



## *Standard Operating Procedures in response to COVID-19*

### **Background / Purpose**

*This document was written to identify the safety procedures that are being taken by Clark Media for our personnel and equipment rentals. All procedures are based on CDC guidelines.*

We have restricted travel, asked that employees stay home if not feeling well and provided some employees with telecommute options. We have educated our staff on new procedures to help mitigate the spread of the coronavirus.

We have increased the cleaning procedures in our offices and warehouse. We have provided hand sanitizing stations, masks and gloves for our employees. Restricted use of indoor common areas and limited in-person meetings. We have also implemented the following cleaning and safety practices in our warehouse for all rental gear prior to sealing cases for delivery and daily for on-location production:

- All small devices, microphones, headsets, etc. go into a UV sterilizer for 8 minutes at the end of every day.
- Microphones and headsets are assigned and labeled with crew members names.
  - All larger devices, keyboards, cameras, etc. are wiped down with a 70% alcohol solution.
- Cases and fly-packs are wiped down with disinfectant wipes.
- PPE is provided for all crew members, including gloves, masks, hand sanitizer, disposable wipes and rubbing alcohol.
- Instant read thermometers are available for production personnel.
- All production areas are sanitized using a Virex® fogger at the end of every day.
- Additional tape is provided to make social distance floor guides.
- Plexiglass barriers are offered for production projects that require additional safety.

*Social distance requirements are strictly enforced. Freelance crew members are sent questionnaires to make sure they meet and follow the CDC guidelines.*

*For further information regarding our COVID-19 protocols please contact Cameron Shipman at 610 694-9800*