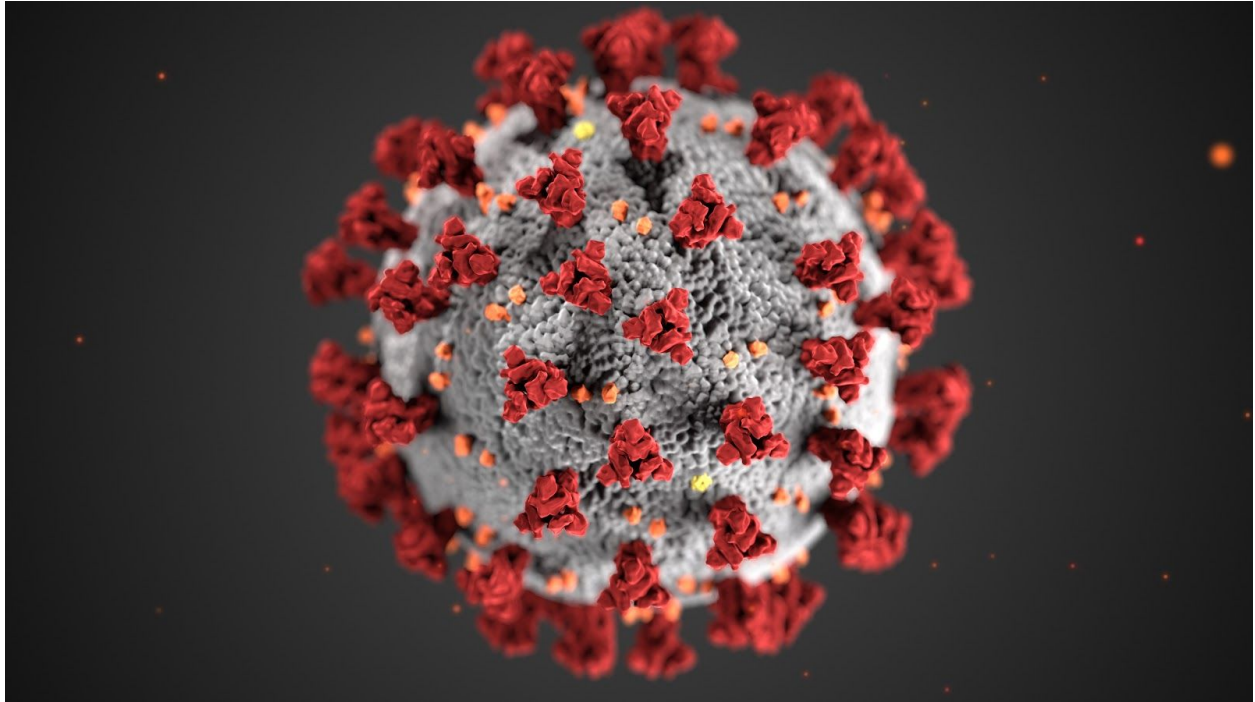




TCS - Technological Cinevideo Services

# Client & Facility COVID-19 Protocols



## Overview

We at TCS take each and everyone's health and safety very seriously. With the current state of the COVID-19 pandemic, we have implemented a variety of safety and precautionary measures to help ensure the safety of our customers and team members.

The goal of this document is to provide information on the procedures TCS has in place to help ensure we maintain a healthy and safe working environment. Our procedures incorporate best practices that align with our customers, unions, other rental houses in NYC and across the United States, as well as the best recommendations based on the available medical community information.



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# Client and Visitor Information

## Customer Requirements Onsite:

- TCS will be asking production if they have performed a health-screening for freelancers/ people coming onsite to TCS.
- We will send the TCS ENTRY WAIVER AGREEMENT to all customers prior to onsite visits and pickups. This must be acknowledged before the customer can be scheduled to come into the office or pick up equipment.
- At this time, only customers scheduled to come in the office will be allowed. No outside or last minute additions unless cleared with TCS.
- All entry and exit to the TCS facility must be through the main entrance. No entry or exit through the loading dock at this time.
- For 3rd floor access, all customers are first required to sign in on the ground floor. No access to the 3rd floor space will be permitted without signing in first on the ground floor.
- Upon arrival to TCS, customers will be asked to sign in using TCS' new touchless sign in. On the door of TCS is a QR code that can be scanned with your cell phone to pull up the sign in information. It can also be accessed through the link: [tcsfilm.com/welcome](https://tcsfilm.com/welcome)
- Sign in will be one person at a time. 6ft markers have been set up starting at the TCS office front door so clients may wait in line to sign in.
- Along with the sign in information is the TCS COVID-19 Same-Day Health Screening Questionnaire. This is included with the sign in process and clients will need to acknowledge all of the items before being permitted in TCS.
- Once in TCS, the client will have their temperature taken with an IR touchless thermometer. Any customers exhibiting a 100.4 degree or higher fever may not be permitted.
- Once cleared after the temperature screening, customers will be permitted to their assigned prep stations and may commence with their usual work while adhering to physical distancing.



