

# **BECINE**

**5890 BLACKWELDER ST., CULVER CITY, CA 90232**

# **COVID-19 GUIDELINES**

**AS OF JUNE 16, 2020**

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# 1. A SAFE WORKING SPACE FOR CLIENTS & EMPLOYEES

BECiNE has taken proactive steps to safeguard the health and safety of our team and our clients, as well as implement processes in order to mitigate the risk of exposure. Some important safety practices are listed below.

BECiNE has established a biweekly routine of COVID-19 testing for our employees. To ensure the continued health and safety of our team and our clients we ask all clients to enter BECiNE space with face masks on for the entire duration of their visit.

BECiNE will provide personal protective equipment such as masks and gloves to our employees and clients along with the following measures:

- Multiple easily accessible sanitization stations in all common areas of our facility and restroom.
- We have defined and delineated client areas which are safely distanced (at least six feet) from employee specific areas and other client areas for preps, pick-ups, and drop-offs. These areas are marked with red tape for client areas and blue tape for employee areas.
- Frequent sanitization of high-touch areas throughout each day.
- Safety signage in areas of special concern such as high traffic areas, restroom, hallways and client areas. Whenever possible, traffic flow within our facility will be directed by signage so that movement is in one direction only.
- Employees are required to wash their hands often with soap and water for at least 20 seconds regularly, upon arrival to work, after using the restroom, any time they exit and re-enter the facility, before eating, as well as after blowing their nose, coughing, or sneezing.
- Since we only have one restroom for both employees and clients we will be sanitizing the restroom three times a day.
- A minimum six feet distancing between employee work areas.
- For now we have limited the number of employees on site by identifying personnel who must be in the facility in order to perform their essential job functions.
- Until further notice we regrettably have eliminated our common area and amenities such as public food and beverage stations.
- We have written and established an office safety protocol for our employees to read, acknowledge and to follow.

## **2. CLIENT SAFETY PROTOCOLS**

### 2.1 Introduction:

The best way to mitigate risk of exposure is to limit the number of staff in the office at any given time. BECiNE may consider accommodating a “remote” prep option when it is appropriate, to limit the number of people at a location.

### 2.2 Preparation of our Facility:

Proper controls implemented within the workplace:

- When possible we will limit and designate client entrances into the facility. There will be a designated reception and check-in station at each entrance.
- A designated reception and check-in station where all clients must stop at upon arrival. The client and employee safe distancing of six feet will be maintained at all times.
- Well defined client areas are safely distanced from employees and from other clients. There is ample signage to delineate physical barriers so that each client understands where they are permitted to go.
- A remote communication method via l pads will be provided in each prep bay for clients to communicate issues, additions, and exchanges without having to seek out or approach the prep techs.
- A neutral area where prep tech can provide added or exchanged equipment during a checkout.
- An exchanged items area and a process for equipment to be properly sanitized before being put back into our rental inventory.
- A policy that crew owned equipment, tools and carts will not be handled by BECiNE employees and may not be received prior to an equipment prep. All personal crew items must be handled only by crew members and must not be left behind after the rental leaves the premises.
- Any rental equipment that comes into a prep bay will be sanitized and ready to be handled prior to arrival. A method has been put in place to indicate contents of cases have been sanitized.
- No smoking or vaping is allowed in the facility at any time.

### 2.2.1 Preparing our Clients:

- In anticipation of client visits, BECiNE provides all clients with a written outline of our in-house client policy and a link to the PERG Safe Return to Work Guidelines.
- We will advise clients as needed if more time may be needed for their production team and our employees than usual due to the necessity to follow safe practices.
- Pre-prep calls or discussions will be scheduled with one of our prep techs in order to best accommodate client needs and minimize equipment changes and modifications during the prep.
- All client visits and employee work hours will staggered and scheduled in order to prevent overcrowding and we will not allow walk-in clients until such a time that it is safe to do so.
- We request the names and number of production personnel that will be performing the prep to make appropriate space accommodation.
- The BECiNE prep team will discuss and strategize when needed for alternating prep days or staggering preps over the course of a day to accommodate physical distancing and space needs which may result in longer preps.
- Digital paperwork and signatures to the extent possible.
- Crew is expected to bring their own tools in order to perform their work and that sharing tools within the shop is not permitted.

### 2.2.2 During the Prep:

- Review our newly established remote communication method in order to communicate issues, additions and exchanges without having to seek out or approach prep techs.
- All items that will be rented and brought to the prep area will be sanitized and pre-scanned to the rental contract. The prep tech will not have contact with the equipment thereafter.
- A two-bin process has been instated for exchanges - a blue one for adds and a black one for drops. Drops will be removed from the contract and disinfected before being returned to our gear room. Equipment added during the prep will be scanned and brought to the designated neutral area for the client to retrieve.
- The client/crew will be responsible to “case out” all of the equipment upon completion of the checkout and prepare for the load out without the assistance of BECiNE staff.
- BECiNE staff will avoid entering the prep area while the client is on site unless there is an equipment issue that can only be resolved by their direct involvement.

