



To: GCV Staff & Clients & Vendors

From: Game Creek Video

Re: GCV COVID-19 Mobile Unit Protection Plan

Date: August 17, 2020

Game Creek Video takes the health and safety of its employees, clients, and vendors very seriously. With the spread of the coronavirus or "COVID-19," a respiratory disease caused by the SARS-CoV-2 virus, the Company must remain vigilant in mitigating the outbreak.

In order to be safe and maintain operations, we have developed this COVID-19 Protection Plan in conjunction with guidelines from (but not limited to) the following governmental agencies: [EEOC](#), [CDC](#), and [OSHA](#). The strategies outlined in this Plan are consistent with the ADA and with current CDC and state / local guidance for keeping workplaces safe during the COVID-19 pandemic. The Company reserves the right to amend this Plan at any time based on emerging guidelines from these agencies in conjunction with its own operational needs.

The four main components to this Plan are:

- Elimination
- Personal Protective Equipment (PPE)
- Administrative Control
- Response

This Plan has been implemented across all of Game Creek Video's Mobile Units. Anyone working on a Game Creek Video Mobile Unit or in proximity of a Mobile Unit must adhere to these requirements in order to prevent the spread of COVID-19 to the Game Creek Video staff as well as its onsite technicians.

These are mandatory requirements and are not negotiable; those not in compliance will not be allowed to participate in any element of Game Creek Video's productions and day-to-day operations, including but not limited to: working in or around the Mobile Unit and handling company-provided equipment or gear.

Adhering to these guidelines and requirements will help us keep each other safe during these incredible times. Thank you in advance for your anticipated cooperation.

## Elimination

1. The CDC no longer recommends a test-based strategy when determining when to discontinue self-quarantine, except in situations where people are severely immunocompromised. Outside of these cases, Game Creek will adhere to the CDC's symptom-based strategy when determining a return-to-work status.
2. Anyone who has tested positive for COVID-19 or who has been exposed to COVID-19 will not be allowed in, or in proximity of, a Mobile Unit or other Game Creek-designated workspace until the appropriate criteria has been met:

**Someone with a confirmed case of COVID-19 who never develops COVID-19 symptoms** can return to work under the following condition:

- 10 days have passed after the date of his/her first positive test for COVID-19

**Someone with a confirmed case of COVID-19 and who has symptoms** may return to work under the following conditions:

- At least 10 days have passed since symptom onset **AND**
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **AND**
- Other symptoms have improved

**Someone with a suspected case of COVID-19 but negative test result** can return to work under the following condition:

- 14 days of self-quarantine have passed since possible exposure

Medical paperwork certifying safe clearance will be required prior to re-entry to the worksite and will be coordinated by the appropriate party, Game Creek Video or its client.

3. Anyone who is experiencing symptoms consistent with COVID-19, such as cough or shortness of breath or difficulty breathing, or at least 2 of these symptoms – fever or chills, fatigue, headache, sore throat, repeated shaking with chills, new loss of taste or smell, muscle pain or body aches, congestion or runny nose, nausea or vomiting, or diarrhea - will not be allowed in or around a Game Creek Video Mobile Unit. Game Creek Video reserves the right to remove any personnel from participating in its production or day-to-day operations if it determines that an individual exhibiting such symptoms may pose a possible serious health risk to others.
4. Consistent with CDC guidelines, all personnel should protect themselves and others by washing their hands often. Hands should be washed with soap and water for at least 20 seconds, especially after being in public places and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, a hand sanitizer should be used that contains at least 60% alcohol. All surfaces of the hands should be covered and they should be rubbed together until they feel dry. Care should be taken to avoid touching eyes, nose, and mouth with unwashed hands.

5. Only “authorized personnel” will be allowed inside or in proximity of the Mobile Unit. Authorized personnel are those who are deemed to have job duties necessary to ensure a successful production. Non-essential personnel, including family members and friends of personnel, truck tour participants, etc. are not permitted.
6. Any misrepresentation, falsification, or ill-humor about the COVID-19 global pandemic is unprofessional and will not be tolerated.