- New signs have been set up around the office which detail new office PPE etiquette. Any questions regarding office PPE etiquette please contact a TCS employee and we would be happy to assist.
- Crew-owned equipment, tools, and carts must be properly sanitized prior to being brought into the facility and will not be handled by rental employees. These items may not be received prior to an equipment prep and must be personally brought into the space by the crew members that will be working on site. All personal crew items must be handled only by crew members and must not be left behind or stored after the rental leaves the premises.
- Crew is expected to bring their own tools in order to perform their work and that sharing tools within the shop is not permitted.
- In addition, we are monitoring the NY Travel Advisory with the new outside travel limitations and restrictions. Any clients from current flagged states will be required to quarantine 14-days before they are allowed in the office. Please consult the link below for updated information regarding the current travel restrictions and states listed:
  - <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

### New Office Cleaning, Disinfection, and Ventilation

- On a daily basis, we are cleaning, sanitizing/ disinfecting **high touch surfaces**: door handles, sink handles, water cooler buttons, light switches, and shared objects between use.
- Employees additional daily disinfecting responsibilities are: personal tools, electronics & communication devices, and personal stations.
- On a daily basis we are ensuring our ventilation systems operate properly. We have also installed high rated HEPA MERV filters for the safety of indoor ventilation.
- We have installed UV Chambers for sanitizing PPE and returning Rental equipment
  - For customer use, we have installed a small UV chamber for PPE sanitizing use when arriving at the office. Place your PPE (i.e. mask, phone, etc.) in the UV light chamber for disinfection: 60 seconds each side (2min total).



### Physical Distancing At TCS

- Physical Distancing (aka Social Distancing) is encouraged at all times, especially in the office, by customers and TCS employees.
- We have reduced onsite staff with Remote Work options to reduce contact exposure and maintain a safe working environment for employees and clients.
- Barriers for close working spaces have been installed between employee work stations.
- There will be no use of communal areas at this time. We encourage eating meals out of the office.
- Prep stations now include a tablet which can be used to communicate order requests to prep techs remotely. This will allow for limited interaction exposure when necessary while still offering the same TCS customer service you know and love.
- Limit your person-to-person conversations to as short a time as possible.
- Unless you are pre-cleared to be inside TCS office that day, no other “outside” bathroom usage is permitted. 1-Person will be permitted in each bathroom at a time.

### Workflow Updates

- At the moment, the overall process of rentals is taking up to an additional 50% more time due to new cleaning and sanitizing procedures, limited onsite staff, and additional health and safety procedures implemented in the workspace.
- Whenever possible, we encourage orders and gear lists to be sent in with additional time to process the orders in time before a prep. We also encourage scouting ahead of time in order to provide more accurate equipment lists prior to the prep.



# Employee Personal Protection Guidelines

## Monitoring Our Employees

- Before we have employees in the office, they are encouraged to self-monitor symptoms at home and self-report. We also encourage our employees to self-screen their temperature before commuting to the office.
- Peter Fodero & Bryan Ridgell are TCS' point personnel for COVID-19 related topics and questions. If you would like to contact either Peter or Bryan, you may email them directly at [peter@tcsfilm.com](mailto:peter@tcsfilm.com) or [bryan@tcsfilm.com](mailto:bryan@tcsfilm.com). In the office, please contact a TCS employee who will help get you in direct contact with them as well.
- All employees at TCS are submitting daily health declarations via HIPAA compliant Cleared4Work app.
- TCS has implemented a workplace health monitoring system for personnel. In a case of a positive COVID-19 exposure, we will be able to notify any possible contacts with our monitoring system.
- If someone contracts COVID-19, their personal workspace will be disinfected and should not be used until properly sanitized.
- In the event of a positive COVID-19 diagnosis in the office, employees & customers with possible exposure risk will be immediately notified of the possible exposure and will be encouraged to get themselves tested as soon as possible.

