



## Lone Wolf Media Production Health and Safety Guidelines For the COVID-19 Pandemic

<b>Lone Wolf Media Company Contacts</b> 207-799-9500	
<b>Kirk Wolfinger</b> , President/Owner <a href="mailto:kirk@lonewolfmedia.com">kirk@lonewolfmedia.com</a>	<b>Lisa Wolfinger</b> , President/Owner/Director <a href="mailto:lisa@lonewolfmedia.com">lisa@lonewolfmedia.com</a>
<b>Adam Costa</b> , Head of Production <a href="mailto:acosta@lonewolfmedia.com">acosta@lonewolfmedia.com</a>	<b>Jameson Smith</b> , Assistant Director <a href="mailto:jsmith@lonewolfmedia.com">jsmith@lonewolfmedia.com</a>

<b>Production Health and Safety Working Group Contacts</b>
<b>Lisa Wolfinger</b> , President/Owner/Director <a href="mailto:lisa@lonewolfmedia.com">lisa@lonewolfmedia.com</a>
<b>Adam Costa</b> , Head of Production <a href="mailto:acosta@lonewolfmedia.com">acosta@lonewolfmedia.com</a>
<b>Jameson Smith</b> , Assistant Director <a href="mailto:jsmith@lonewolfmedia.com">jsmith@lonewolfmedia.com</a>
<b>Robin Behl</b> , Associate Producer, Set Medic/COVID Coordinator <a href="mailto:rbehl@lonewolfmedia.com">rbehl@lonewolfmedia.com</a>

### Table of Contents:

1. Intent and Purpose.....	p 1
2. Summary Page.....	p 2
3. Pre-Production Considerations.....	p 3
4. On Set Considerations.....	p 7
5. Production Wrap Considerations.....	p 14
6. Attachments.....	p 16

## INTENT AND PURPOSE

In light of the global impact of COVID-19, a rapidly evolving pandemic, Lone Wolf Media wishes to make every effort to ensure that upon our return to field production our operations are conducted in a way that reduces the risk of acquiring or transmitting infectious diseases. In recognition of that, a Working Group has been created and is collaborating on a “best practice” document that will serve as a guideline for safe operations. This document is not static, will be under continual revision, and may be changed at any time.

There is, as yet, no industry standard, and little direction has been available from major networks and studios, while research is ongoing. To that end, Lone Wolf Media is basing the recommendations in this document on advice from the Centers for Disease Control, the National Institute of Health, the Occupational Safety and Health Administration, the World Health Organization, U.S. Department of Labor, National Institute for Occupational Safety and Health, and federal and state government recommendations. Additionally, procedural documents from other film productions and departmental labor groups have been reviewed and many of their elements adopted and adapted to fit our specific production needs. This is done in good faith and the spirit of belonging to a cohort of companies striving to keep their cast and crew safe upon resumption of production.

Lone Wolf Media leadership, and the Working Group itself, recognize that our industry is undergoing radical cultural change, foregoing “business as usual,” and that new behaviors take practice, patience, and understanding. An element of discomfort is expected and acknowledged, and our group will make a concerted effort to protect mental health, in addition to physical health, as we adapt to our new way of conducting business. Talent on-set have the most exposure and potential for infection. Thus, the crew, especially, must commit to diligent practice of the principles outlined herein.

The remainder of the document, providing guidelines that are mandatory for all cast, crew, and employees, will be devoted to three time-periods of production: pre-production and pre-filming, on-set and principle photography; and post-production and wrap. It equates to a bill of rights in what cast, crew and employees can expect from the production company, and a bill of responsibilities that the production company can expect from cast, crew, and employees. These guidelines are geared toward “reenactment” or “scripted” film sets, but the basic principles should be applied to documentary shoots and static interviews that typically involve fewer people.

