

SAFETY PLAN

SUMMER 2020

PRODUCTION

PROTOCOLS

Ms4
★

OUR MISSION

IS TO CREATE A SAFE AND INCLUSIVE ENVIRONMENT FOR ALL.

Our Production team is committed to maintaining a **secure working environment**, prioritizing the health and well-being of our clients, talent and crew members. Ms4 will continue to monitor state and federal health guidelines to ensure that at all times and on all sets we implement the most up-to-date and advanced safety protocols.

We are thankful to our colleagues for their support and leadership during this time. Now, more than ever, we look forward to **getting back to work** with our extended family and friends.

SAFETY PROTOCOLS

- A health safety officer will be present on all sets for health screenings of all client, crew and talent
 - This will include temperature scans upon arrival as well as monitoring of all shoot attendees throughout the day, and the monitoring of safety protocols on set
- Masks will be required at all times for all during production, except for talent when on camera
- Contact between departments will be minimized
- Safe catering protocols will be in place
- Monitors and iPads to review shots will be set up as to maintain safe distances
- Professional cleaning and sanitizing services will occur before production commences
- An online health questionnaire form to certify current health status will be required to be completed by all shoot attendees the day prior to production
- Shoot attendees will be minimized in every way possible to keep numbers down

SAFETY ON SET

- Using studios that have **strict safety guidelines** in place will be a priority, and official guidelines for location or studio capacities will be adhered to
- Ubers and parking will be covered for all team members to avoid exposure and minimise mass transit
- Safety protocols for all vendors will be carefully reviewed
- Only essential team members will be recommended
- Safe transport plans for all teams to travel to location shoots will be executed
- Hand washing and sanitizing stations will be available on site
- Sanitizers for cleaning will be provided, and will require teams to sterilize EQ, props, and such when they are being shared
- An **on site PPE Manager** will oversee any necessary PPE for all crew and maintain sufficient stock, as well as cleaning touchpoints and wipe downs throughout the day
- Visual signs will be placed on set as reminders with social distancing and hand washing guidelines

Appropriate crew and vehicle arrangements will be in place to limit the number of persons in each vehicle



REMOTE CLIENT

- We will offer remote digital capture sessions from set, allowing client to review shoots in real time from the comfort of home
- ZOOM is also an option to have **a continuous creative dialogue** with client as we work through each shot