## Employee Safety Protocols

***We encourage customers to follow the applicable protocols as well.***

### Prep Before Leaving Home:

- Wash your hands with soap and water right before you leave.
- Remember to bring any supplies you will need for the office (i.e. mask, personal gloves if you want, NOTE: we have disposable gloves in TCS loading bay)
- If you feel sick/ symptoms, tell your supervisor immediately that you cannot come in. (Stay at home. Call your Personal Dr or visit Citymed)



### During Commute:

- Wear facemask over the nose and mouth for the duration of the commute (Note: facemasks are currently mandatory in public in New York State).
- Plan to keep your cell phone in your pocket when you are in public spaces (alternative: use ear buds, other handsfree device).
- Disposable hand gloves for the commute are encouraged - most important is wash hands on arrival.
  - NOTE: Some people feel “protected” with gloves but this only works if you don’t use your phone while wearing your hand gloves; similarly do not rub your eyes, nose, mouth, etc. with gloves.

### Use Safe forms of Transportation:

- **Recommended:** Personal Vehicle, Bicycle/ CitiBike, Electric Scooter, Walking
- **Alternatives:** Taxi– Yellow Cab have partitions between you and driver/ Uber/ Lyft with open windows, bus, train lines (if known not to be crowded).
  - NOTE: If any of these alternatives are crowded, move to another car or wait for the next train, bus, etc.



## **Equipment Handling and Disinfection**

### **Quality Control (QC) & Returns:**

- Due to limited staff, equipment check-in/QC times may be longer than usual and may take up to five business days.
- Techs will be required to wear a facial mask and gloves while handling the gear for returns and proper cleaning/QC.
- Cleaning of Returned Gear:
  - Employees are required to wear gloves and face masks while handling the gear.
  - Current Cleaning Options:
    - Option 1: 60-70% mix Isopropyl Alcohol, on a cloth/disposable wipe
    - Option 2: Clorox disposable wipes
    - Option 3: Other approved COVID-19 killing disinfectants safe for camera equipment
    - Option 4: UV Light Chambers
    - Option 5: Quarantine Equipment for set amount of time
- All gear once cleaned, QC'd and cleared for the next rental, will be stored in our safe office environment.
- Techs will be required to wear a facial mask and gloves while handling the gear for the next prep to maintain the QC and disinfecting process of items that have returned.





# Equipment Pickup and Dropoff Procedures

## Curbside Pickup & Dropoff Protocols:

- Prep and Pickup times will be scheduled with the Rental Agent.
- **Rental Agent** will provide the name of the customers prepping and/or picking up in advance.
- All pickups and dropoffs will be at the TCS loading bay on 45th Street, no exceptions.
  - Only customers who are scheduled with the order will be permitted entry.
- All employees, including those at the loading bay will wear masks. Gloves and eye protection are recommended as well.
- Prior to the opening of the bay door, the complete package should be placed together on the edge of the loading dock.
- TCS employees must maintain 6ft + minimum physical distance from the pickup/dropoff person or with the person prepping in house.

## Additional Safety and Instruction Reference

## Infection Prevention Procedures & Safety Actions

### Promote Healthy Hygiene Practices

- Washing hands, turning water off and covering coughs and sneezes.
- Use of cloth face coverings/ nose and mouth mask. Face coverings are most essential at times when physical distancing is not possible.
- Do not touch the face covering and wash hands frequently.
- Sanitizing face coverings; TCS provides a UV sterilization chamber for face masks to sanitize when entering our facility. It is located near the ground floor entrance. Consult a TCS employee for help.
- TCS has Posted signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear face coverings.
- Additional Safety and Hygiene Videos:
  - [The Coronavirus Explained & What You Should Do](#)
  - [Alton Brown's Hand Washing Demo](#)



- [Wellness 101 Show - How to Properly Wear a Mask](#)
- [How to Safely Remove Used Gloves](#)

### PPE Supplies

- TCS is maintaining adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, and tissues. If you ever need any PPE supplies while on the premises, please contact a TCS employee.