## SUMMARY PAGE

***This page is intended to summarize key points made in the remainder of the document. But reviewing this summary page is not considered sufficient. The entirety of this document is required reading for every member of the cast, crew, and location staff!***

### Pre-Production Key Takeaways

- Operations and Culture **MUST** change to reduce risk.
- Participation is voluntary and an additional waiver must be signed.
- Reduce risk of infection **before** the start of principal photography by practicing social isolation, wearing a mask in public, and performing good hand hygiene every day.
- All cast/crew must complete pre-screening and training.
- Casting, scripting, and schedule adjustments have been made to reduce risk.
- PPE has been procured and will be distributed by the production company.

### On-Set Key Takeaways

- Cast/Crew commute to set in personal vehicle, leave non-essential items at home, and bring some of their own supplies. **No cell phones on set unless previously designated.**
- Arrival, Pre-Screening, Admittance and Rejection Procedures will be enforced.
- Greetings, social distancing, hygiene, proper mask and glove use recommendations will be enforced.
- Special procedures for set dressing, wardrobe management, Hair and Makeup, data processing, and actor payment have been created.
- Meal service and craft food and beverage will be modified and austere.

### Production Wrap Key Takeaways

- Props, wardrobe, gear, and DIT equipment will be sanitized and quarantined as detailed.
- Data processing and editing will be done remotely as much as is feasible.
- Post Wrap Self Isolation is **STRONGLY** encouraged
- Set Medic/COVID Coordinator telephone follow up is required.
- Self-Reporting symptoms of COVID-19 is obligated.

## PRE-PRODUCTION CONSIDERATIONS

1. Acceptance of Cultural Change and Commitment to Risk Reduction
  2. Voluntary Participation in Filming
  3. Pre-Production Risk Reduction Behaviors
  4. Avoiding Contact with Known Infectious Persons
  5. Waiver of Liability
  6. Submission to Pre-Screening for Participation
  7. Self-Reporting Requirement
  8. Training and Monitoring of Recommendations
  9. Localizing Production as Risk Reduction Strategy
  10. Casting Considerations
  11. Script and Schedule Adjustments
  12. Equipment Procurement and Provision
  13. Location Scouting Considerations
  14. Health and Safety Personnel
  15. Document Signing
  16. On Set Signage
- 
1. By agreeing to participate in this Lone Wolf Media production, all cast, crew, and employees agree to accept changes in operational culture, follow evolving guidelines, obey recommendations, and make a personal commitment to risk reduction that makes the environment safer for the individual and for the group as a whole.
  2. All participation in this production is voluntary, whether paid or unpaid, and whether the work is part of regular job duties or by special assignment. At no time has Lone Wolf Media coerced participation and at all times Lone Wolf Media commits to transparency.
  3. In the spirit of reducing risk for the entire team, all cast, crew, and employees are obligated, in the course of their normal lives, to maintain social distancing measures at or above state and national standards in place at the time, wear a cloth face mask or industrial/medical grade mask when entering public structures or coming into contact with potentially infectious persons, avoid gatherings, and follow hygiene and handwashing recommendations from the CDC, ESPECIALLY in the pre-production period. While the production company has no means of enforcement, all members of the team are encouraged to take personal responsibility for their behavior, as it affects the group as a whole.
  4. It is strongly encouraged that cast, crew, and employees avoid contact with any person known to be infected with COVID-19 in the pre-production period. Such contacts should be disclosed to the Set Medic/COVID Coordinator, prior to the start of principal photography. Anyone who has tested positive for COVID-19 or is waiting on pending test results should discuss this with the COVID Coordinator immediately.

