thorough cleaning and disinfection of the drinks stations at least once per hour.

Cast and crew will be required to maintain social distancing while waiting in line for craft service food and drink and to not congregate in the craft service area.

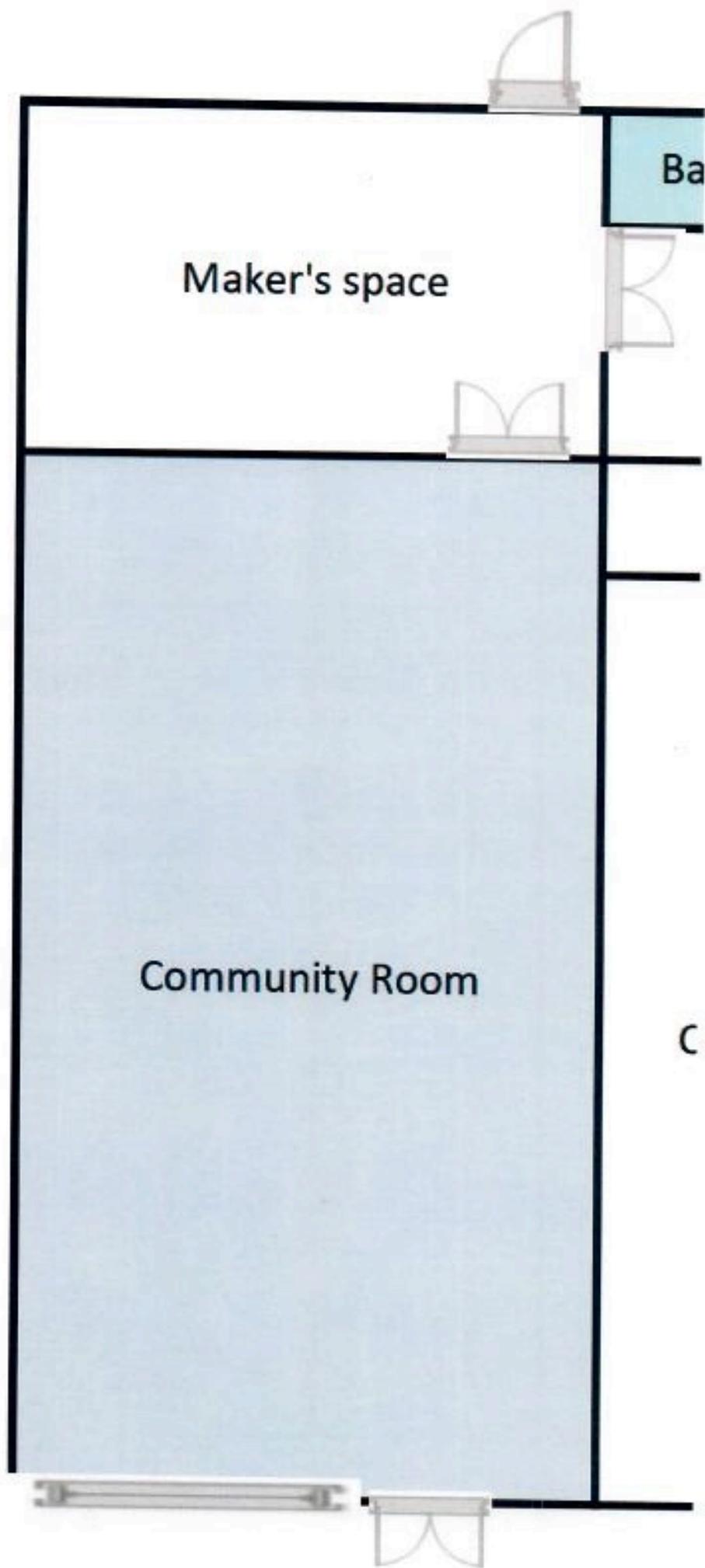
Each day, we will post a menu outside our food truck with any daily specials that we plan to prepare. Daily specials will be available by individual pre-order or window order only. Order pickup will be on a table adjacent to the food truck.

Food preparation areas inside the food truck will be cleaned and sanitized once an hour, including refrigerator doors, oven and cooking surface knobs, and stainless-steel and other non-porous surfaces. Only employees will be allowed inside the food truck.

Staff will wear face masks and gloves at all times while preparing food.

As we continue to learn, we will make additional adjustments to our services but always with the commitment to the health and safety of all parties.