### Sanitizing Information

#### Soap & Water

Soap, friction and time are key here (cold water works). The virus is a self-assembled nanoparticle in which the weakest link is the lipid (fatty) bilayer. Soap dissolves the fat membrane and the virus falls apart, becoming inactive.

#### Alcohol Disinfectant

A sanitizer like an alcohol (isopropyl alcohol, propanol, ethanol) destroys disease-causing agents, or pathogens, by breaking apart proteins, splitting cells into pieces or disrupting a cell's metabolism.

#### Your Hands

Soap is the better disinfectant because you only need a fairly small amount of soapy water, which, with rubbing, covers your entire hand easily. Whereas you need to literally soak the virus in ethanol for a brief moment, and wipes or rubbing a gel on the hands does not guarantee that you soak every corner of the skin on your hands effectively enough. You do not need to use hot or warm water to be effective and the hotter the temperature the more it irritates your skin.



### Additional Reference Links

AICP COVID-19 and Labor Laws

[https://www.aicp.com/assets/editor/AICP\\_Town\\_Hall\\_COVID-19\\_Laws\\_v3.pdf](https://www.aicp.com/assets/editor/AICP_Town_Hall_COVID-19_Laws_v3.pdf)

ESTA PERG Reopening Guidelines

<https://my.esta.org/perg-reopening-guidance>

Industry-Wide Labor Management Safety Committee Task Force

<https://tcsfilm.com/wp-content/uploads/2020/06/iwlmsc-task-force-white-paper-6-1-20.pdf>

Local 600 Principles, Key Recommendations and Recommended Departmental Protocols

<https://tcsfilm.com/wp-content/uploads/2020/06/Local-600-Recommendations-for-Returning-to-Work-060920-V2.pdf>

New York Producers Covid Response Alliance: COVID-19 Interim Recommendations for Safe Production Practices

[https://tcsfilm.com/wp-content/uploads/2020/06/NYPCRA\\_Updated\\_Interim\\_Recommendations\\_5\\_18\\_20\\_v2..pdf](https://tcsfilm.com/wp-content/uploads/2020/06/NYPCRA_Updated_Interim_Recommendations_5_18_20_v2..pdf)

CDC COVID-19 Resources

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

WHO COVID-19 Resources

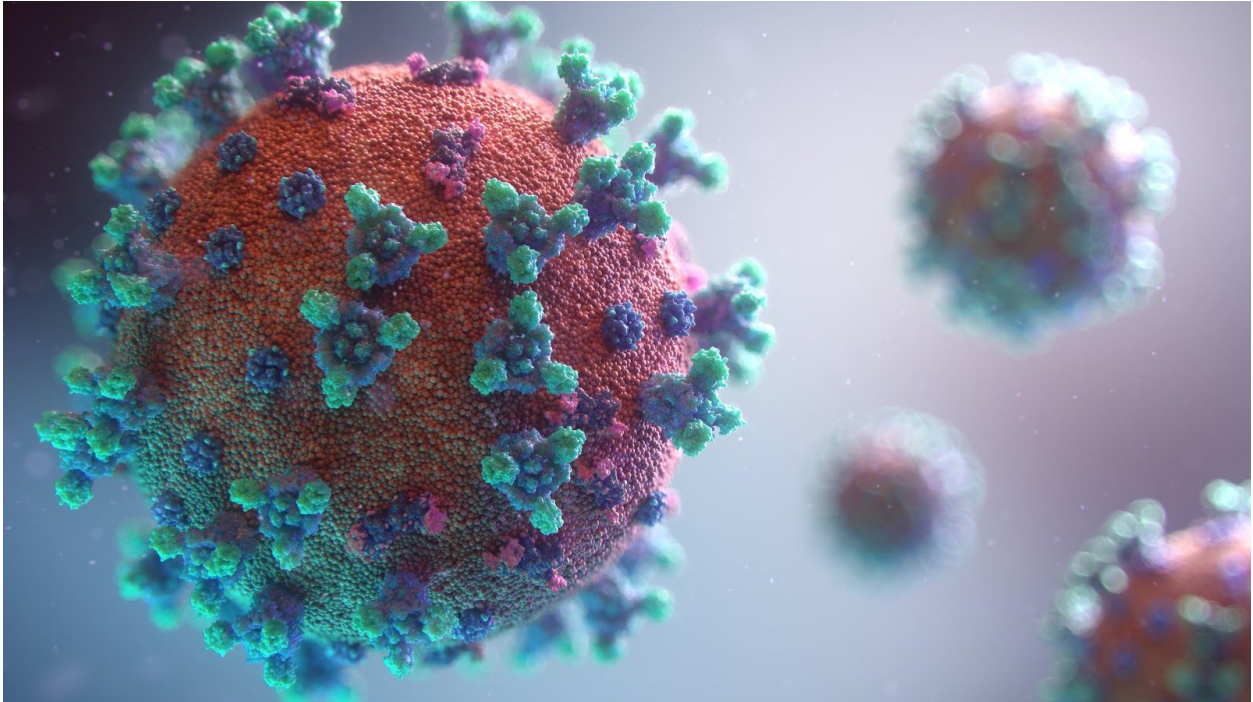
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