### **Personal Protective Equipment**

1. All employees, technicians, and vendors operating inside and outside the Mobile Unit must wear personal protection equipment (“PPE”) at all times. For Game Creek Video’s business, PPE is defined as masks or cloth face coverings (see CDC definition below). Game Creek Video will provide PPE to its own employees. We encourage all clients and vendors to work with their technicians and personnel to source PPE prior to arrival at a job site. Game Creek Video will keep PPE supplies on site if available in the marketplace, but cannot guarantee it will be available and/or available in the requested sizes of non-Game Creek personnel.

#### Mobile Unit Requirements

- a. For employees, technicians, and other personnel operating inside the Mobile Unit, PPE must be worn at all times and secured prior to going up the stairs of the Mobile Unit. Not securing PPE to the body until inside the Mobile Unit will not be tolerated.
- b. For employees, technicians, and other personnel operating outside the Mobile Unit, PPE must be worn at all times when within 6 feet of another person. Game Creek Video equipment will not be handled by anyone not wearing PPE.
- c. Game Creek Video will make its best efforts to provide PPE given available inventory in the marketplace. Any available items will be located at the base of each operating set of stairs for each Mobile Unit on site.
- d. All used PPE should be discarded outside of the Mobile Unit and not left in trash cans inside the Mobile Unit.

#### *Masks and Cloth Face Coverings*

Acceptable masks include medical grade or surgical masks. Given continuing shortages and supply challenges, these masks may or may not be available for non-health care providers and those who require respiratory protection.

A “cloth face covering” is a cloth or other type of material that covers an employee’s mouth and nose. Face cloth coverings should not have exhalation valves or vents. The CDC lists [six criteria](#) for “cloth face coverings,” which should:

- fit snugly but comfortably against the side of the face
- completely covers the nose and mouth
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine-dried without damage or change to shape

Other types of improvised coverings, such as a scarf or single cloth layer that does not meet the above criteria, bandanas, and neck gaiters, are *not* adequate under this Plan.

2. Plexiglass shields will be provided in between operating positions of the Mobile Unit, as agreed to in advance with each Game Creek Video Client. These shields will be installed by Game Creek Video staff.
3. Game Creek Video strongly encourages all personnel to provide their own headsets and microphones. In the event this equipment needs to be provided by Game Creek Video, these expenses will be billed back to the Client.

### **Administrative Control**

1. All personnel associated with each Mobile Unit's production (GCV staff / client / crew) will be required to "log" their attendance each workday. This will ensure that Game Creek Video will be able to appropriately communicate COVID-19 positive test result information to possibly impacted individuals should that need arise in the future (see Response section below).

Each operating Mobile Unit entry door will display a QR Code. A QR Code will be made available for the general compound area outside of the Mobile Unit as well. All entrants must scan the QR code one time on a daily basis to ensure Plan compliance and proper attendance is being kept to a minimum. Daily attendance logs will be monitored and managed through the GCV Schedule Information System. This data will be transmitted to the Client in the event of a possible positive COVID-19 test result or exposure.

2. In accordance with New Hampshire state-issued guidelines, all Game Creek employees will answer health-related screening questions through the GCV's Schedule Information System at the start of each workday to ensure safe health prior to entering the worksite. Employees who do not pass the screening questions will not report to work in order to ensure the safety of all personnel.
3. Due to social distancing recommendations set forth by the CDC, only one Game Creek Video engineer will be inside the Mobile Unit engineering area at a time.
4. Technicians must use the intercom for all requests. Technicians are not permitted in the engineering areas of each Mobile unit. Engineering areas will have clearly-defined "No Access" areas marked to ensure correct distances.
5. It is the responsibility of the technician working inside the Mobile Unit to thoroughly clean his/her workspace after each event. This involves wiping down all hard surfaces and any work area used by a technician. Game Creek Video will provide 70%+ alcohol-based wipes for this purpose.
6. Any technician operating external to the Mobile Unit must wipe down all equipment with Game Creek Video-provided cleaning supplies prior to and after use. Externally supplied cleaning materials are not acceptable.

