



PACIFIC BACKLOT

- COVID-19 Company Protocols -

Updated July 1, 2020

Introduction

Pacific Backlot is committed to protecting our staff from the spread of COVID-19. We support a safe environment for our employees with policies and practices to minimize the risk of transmission and illness in the workplace. Below, please find our new measures in accordance with guidelines set out by the Public Health Officer (PHO) of British Columbia and WorksafeBC. These measures will be reviewed periodically and refined over the next 12 to 18 months based on recommendations from the PHO and WorksafeBC.

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Onsite Protocols

Practicing Physical Distancing

COVID-19 spreads mainly among people who are in close contact (within about 2 metre (6 feet)) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. These are some practices PBS are doing to keep our employees and clients safe.

- Limit access to facility. No access to unscheduled visitors, suppliers, contractors and vendors.
- Maintain 2 metre (6 feet) separation whenever possible, if you cannot maintain separation, you must wear a mask.
- Avoid unnecessary physical contact and touching of eyes, nose and mouth.
- No hand shaking, non-contact greetings only.
- All pick-up and deliveries restricted to the front bay door area only.
- In-person meetings limited to 6 people maximum. Meetings involving more than 6 people to be held by teleconference, video conference, email or any combination thereof which maintains Social Distancing.
- Limit of 2 people in the kitchen at any time. Lunch breaks to adhere to physical distancing guidelines. A schedule may be posted to stagger lunches.
- Floor markings to display safe distances in the foyer and rentals desk.

- Workstation layout to be reconfigured to ensure all workstations maintain at least 2 metre (6 feet) between employees at all times.
- Work schedules may be staggered in order to accommodate distancing.
- If it is not possible to ensure 2 metre (6 feet) of distance between employees in a vehicle through the use of a barrier, employees must wear a face covering.

Hygiene and Sanitation in the Workplace

PBS has educated its employees on the following procedures. All materials necessary to regularly exercise these practices are adequately provided for employees and worksite visitors.

- Practice good hygiene (frequent hand washing with soap and water and use of hand sanitizers; avoid touching one's face; cough and sneeze etiquette).
- Handwashing and hand sanitation mandatory upon entering the building.
- Signage posted advising all employees and guests that hand washing is mandatory upon entering building.
- Office cleaned Monday to Friday – all common areas and surfaces cleaned and sanitized mid-day and end of day minimum, particularly high-contact items such as doors, handles, faucet handles, keyboards, and shared equipment.
- Employees to wipe down their office door knobs and any other commonly touched items after use as needed.
- Employees must not use each other's desks or electronics.
- Vehicles to be disinfected between each user.

- Sharing of tools to be kept to a minimum. If tools are shared they need to be disinfected between users.
- Contractors to follow physical distancing and PPE protocol recommended by the PHO.

Office Space

All employees, visitors, and crew are encouraged to use disposable disinfectant wipes to wipe down all surfaces, phones, keyboards, desks/tables and computer monitors before work starts and on regular intervals, during breaks and lunch.

Staff with offices should keep their doors closed as much as possible to reduce the spread of potential viruses. Visitors to any office with a closed door should maintain social distances when conversing inside an office.

Workers in open bullpen workspaces must wear company approved PPE if they are not 2 metres (6 feet) apart. Alternate seating or work arrangements (e.g., split-shift, work-sharing, remote/work-from-home) will be provided.

Lunchroom

Breakrooms/lunchrooms are not to be used in the same manner as before. Individuals are reminded not to loiter in the breakrooms/lunchrooms. Break and mealtimes are staggered to prevent congestion in sitting areas.

Automated coffee, cold and hot water dispensers may continue to be available but physical distancing rules are practiced/enforced.

Increased cleaning of all high touch surfaces and appliances with disinfectant.

Shared pantry items can only contain individually sealed, single serving snack foods. Bulk containers are not permitted.

Common Areas

All staff should maintain 2 metre (6 feet) separation. If 2 metres of separation cannot be maintained, face coverings must be worn.

All visitors must wear a face covering when inside PBS facility.

Entrances

Employees and customers will have separate entrances in PBS that will be clearly marked in order to minimize traffic.

Restrooms

Employees and customers will have separate restrooms that will be clearly marked in order to minimize traffic.

Warehouse

Handwashing and hand sanitation mandatory upon entering the building.

Visitors must wear face covering that covers both mouth and nose. Visitors may also request safety glasses and disposable Nitrile gloves.