CDC's Mental Health and Coping Page

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

OSHA COVID-19 Guidance Website

<https://www.osha.gov/SLTC/covid-19/>



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## **New York Forward Safety Plan**

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Department  
of Health

## NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: [forward.ny.gov](https://forward.ny.gov). If your industry is not included in the posted guidance but your businesses has been operating as essential, please refer to ESD's [Essential Business Guidance](#) and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

### COVID-19 Reopening Safety Plan

**Name of Business:**

TCS

**Industry:**

Film & Television Equipment Rental

**Address:**

599 11th Ave, Ground Floor, New York, NY 10036

**Contact Information:**

212-247-6517

**Owner/Manager of Business:**

Erik Schietinger, Oliver Schietinger

**Human Resources Representative and Contact Information, if applicable:**

Kim Muench

### I. PEOPLE

**A. Physical Distancing.** To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- ☒ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- ☒ Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

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## TCS Client and Facility COVID-19 Protocols

- ☒ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- ☒ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- ☒ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

*List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?*

See our guidelines above.

*How you will manage engagement with customers and visitors on these requirements (as applicable)?*

See our guidelines above.

*How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?*

See our guidelines above.

## II. PLACES

**A. Protective Equipment.** To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- ☒ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

*What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?*

See our guidelines above.

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## TCS Client and Facility COVID-19 Protocols

- ☒ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

*What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?*  
We have provided a UV chamber. Please see guidelines above.

- ☒ Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

*List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?*  
See our guidelines above.

**B. Hygiene and Cleaning.** To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- ☒ Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

*Who will be responsible for maintaining a cleaning log? Where will the log be kept?*  
See our guidelines above.

- ☒ Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

*Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?*  
See our guidelines above.

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## TCS Client and Facility COVID-19 Protocols

- ☒ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

*What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?*

See our guidelines above.

**C. Communication.** To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- ☒ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- ☒ Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- ☒ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

*Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?*

See our guidelines above.

- ☒ If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

*If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?*

A member of our management or front office will be responsible for notifying the state and local health departments.

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### III. PROCESS

**A. Screening.** To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- ☒ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

*What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?*

See our guidelines above.

*If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?*

See our guidelines above.

**B. Contact tracing and disinfection of contaminated areas.** To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- ☒ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

*In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?*

See our guidelines above.

*In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?*

See our guidelines above.

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#### IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

Please reference our guidelines above.

Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- ☒ Consult the NY Forward website at [forward.ny.gov](https://forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executiveorders](https://governor.ny.gov/executiveorders) on a periodic basis or whenever notified of the availability of new guidance.

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## TCS Client and Facility COVID-19 Protocols

### State and Federal Resources for Businesses and Entities

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19.

#### *General Information*

[New York State Department of Health \(DOH\) Novel Coronavirus \(COVID-19\) Website](#)

[Centers for Disease Control and Prevention \(CDC\) Coronavirus \(COVID-19\) Website](#)

[Occupational Safety and Health Administration \(OSHA\) COVID-19 Website](#)

#### *Workplace Guidance*

[CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

#### *Personal Protective Equipment Guidance*

[DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees](#)

[OSHA Personal Protective Equipment](#)

#### *Cleaning and Disinfecting Guidance*

[New York State Department of Environmental Conservation \(DEC\) Registered Disinfectants of COVID-19](#)

[DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)

[CDC Cleaning and Disinfecting Facilities](#)

#### *Screening and Testing Guidance*

[DOH COVID-19 Testing](#)

[CDC COVID-19 Symptoms](#)

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