### 2.2.3 After the Prep:

- When the prep is complete and the equipment has left the building, BECiNE staff will fully clean and sanitize the space where the checkout occurred.
- Whenever possible, we will do this after 24 hours, however protocol will be in place in order to do this safely inside of that time period if the space will need to be turned over quickly.
- Employees will follow the defined sanitization guidelines set forth by CDC and PERG.

## 2.3 Alternative Equipment Prep Procedures:

In addition to on-site prep, other prep methods such as a remote prep, can be available to clients. Actual procedures may vary depending upon how the production plans to prep and test the equipment prior to shooting. The best way to mitigate risk of exposure is to limit the number of people in the office at any given time so BECiNE may accommodate a “remote” prep option when it is appropriate.

A remote prep is when the equipment is picked up or delivered to the production for the camera crew to perform the preparation that would normally take place at BECiNE. Prior to the equipment leaving our facility, we recommended carefully reviewing the entire equipment package with the appropriate production personnel (camera crew) via a video call. It is recommended that remote preps are completed 48 hours prior to the shoot date so that equipment additions and exchanges can be coordinated with the prep techs the day before shooting begins.

## 2.4 Equipment Pickups and Returns:

### 2.4.1 Prior to Pickup:

BECiNE will inform the client that all equipment exchanges will need to be scheduled in advance in order to maintain a safe and orderly environment. For any pickups and returns that must occur inside the facility, we will establish a defined pickup and return zone at the point of entrance for the client along with proper PPE requirement signage. Clients that are picking up gear will not be permitted to go outside of this defined area.

Prior to an equipment pickup, BECiNE will:

- Schedule the pickup, being careful that it will not overlap with other activities that may cause congestion in our facility or in the loading area. Clients are advised to arrive within a

five minute window of the scheduled time or to call if they may arrive outside of that window.

- Request and record the names of production personnel or courier service who will be picking up the gear in advance. Clients are advised that ID of personnel will be checked prior to release of gear.
- Provide a neutral area near a sanitation station for the production representative to sign the rental contract and receipt of equipment.
- BECiNE employees will wear a face covering and remain six feet away from the client at all times. In the event a client is not following distancing guidelines or does not have the required PPE, the employee will advise them of the established safety protocols and that they must be adhered to before proceeding. Transfer of equipment will occur at the defined pickup zone.

#### 2.4.2 Pickups:

BECiNE prep tech will transport the equipment to the designated loading area at the time of arrival.

- Upon arrival, the production representative must provide identification to BECiNE prep tech while maintaining a safe distance. BECiNE prep tech will verify the identity of the production representative before releasing the gear.
- If virtual signature was not obtained beforehand, we will have the production representative sign paperwork in a safe distancing manner. (If pens are used, they will be sanitized after each use with disinfectant wipes.)
- The production personnel will be expected to load the equipment into their vehicle.
- BECiNE prep tech will retrieve any hand trucks or transport carts and bring them back into the facility. All handles will be sanitized by a BECiNE staff member after use by others.
- Once production receives the equipment, a member of the camera department should verify the equipment inventory is complete and as requested.

#### 2.4.3 Returns:

At the time of arrival, a BECiNE prep tech will transport any hand trucks or carts for the production to load the gear onto.

- Production personnel will be asked to load the equipment onto the hand trucks and carts or into a designated area.
- A BECiNE employee will bring the equipment into the facility.

- During the pickup and delivery process, if the amount of equipment warrants multiple trips the employee must continue to follow procedure of proper distancing until the job is completed.

Upon completion of the job, BECiNE staff will disinfect any of the common areas and equipment used for transport. This includes using disinfectant wipes or solutions to clean surfaces, doorknobs, cart handles, etc. BECiNE staff will follow the defined sanitization guidelines. When finished handling returned cases and equipment, BECiNE personnel will remove protective gloves and promptly wash their hands.

### **3. Equipment Return Planning & L&D Process**

Before the equipment returns it is important to establish expectations with our clients. We want for you to be aware that additional time will likely be needed to quarantine, receive and clean gear that is returned. Therefore, it may take additional time to notify the client of any lost or damaged equipment. Due to COVID-19, our L&D review process is now up to 7 days after return in order to insure proper sanitization of gear.

Whenever possible our clients are encouraged to perform a remote wrap, meaning that they should remove all personal gear from the package, perform an inventory of the gear to be returned and return only equipment that belongs to BECiNE.

Please note that no personal items such as carts, tools, equipment or other items not owned by BECiNE are permitted to return to our facility.

### **4. Equipment Check-in Procedures**

BECiNE has determined the below best practices and safety protocol of scanning and checking in equipment by employing a combination of quarantining and disinfecting strategies in order to ensure safety for our employees and future rentals.

- Scan-in will be performed by our employees, keeping with the six foot distancing in the returns area when necessary. Proper PPE will be worn.
- Cases and equipment will be disinfected and wiped down if an ample quarantine period is not possible.