All warehouse handheld equipment including barcode scanners and touchscreen equipment must be wiped at beginning of each shift and periodically throughout the day. Shared devices such as barcode scanners must be used with gloves, or after a thorough handwashing and wiped with disinfectant wipes before and after each use.

Personal Protection Equipment (PPE)

PBS will supply the following (if required) to all employees and visitors to facility.

- Face coverings
- Nitrile Gloves
- Safety glasses
- Hand sanitizer
- Disposable Coveralls

In order to ensure compliance to the safety practices described in these protocols, the following will be required of all employees and clients.

- PBS will make available disposable PPE equipment for visitors and staff.
- Hand sanitizing stations will be available in all offices, desks and common areas.
- Production clients will be required to submit their company PPE and Covid-19 related crew requirements for approval.
- Face coverings, gloves, and eye protection will be required for any staff working within 2 meters (6 feet) of production client.
- All visitors must be wearing required PPE.

Rental Protocol

Rental equipment

With respect to the unique nature of our industry, PBS has designed explicit and comprehensive protocols related to rental equipment

handling. The company has researched all facets of the effects of the COVID-19 virus to determine the most effective machinery and sanitizing solutions currently available to the market, and applied these specifics to our new policies to ensure the safety of our employees, our visitors and our clients – on site, on set and on location.

The following are the new PBS procedures, which are enforced throughout all operations following complete and inclusive training for all employees who handle our rental equipment.

NOTE: These PBS policies will be revisited on an ongoing basis. This will ensure we are complying with new advisories and information from governmental and trusted public notices regarding COVID-19. The company will continue to track information and practices related to the safety of our employees, vendors, clients and the public, and reserves the right to amend the protocols herein, from time to time, in its sole discretion and without prior notice.

Placing an order

Our Rental Coordinators and floor staff are committed to filling your order in the most sanitary and expedient way possible. In most cases we will require a minimum of 24 hours to pick and stage your orders starting from the last change/adjustment to your order, if any. This allows PBS adequate time to prep and stage gear efficiently, with your safety front-of-mind.

Pickup/ Dropoff of equipment

All pick-ups and drop-offs of equipment will be scheduled. Depending on size of order, the Rental Coordinator and/or floor staff will determine if it's a curbside, afterhours or on-site pick up/drop-off.

On-Site

All on-site equipment pickup/drop-offs by crew (or production company designee) are limited to a designated staging area and/or loading dock. If possible, only one to two employees are assigned to load equipment onto vehicles. All pickup/drop-offs must be scheduled in order to keep traffic in the warehouse to a minimum. If a customer arrives without warning, PBS may refuse access to the facility and the customer will be directed to contact their Rental Coordinator to be scheduled. PBS's protocols for social distancing and use of PPE must be followed while on our premises. If a customer/contractor is not complying with the protocols they will be asked to leave.

Customers are only allowed in designated areas.

Curbside

To limit traffic and contact between staff and customers, most orders will be curbside pickup.

Customers will park in front of the shop and call the main shop line (604-453-5070) to let the staff know they have arrived and what order they are picking up. Gear will then be brought out in totes or carts for the customer to load. For drop-offs, empty totes will be brought out to customer and they will place gear in totes themselves. All paperwork (contracts, picklists) will be sent and signed digitally. Returned gear is to be quarantined for 72 hours before being counted and checked in. Any requests to deviate from these procedures must obtain prior approval from your Rental Coordinator and the Shop Supervisor.

After-hours

If requested to pickup/drop-off before or after PBS' operating hours, there is an afterhours process available. The afterhours bin or totes are securely located on the PBS lot, monitored by 24/7 security. Customers will pickup keys from security and granted access behind the PBS gates. Gear will be located in a locked shipping container. Inside, there will be totes labeled with name and order number for pickup and drop-offs. Customers are not to touch or move any equipment that is not designated for them. If circumstances occur that result in a customer coming into contact with another customer's equipment, PBS must be notified immediately. Returned gear is to be quarantined for 72 hours before being counted and checked in.

