

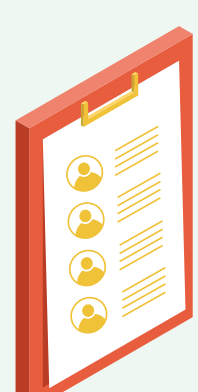
CAPIC NATIONAL COVID-19 GUIDELINES

BEFORE THE SHOOT

- 1) There should be no disincentive for any employees and independent contractors to stay home if they are sick or isolating. Have a back-up plan in place should an individual not be able to work the day of the shoot because they are ill or are isolating.
- 2) Create and keep a contact list of all individuals present on set. The list should include names, phone numbers, and addresses.



- 3) All shoots should be precisely scheduled ahead of time with health and safety measures in mind, and done in the shortest amount of time possible. Longer times spent in enclosed spaces increases the risk of virus transmission.
- 4) Only crew essential to the shoot should be on set, and as few people should be present as possible. Stagger scheduling times. Everyone who can work remotely should. This includes live-streaming shoots for clients, and if possible to art and creative directors. No visitors are permitted.
- 5) 24 hours prior to the shoot, and again on the day of the shoot, screen all individuals who will be on set. Anyone who has any symptoms, has had close contact with anyone who has tested positive within the previous 14 days, or has travelled internationally within the previous 14 days, should stay home.
- 6) Separate transportation to and from the set needs to be planned for. If possible, do not share a vehicle with others from outside of your immediate household.
- 7) Establish in remote pre-production meetings what crew will be assigned what equipment, as equipment must not be shared, whenever possible. This may mean additional equipment is required.
- 8) Shoot outdoors as much as possible.
- 9) When choosing a location, ensure that it is large enough to accommodate physical distancing measures. Confirm that other health and safety standards can also be maintained before choosing a location.
- 10) Ensure that your Covid-19 Workplace Policy complies with all minimum standards and regulations set by your local Public Health Unit.

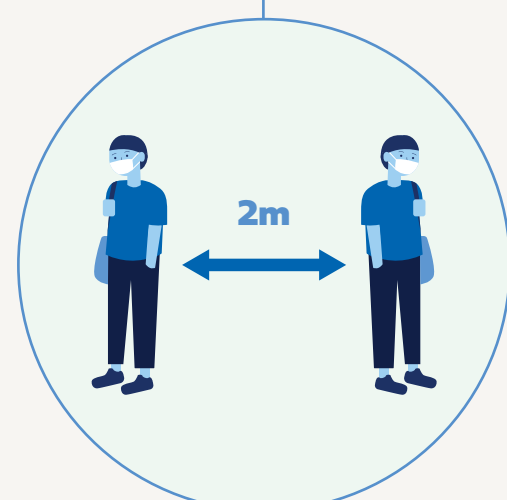


WHILE ON SET

- 11) The most effective method to prevent transmission is by ensuring all individuals practice physical distancing while on set. The recommended minimum physical distance from public health authorities is 2 meters. Avoid physical contact.
- 12) Maximize the potential for physical distancing by planning for any movement that will need to happen on set and control this movement by establishing one way traffic flows where possible. Restrict crew to separate areas.
- 13) Signs should be posted in all shared spaces to remind individuals of physical distancing, hygiene practices, and one-way traffic flow.

- 14) Everyone must practice good hygiene, including frequent hand washing (or using hand sanitizer), avoiding touching their faces, and coughing or sneezing into sleeves.
- 15) If physical distancing is absolutely not possible, appropriate personal protective equipment (PPE) must be worn and made available to all people working on set.
- 16) Hair stylists and Makeup artists have specialized needs as their work puts them at a higher risk. As such, they will be required to bring their own PPE to the shoot to ensure that it is well-fitted and tailored to their specific needs.
- 17) All work stations, especially hair and makeup, must be minimum of 2 meters apart. Surfaces in stations should be reserved for essential tools only. PPE should be used when setting up the work stations to avoid contamination.

- 18) PPE should be disposed of in specially designated waste receptacles. They should not have lids, but should be easily accessible, with a sealable inside bag that is to be sealed and removed after each shoot.
- 19) If possible, kitchens should not be used during the shoot. These are spaces with many touch spots and are high risk. If a kitchen is to be used, it should be only by a single designated person and needs to be cleaned thoroughly after every use.
- 20) All food and drink on set should be packaged. Consider having individuals bring their own food and drink. People should bring their own water bottles already filled and water bottles should not be filled on set. Food and drink packaging must be disposed of safely in designated waste containers, similar to PPE.

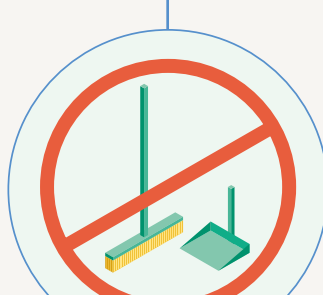


CLEANING AND SANITATION

- 21) Schedule time for cleaning and disinfecting. Ensure that all cleaning products are approved by Health Canada and are safe to use. Avoid sweeping and dusting as this can stir up contaminating materials into the air. You should use cleaning wipes and mops instead.
- 22) The entire set/studio must be thoroughly cleaned and disinfected before and after every shoot. This includes all workstations and changing rooms. High contact areas such as interior and exterior door handles, lightswitches, and surfaces such as tables, counters, and chairs, must be cleaned frequently throughout the duration of the shoot.



- 23) Bathrooms must be thoroughly cleaned after every use and disinfected daily. Every surface touched must be wiped down (taps, handles, soap dispenser, etc). Ensure that disinfectant wipes or other cleaning products are available for people to use in the bathroom.
- 24) If possible, avoid using props in the shoot. If props are used, they must be cleaned frequently.
- 25) Remove any unnecessary objects from the environment. Only essential items should be on set and each item should only be handled by a single person. Remember that everything that is touched will need to be cleaned.
- 26) All equipment and gear must be disinfected before and after use.
- 27) If it is not possible to have separate equipment for crew, then all shared equipment must be cleaned and disinfected following each and every single point of contact. Ensure that disinfectant wipes or cleaning products are readily available to facilitate this.



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. The Covid-19 pandemic has created unprecedented circumstances for creators and the situation continues to evolve. As such, the CAPIC Covid-19 guidelines and recommendations will continue to evolve as well. 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.