

CORONAVIRUS PRODUCTION SAFETY GUIDELINES

VERSION 1

In an effort to protect team and clients from the spread of the coronavirus virus, we are working to establish new policies and practices to provide a safe working environment for all productions.

All employees or contractors hired by Sight & Sound | Mugwump Productions will be in compliance of our new processes.

Please find our new mandatory guidelines, summarized below.



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HEALTH

All employees who are sick or exhibit flu-like symptoms, as defined by the CDC are instructed to stay at home.

Every employee will be screened, including having his or her temperature taken, when reporting to work.

- Employees will report to the designated wellness table upon arrival at work and prior to entering any other areas of Sight & Sound Productions and Mugwump Productions property.
- If an employee is reporting to work in any location other than the office, the Project Manager or Lead Technician will perform the health screening before entering into any facility.
- An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home.

Facemasks are recommended when within 6ft of others.

- If personal facemasks would like to be used, they must be in the company color pallet with no obscene/offensive patterns or graphics. The company holds the right to deem a facemask unacceptable at any time and will then provide the employee with a replacement.

Employees will adhere to all client and or venue safety and PPE protocol.

- All PPE required by clients and venues will be supplied by the company.

Clients will have limited access to our facility.

All guests/clients will be screened upon entering the building by the meeting host.

EQUIPMENT HANDLING & DISINFECTION

ELECTRONICS

All electronics will be disinfected with a 70% isopropyl alcohol / 30% water solution.

- When disinfecting electronics:
 - Lightly spray isopropyl/ water into a microfiber cloth and wipe down the surface.
 - Make sure that the microfiber is not saturated with moisture at any time.
 - Gently wipe over the surfaces making sure to not push down too hard.
- Examples of electronics includes, but is not limited to:
 - Microphones, laptops, wireless presenters, cue light remotes, audio consoles, speaker timer, lighting consoles, video switchers, video cameras, uplights
- Specific Electronic Equipment Notes:
 - Laptops
 - Only use electronic cleaning method on keyboard and shell, NOT on screen.



- Only use screen cleaner on laptop screens
- Monitors
 - Only use electric cleaning method on shell, NOT on screen
 - Only use screen cleaner on monitor screens

NON-ELECTRONICS

- All non-electronic inventory can be disinfected with a disinfectant solution such as SurfCide and a microfiber cloth.
- Examples of non-electronics includes, but is not limited to:
 - Tables, chairs, podiums, dance floor
- Specific Electronic Equipment Notes:
 - All podiums, except for the Plexi Podium, can be disinfected with disinfectant solution
 - Only use plexi podium cleaner on Plexi Podium

JOB SITE EQUIPMENT HANDLING & DISINFECTION

- ALL equipment is to be disinfected prior to any client interaction.
- Employees are not authorized to leave a load-in job site until the disinfection is completed in its entirety and receives approval from the Project Manager or Lead Technician.
- Clients are not permitted to interact with equipment until disinfection has been completed and notated.

MUGWUMP SPECIFIC JOB SITE PROTOCOL

- Areas that have been disinfected, will be visibly marked with a green tent card to indicate that the disinfection has been completed.
 - The tent cards will be used where possible. In some scenarios, tent cards won't be able to be used, but a verbal communication will be had with the client upon completion.

SIGHT & SOUND SPECIFIC JOB SITE PROTOCOL

- During productions, high-touch surfaces will be disinfected before events begin, during breaks, and at the end of the events.
- Specific on-site equipment disinfecting guidelines are below, but are not limited to:
 - Enough individual microphones must be provided for individual sessions prior to any breaks
 - During breaks, microphones will be disinfected before they are used by another person.
 - Podiums will be disinfected.
 - Wireless presenters will be rotated and cleaned after each speaker to insure proper disinfecting.
 - Laptops will be disinfected at the end of each day if used by only one person.
 - Breakout Rooms



- All equipment touched by an individual will be disinfected after the conclusion of their session.
- Once the tech table is set up and ready for show, a tent card will be placed on the table as a visible sign that all equipment has been disinfected prior to set up. The tent card will remain on the tech table for the duration of event.
- The Tech Table will have hand sanitizer, microfiber cloths and disinfectant readily available for everyone (including clients) to utilize.

POST EVENT EQUIPMENT HANDLING & DISINFECTION

Before gear is removed from the truck, all gear will be misted/fogged, wait 30 minutes, and then wiped off in a secure/marked off area of the loading zone and scanned back in before returning to its proper location.

When handling linens after an event:

- Gloves must be worn when handling used linens.
- One Linen is to be handled at a time.
- To minimize contact with self, others, and items that are nearby, the individual collecting the linen will roll the used linen into a tight ball and place it carefully into its designated bag/bin.
- Linen bags/bins will be disinfected with the rest of the gear when it returns to the warehouse.
- Employees must wash their hands and arms, up to their elbows, with soap and water immediately after handling linens.

LOADING & OFF-LOADING EQUIPMENT HANDLING & DISINFECTION (RESPONSIBILITY: PRODUCTION & PM)

No more than 2 people should load a truck at a time in order to maintain 6' of distance, unless safe loading/off-loading requires more to be safely executed.

Any "high touch" equipment that may be difficult to disinfect at the warehouse upon return (i.e. dance floor, chairs, tables, etc.) will be disinfected at load out. These items will be defined by tech lead per show.

FLEET MANAGEMENT & DISINFECTION

- A maximum of 2 people are able to ride in the cab of the vehicles, as long as they have met the employee screening standards.
- When picking up your vehicle keys, the driver is responsible for picking up:
 - Disinfectant spray bottle
 - Paper towels
 - A garbage bag
 - Gloves & a mask (if needed)
- Truck Cabs will be disinfected before and after each use.