

Vancouver Film Studios Business Continuity
RESPONSE TO

COVID-19

PHYSICAL DISTANCING

-Avoid all physical contact by **maintaining a separation of 2 metres (6 feet)**

-**No unscheduled visitors** (this incl. suppliers, contractors, vendors, and customers)

-**Deliveries limited** to front bay door (unless otherwise advised)

-**In-person meetings limited** to 6 people max

-**Only 2 people allowed in the kitchen** at one time

-**Access to the VFS lot only provided when necessary** and coordinated with VFS security

-**No personal packages** delivered to work

2M/6'

-**Non-medical masks**

are given to all staff & any customers who do not

have their own

-**gloves** will be provided & worn by all floor staff

-**hand sanitizer & disinfecting wipes** are available for all employees & cus-

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PPE

SANITATION

-All **rental equipment will be sanitized and quarantined for 72 hours**

-Employees will **practice proper hygiene** (incl. washing hands, not touching face, etc.)

-**Hand sanitization will be mandatory** upon building entry

-**Offices will be cleaned and sanitized** M-F

-**Employees will not share desks or electronics**

-Any **shared tools will be sanitized** after each use



ADMINISTRATIVE CONTROLS

-All **staff will be trained on daily procedures** (this includes reporting any COVID-19 symptoms)

-**Employees with symptoms** of a cold, flu, or COVID-19 **must stay home** until symptoms have subsided

-All **non-essential travel to other locations or worksites will be limited**

-The **McLean Group Safety Committee, anonymous hotline, and COVID-19 Protocol document** are all available for any employee with any concerns related to COVID-19