CATERING ON SET

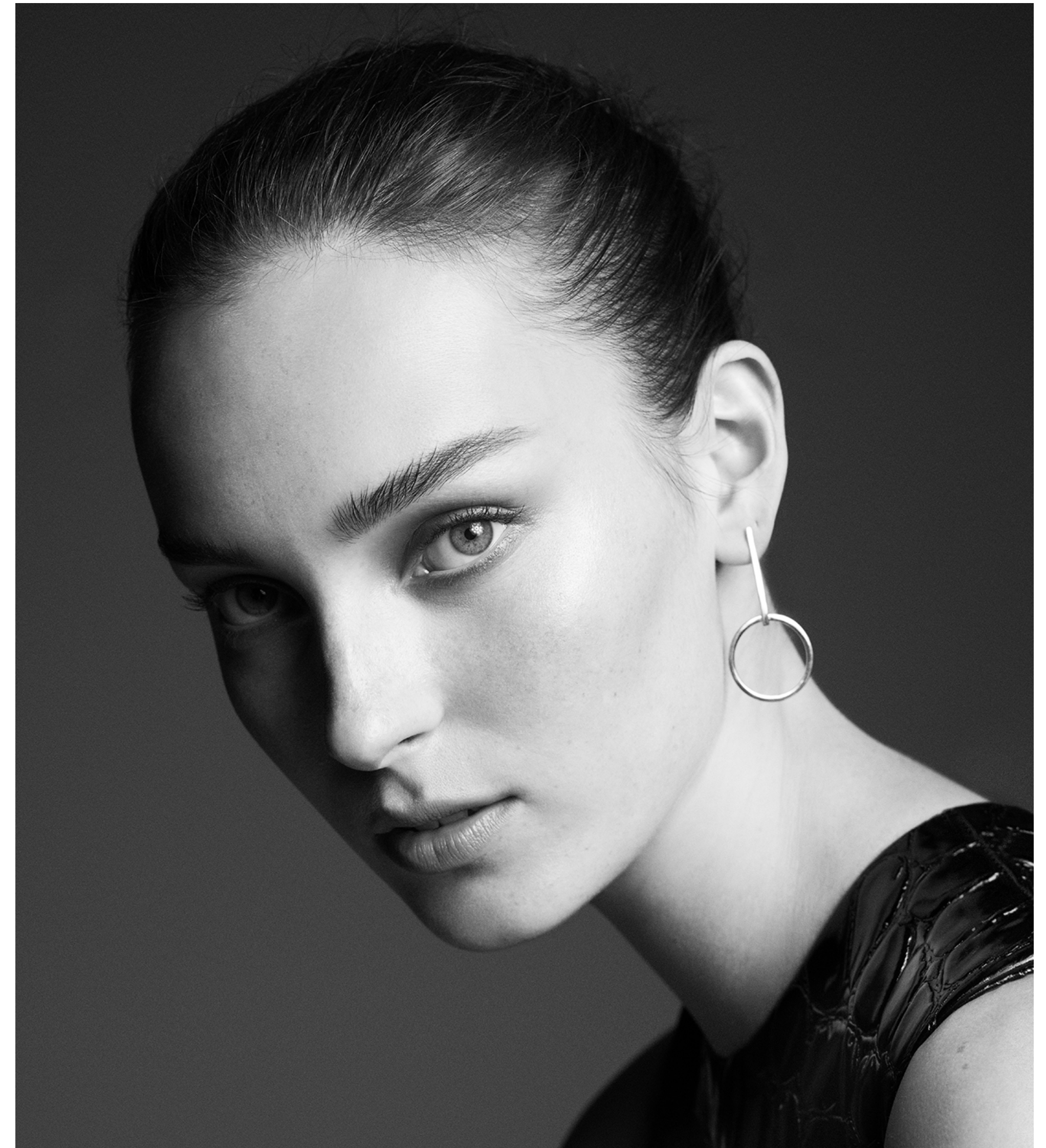
- Catering companies with strict COVID-19 safety protocols with the following options will be recommended:
 - individual boxed meal options
 - buffet-style utilizing safety screens and a dedicated server in PPE
- Hand washing stations will be easily accessible prior to lunch
- Strict meal times will be adhered to and will be staggered by department
- Drinks and limited pre-packaged craft will be passed out by a designated member of production from the drink and craft station
- **Eco-friendly disposable plates and cutlery** will be used, as well as single serve condiments
- Trash will be emptied frequently

CASTING AND TALENT

- All available technology will be utilized to provide clients with seamless casting
- **Shared documents, video sharing platforms and our in-house casting director** will enable us to provide local talent for each production
 - All talent will be screened, and any travel discussed prior to production
- Talent will wear a mask at all times on set, which will only be removed for make up and when shooting in front of the camera
- Creative ways to keep talent count to a minimum will be suggested, as well as creative ways to minimize close contact between talent
- PPE will be available for all talent, including appropriate sizes for minors

HAIR AND MAKEUP

- **Barbicide COVID-19 Certified** hair and makeup teams will be recommended, and we will suggest that any hair or makeup artist requested by client is certified prior to the shoot
- The safest manner to have makeup done will be reviewed with makeup artist, agents, and talent, which will include either disposable brushes and applicators, or intense sterilization of brushes and applicators, and products
- Sufficient space will be maintained between hair and makeup stations, and partitions used when appropriate



WE HAVE ALWAYS BELIEVED IN THE DETAILS

We will overthink and rethink all the little things, to keep you safe and worry free! We pride ourselves on being **forward thinking** and **detail orientated**, and on our ability to maintain a positive and enjoyable environment for all.

We are Ms4 Production. Let's do this.



THANK YOU.

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