Vehicles

Orders being sent out in a PBS vehicle will be fully prepped and loaded by PBS team members, so customers need only to pick up keys, check that their equipment is secure and go. Returned vehicles & gear are to be quarantined for 72 hours before being counted and checked in. Customers will pick up and return keys:

- Mon-Fri 9am-5pm from PBS front entrance; call main shop line (604-453-5070) or
- All other hours from VFS Security booth

Contracts/Paperwork

In a measure to maximize the practice of safe physical distancing, PBS will be using paperless checkout and return paperwork. When the transaction is completed, the warehouse staff or Rental Coordinator will email the document to the client. This will automatically send a signable PDF to the client representatives email address, which enables the representative to electronically sign the document, either from their phone or computer, and send it back. The signed document is then sent back to PBS and linked to corresponding order. The client retains their own copy.

Equipment Protocol

Lighting/Grip

All equipment returned into facility will be isolated to a sanitizing station at the facility for 72 hours. After 72 hours the equipment is then properly sanitized with one of the following methods.

- Electrostatically sprayed.
- Wiped down thoroughly with disinfectant.

Employees who sanitize equipment are advised to wear proper PPE when doing so, and immediately remove and dispose all PPE following sanitization.

All quarantined equipment that is being stored in the sanitizing station will be clearly tagged with a highly visible label.

Vehicles

PBS' vehicle cleaning procedures to include thorough sanitizing of the interior cab. Interior cabs will be sanitized through the following methods:

- Electrostatically sprayed.
- Wiped down thoroughly with disinfectant.

The following interior cab surface areas are required to be sanitized, these areas include but are not limited to the following areas:

- Steering wheel
- Seats
- Gear shifter
- Emergency brake controls
- Driver controls and knobs
- Radios
- Armrest
- Seat belts and buckles
- Power lock and window controls
- Manual window crank handles
- Door handles
- Exterior cab driver grab handles

Lifts

All lifts will be properly disinfected before being dropped off or picked up, when possible all efforts will be made to quarantine lifts for 72 hours between rentals.

Subrentals

All lighting & grip subrentals (i.e., equipment owned by a third-party vendor) will be brought into the PBS facility and electrostatically sprayed before transporting to set or location.

All Lift subrentals will be sanitized by PBS before delivering to customer.

Crew Equipment

Our team is committed to protecting the health and safety of staff and crew - everyone who's working within our facilities and those working with PBS equipment on set. With new operational and sanitizing protocols now in place, individual crew gear will need to present protocols to the company for review and approval. PBS reserves the right to refuse equipment that is not owned or provided directly by the company. Moving forward, equipment provided by crew, not approved by PBS will need to go directly through production.

Sanitation Equipment

Protexus Electrostatic Sprayer with Puretabs disinfecting tablets

The Protexus Sprayer uses an electrostatic charge that allows the droplets to attract to the surface, rather than float in the air (which is typically associated with a standard mister or fogger.) This touchless electrostatic technology "wraps around" surfaces and objects in 360°, providing 3x more coverage in the same amount of time than traditional spray bottles, buckets and rags.

While Puretabs can eradicate 99.999% of bacteria and viruses, they are far gentler than bleach and alternatives on people, the environment and surfaces. These EPS approved tablets dissolve quickly in water to

form a sanitizing solution. 1 tablet dissolved in the Protexus sprayer gives up to 800 sq. Ft of sanitizing coverage across all hard surfaces.

VitalOxide

This disinfectant will be used by employees to individually sanitize gear. VitalOxide kills 99.999% of bacteria and viruses, and has been approved by the EPA for use against SARS-CoV-2 (Covid-19). Vital oxide also meets their emerging pathogen requirements for virus showing efficacy against envelope and non-envelope virus, both large and small.

Clorox/Lysol Disinfecting wipes

These disinfecting wipes will be used mostly in the offices to clean keyboards, phones, desks, photocopiers, doorknobs ext. Clorox and Lysol wipes have been approved by the EPA for use against SARS-CoV-2 (Covid-19) and kills 99.999% of bacteria and viruses.

Signage

Highly visible signage at all entrance's indicating safe practices and requirements that all entrants must comply with regarding PPE, physical distancing and their acceptance of personal liability when entering and working on the premises.

Additional signage is also displayed inside the facility at key traffic points, restrooms, lunchroom and pick up/drop off areas.