7. At a client's request, Game Creek Video can source professional cleaning services, who will follow CDC guidelines for proper decontamination. All fees associated with these requests will be billed back to the client.
8. Food and drink are not permitted in the Mobile Unit under any circumstance.
9. No luggage is allowed inside the Mobile Unit. Backpacks must be contained to each person's assigned workspace in the Mobile Unit at all times.

### **Response**

If a Game Creek Video employee, client-designated technician, or onsite vendor tests positive for COVID-19 within 14 days of working inside or in the proximity of a Mobile Unit, he/she must notify his/her supervisor immediately so that contact tracing and sanitization measures can be taken as swiftly as possible.

### Positive Test Result Communication

Upon learning of a positive COVID-19 test result, Game Creek Video will initiate contact tracing immediately:

1. Determine who has been in "close contact" with the person who tested positive for COVID-19 within the past 14 days. The CDC defines "close contact" as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.
2. Alert those who have been in close contact with the infected individual as soon as possible. Game Creek Video's HR department will oversee communication to impacted employees. Communication to impacted clients and vendors will be handled by Garrett Sullivan or Terrance Sullivan.
3. Game Creek Video will take every measure to ensure confidentiality. Communication will be made to cover every person who was possibly exposed at work to the infected individual without revealing the infected individual's identity.
4. Communication will focus on someone tested positive on a certain date and is now self-isolating. Close contacts will be required to self-isolate for 14 days, monitor themselves for any symptoms, and follow up with their doctors as necessary.
5. Given the time-sensitive nature of COVID-19, communication will occur via video or phone. If someone cannot be reached personally on the first attempt, an email with the subject line "Important COVID-19 Update - Action Required" will be sent as an immediate follow-up measure.

### Sanitization

Upon confirmation of a positive COVID-19 result, Game Creek Video will sanitize any Mobile Unit, facility, or piece of equipment that a confirmed-positive individual visited / interacted with and will do so before access is granted to that Mobile Unit again. Sanitation will be completed according to appropriate CDC guidelines for cleaning and disinfecting.

The Company will ensure that any disinfection shall be conducted using one of the following:

- Common EPA-registered household disinfectant;

- Alcohol solution with at least 70% alcohol; or
- Diluted household bleach solutions (if appropriate for the surface).

We appreciate your cooperation and understanding during this unprecedented time of uncertainty. Safety is the top priority of Game Creek Video, and these requirements will be in place until further notice. Any questions on this matter should be directed to Garrett Sullivan.

## Addendum: Hudson, NH Office & Field Shop Requirements

### **Elimination**

1. Hudson-based “authorized personnel” are those positions which have obtained prior manager approval to return onsite. Approved 3rd party vendors will include Game Creek Video’s cleaning service; others will be approved on an as-needed basis and will be scheduled in advance. Non-authorized personnel, including family members and friends, are not permitted. Pets are not permitted onsite.

All other Plan requirements listed in the Elimination section on Pages 2 and 3 apply to the Office & Field Shop as well.

### **Personal Protective Equipment (PPE)**

1. Employees and vendors must wear PPE prior to entering the Hudson Office & Field Shop. No exceptions will be tolerated.
2. PPE must be worn at all times, including in open hallways and other common areas. PPE may be removed in a single-person office setting where the door can be closed.
3. Game Creek Video will make its best efforts to provide PPE given available inventory in the marketplace. Any available items will be located at tables stationed at each of Game Creek Video’s three main doors (Front Door, Transportation, and Logistics).
4. All used PPE should be discarded in the waste baskets located at each of the three main doors.

The definition of “PPE” as defined on Pages 3 and 4 is the same for the Office & Field Shop.

