



TEMPLATE

Covid-19 - Standard Workplace Policy

As we return to work during the COVID-19 pandemic, [Insert Business Name] has implemented a Health and Safety Policy to reduce and prevent the spread of COVID-19 in the workplace. We are taking additional measures to protect all employees, independent contractors, and anyone on set participating in the shoot from the spread of COVID-19.

[Outline Business COVID-19 Workplace Policy]

In this section you must describe the specific measures that you have implemented and the COVID-19 related roles and responsibilities of all individuals on set. Use the **CAPIC COVID-19: Health and Safety Guidelines for Commercial Photographers** as a guide for what needs to be included in your policy. The following topics must be covered:

- Quarantine Protocols
- Scheduling
- Screening
- Hygiene
- Physical Distancing
- Personal Protective Equipment
- Cleaning & Sanitation (Workspaces & Equipment)
- Shared Spaces (Including bathrooms, kitchens, and doorways)
- Shooting on Location
- COVID-19 related responsibilities of Crew, Models, and Clients.

Policy Administration

[Insert Business Name] is responsible for administering and enforcing this policy. If you have any questions regarding this policy, or if you have questions about health and safety protocols that are not addresses in this policy, please contact [Insert name of assigned COVID-19 Protocol Officer].

Acknowledgment of Receipt and Review

I acknowledge that I have received and read a copy of [Insert Business Name]'s COVID-19 Health and Safety Policy. I understand that it is my responsibility to be familiar and abide by the terms of this Policy. I understand that this Policy is designed to protect all individuals working together on set, but that [Insert Business Name] cannot provide guarantees or assurances with respect to exposure to COVID-19 in the workplace environment. This Policy does not set the terms or conditions of employment or create an employment contract.

Signature:

Name:

Date:

DISCLAIMER

These materials were prepared by CAPIC based on current best practices and guidelines related to both health and legal safety when going back to work as a photographer. These resources do not constitute specific health, safety, or legal advice. Please do not rely on these materials without adapting them to your specific situation, including applicable guidelines and rules for where you are located.