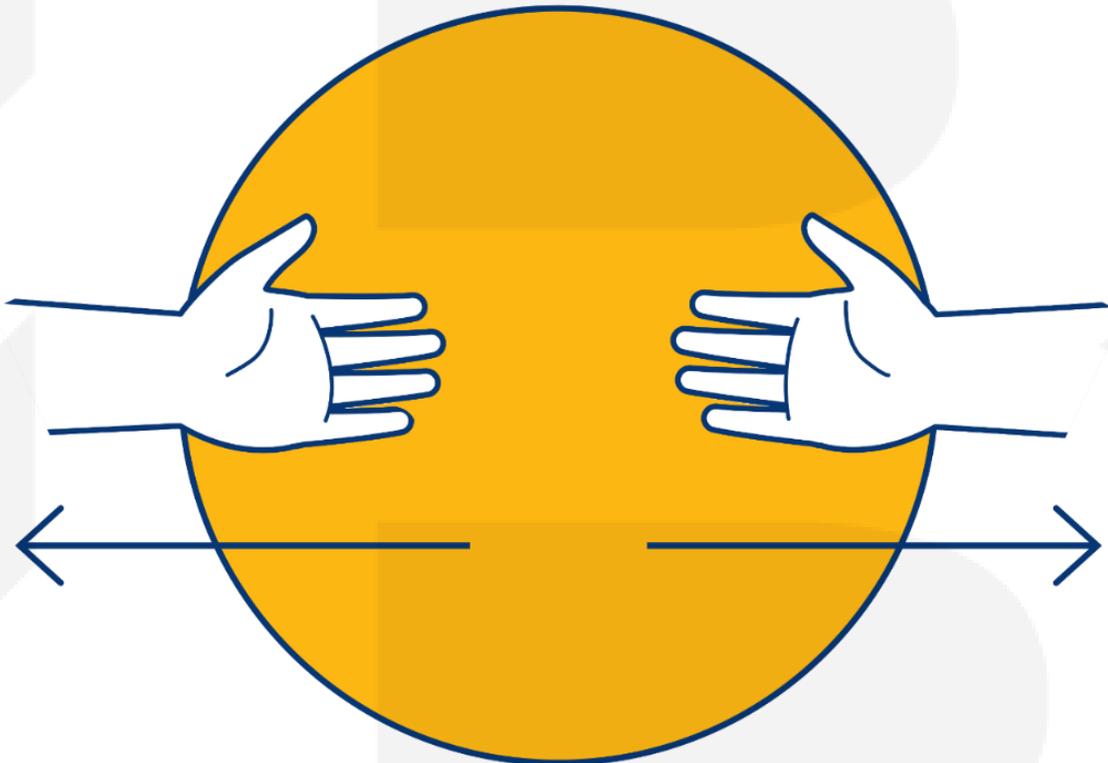


Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



REDUCE THE SPREAD OF COVID-19



PHYSICAL DISTANCING IN PROGRESS

**Maintain a distance of at least
2 arms lengths from others.**



Ministry of
Health



BC Centre for Disease Control

**If you have fever, a new cough, or are
having difficulty breathing, call 8-1-1.**





Coronavirus COVID-19

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Hand Hygiene

SOAP OR ALCOHOL-BASED HAND RUB: Which is best?

Either will clean your hands: use soap and water if hands are visibly soiled.



Remove hand and wrist jewellery

HOW TO HAND WASH



Wet hands with warm (not hot or cold) running water



Apply liquid or foam soap



Lather soap covering all surfaces of hands for 20-30 seconds



Rinse thoroughly under running water



Pat hands dry thoroughly with paper towel



Use paper towel to turn off the tap

HOW TO USE HAND RUB



Ensure hands are visibly clean (if soiled, follow hand washing steps)



Apply about a loonie-sized amount to your hands



Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)

COVID19_HH_001



Ministry of Health



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Coronavirus COVID-19

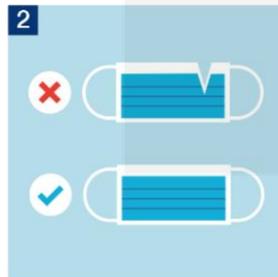
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How to Wear a Face Mask



1 Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol-based hand rub before touching the face mask.



2 Check the new mask to make sure it's not damaged.



3 Ensure colour side of the mask faces outwards.



4 Locate the metallic strip. Place it over and mold it to the nose bridge.



5 Place an ear loop around each ear or tie the top and bottom straps.



6 Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.



7 Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.



8 Do not touch the mask while using it, if you do, perform hand hygiene.



9 Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.

Removing the Mask



1 Perform hand hygiene.



2 Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.



3 Discard the mask in a waste container.



4 Perform hand hygiene.



Ministry of Health



BC Centre for Disease Control

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Non-medical inquiries (ex. travel, physical distancing): 1-888-COVID19 (1888-268-4319) or text 604-630-0300