**PRODUCTION OFFICE
FLOOR PLANS**



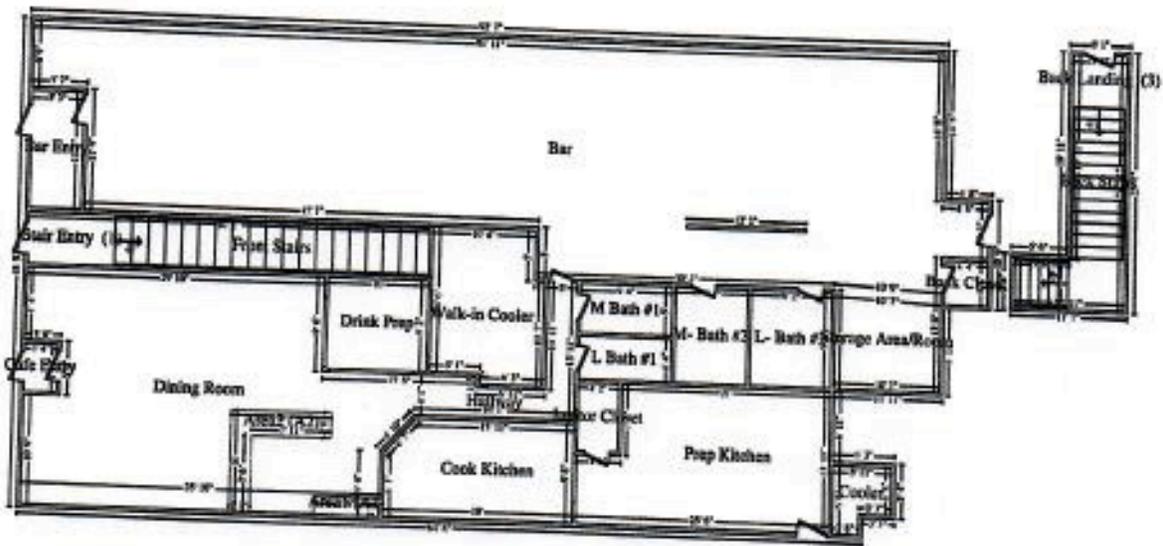
Maker's space

Ba

Community Room

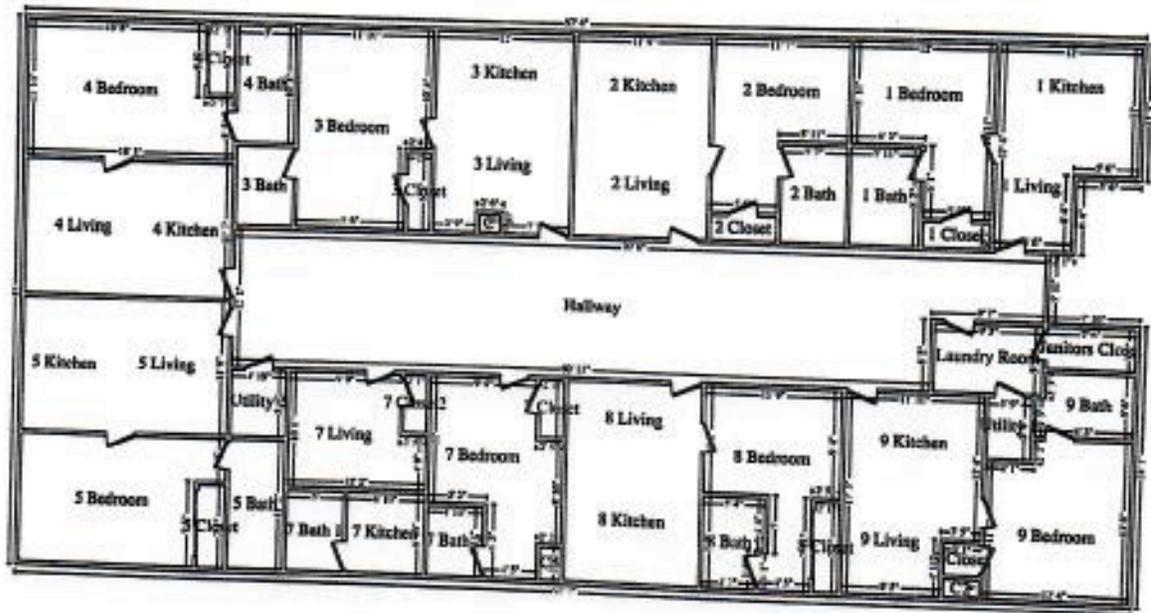
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Main Level



Main Level

Second Floor Apts



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Second Floor Apts

4/18/2019

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**ATTACHMENT 4
LOCATION**

ATTACHMENT 5
LOCATION