### **Administrative Control**

1. All employees and vendors will be required to “log” their attendance each workday. This will ensure that Game Creek Video will be able to appropriately communicate COVID-19 positive test result information to possibly impacted individuals should that need arise in the future (see Response section below).

All entrance doors will display QR Codes. All entrants must scan the QR code one time on a daily basis to ensure Plan compliance and that proper attendance is being kept to a minimum. Daily attendance logs will be monitored and managed through the GCV Schedule Information System. This data will be reviewed in the event of a possible positive COVID-19 test.

2. In accordance with New Hampshire state-issued guidelines, all Game Creek employees will answer health-related screening questions through the GCV’s Schedule Information System at the start of each workday to ensure safe health prior to entering the Office & Field Shop. Employees who do not pass the screening questions will not report to work in order to ensure the safety of all personnel.
3. Game Creek Video will adhere to CDC-issued social distancing guidelines within the Office & Field Shop.

- a. All personnel will adhere to 6 feet of separation at all times.
  - b. All personnel should protect themselves and others by washing their hands often. Hands should be washed with soap and water for at least 20 seconds, especially after being in public places and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, a hand sanitizer should be used that contains at least 60% alcohol. All surfaces of the hands should be covered and they should be rubbed together until they feel dry. Care should be taken to avoid touching eyes, nose, and mouth with unwashed hands.
  - c. Employees with offices should keep doors closed at all times. Employees should not use other employees' phones, desks, offices, and other tools and equipment.
  - d. Table trays should be set up outside of office doors for those employees who typically interact with physical paperwork (mail, invoices, etc.) to minimize contact.
  - e. The kitchen will be reserved for Game Creek Video employees only and its use will be limited to meal prep and water refills only. Eating in the kitchen is not allowed at this time. All onsite vendors will be required to utilize the fridge, microwave, and water dispenser located in the Field Shop.
  - f. Food and beverage is not allowed in any common space area.
  - g. Non-Game Creek Video personnel must utilize the restrooms located in the Field Shop.
  - h. Utilizing conference rooms for group meetings is not permitted. The only exception is if 1 person needs to use a conference room for private meeting space.
  - i. To maintain healthy traffic flow, the center staircase should be utilized as frequently as possible.
4. It is the employees' responsibility to clean their immediate work space at the end of each workday. This involves wiping down all hard surfaces and any work area used. Game Creek Video will provide 70%+ alcohol-based wipes for this purpose. Bucket wipes will be provided on each floor. Employees should dispose of the wipes in the waste baskets located next to the bucket wipes.
  5. Game Creek Video's cleaning service will clean all restrooms and the kitchen on a daily basis. The rest of the facility, including conference rooms, common areas, stairwells, and door handles, will be cleaned 3x per week or more frequently as needed.

## **Response**

All Plan requirements listed in the Response section on Pages 5 and 6 apply to the Office & Field Shop as well.

## **Vendor Requirements & Restrictions**

All Plan requirements listed in the Elimination, Personal Protective Equipment (PPE), and Administrative Control sections must be adhered to at all times.

Additionally, all vendor personnel must:

- be responsible for providing their own PPE; masks must be worn at all times on Game Creek Video property
- adhere to 6' minimum distance from each other whenever possible
- wash hands frequently per CDC guidelines
- abide to zero-access to the Game Creek Video kitchen
- abide to zero-access to the Game Creek Video general office
- only use restrooms located in the Field Shop section of the office
- access the building through the designated door at the rear of the building
- scan the QR code at the designated door upon entry each day, including the QR code at the designated door of each mobile unit he/she works in on a given day
- complete the Game Creek Video Daily Health Screening at the start of each workday prior to coming onsite at the Field Shop
- park in the overflow parking area (Airex) unless previously approved
- clean and wipe down their own workspace at the end of each workday
- remove their own garbage (waste) to the appropriate disposal at the end of each workday