## LONE WOLF MEDIA PRODUCTION HEALTH AND SAFETY GUIDELINES

5. All participants, including cast, crew, employees, location contacts, and appropriate vendors, are required to sign a Waiver of Liability specific to the current global COVID-19 pandemic, separate from the Standard Appearance Release, and provided under separate cover from this document. Refusal to sign this waiver revokes the right to participate in the production. On set production will not commence without these waivers being secured.
6. All participants, including cast, crew, appropriate employees, and appropriate location contacts agree to submit to a confidential pre-screening and health questionnaire by the Set Medic/COVID Coordinator. The purpose of this is twofold. Pre-screening will help to ensure that no one considered high-risk for pre-existing COVID-19 infection (symptomatic or asymptomatic) is inadvertently allowed on set. Additionally, the Set Medic will be providing limited follow-up care and epidemiologic surveillance. Should the need arise to refer a cast/crew member for follow-up evaluation by a medical provider, then appropriate patient hand-off, provider communication, and continuity of care can be attempted. A confidential pre-screening interview via phone or video conference with the Set Medic will gather information such as pertinent past medical history, current medications, known allergies, Primary Care Provider information, post-production contact information, and emergency contact information. While it is the ultimate goal of Lone Wolf Media to keep everyone involved in the production healthy and safe, this information could become extremely important in the event that any participant becomes ill in the fourteen days following production wrap up. This confidential information is protected by HIPPA, will be stored off of company servers, and will never be disclosed to Lone Wolf Media or a network, except as required under mandatory reporting laws or as required by public health contact tracers. All information will be discarded on the 15th day after field production concludes. The pre-screening COVID-19 risk assessment questionnaire is mandatory. The medical history interview is optional but HIGHLY recommended. At this time, testing via swab for COVID-19 infection or via blood test for antibodies is not feasible for our production and there are, as yet, no clear guidelines on how to interpret and react to the results.
7. At any time in the pre-production, production, or post-wrap time period, any cast, crew, or employee who develops symptoms suspicious for COVID-19, or a fever of any kind, is obligated to report this immediately to the Set Medic/COVID coordinator so that appropriate care and direction can be facilitated. Symptoms can include: fever, chills/shaking chills, body aches, extreme fatigue, cough, shortness of breath, chest pain, chest heaviness, abdominal discomfort and gastrointestinal distress such as vomiting or diarrhea, sore throat, loss of taste or smell, repeated shaking chills, severe body rash, stroke-like symptoms, blisters or lesions on the toes/feet, etc. Severe or life threatening symptoms should prompt immediate medical attention through your primary care provider, a hospital emergency department, or 911 emergency response.
8. In addition to this document, all cast, crew, and employees are encouraged to educate themselves on COVID-19 and to monitor current recommendations from the CDC, the WHO, and state and federal governmental advisory groups. This situation is fluid and

## LONE WOLF MEDIA PRODUCTION HEALTH AND SAFETY GUIDELINES

evolving and none of our understanding is static. All members of production are required to complete a short online training exercise prior to the start of production. [Details TBD.](#)

9. Exhaustive efforts have been made to conduct as much of our resumed operations as possible locally. This includes selecting locations/sets, casting local actors when possible, and using local crew and vendors. In some cases, local resources are not appropriate or available. In those instances, efforts have been made to reduce interstate travel needs, reduce hotel stays, eliminate or reduce public transportation, etc.
10. As described in the following section, all cast and crew will be screened for signs of active infection immediately upon arriving on the location property, prior to entering the actual set (temperature screening and yes/no symptomatology questions). In anticipation of the low, but still possible, likelihood that a cast or crew member is denied access to the set because of suspicion of COVID-19 infection, efforts are made to cast Alternates-on-Standby who can be called to the set at the last minute, as well as alternate crew who could swap seamlessly with a crew member who is denied entry or removed from the set due to suspicious symptoms. In some instances, these alternates are not available, and thus the entire production agrees to flexibility, adaptability, and patience as situations are handled on a case-by-case basis. In the event that a key cast or crew member is or becomes ill, the entire production is subject to suspension, and remediation plan activation (varies by production and may include contingency budget, "kill fees," etc, as negotiated with the client/network and articulated separately).
11. In keeping with a strategy of risk reduction, script modifications have been made to reduce the overall cast size, overall crew needs, and maintain as much social distancing as feasible. Crowd scenes have been eliminated or reduced to 10 people or less. Casting has been done remotely with double-casting when feasible. Additionally, in recognition of the extra time needed to screen entrants, don and doff Personal Protective Equipment, maintain hygiene, provide socially distanced meal service, and ensure enough sleep for personnel, schedules have been adjusted to allow for extra precautions. Except in cases of absolute need, MINORS will not be cast. If a minor MUST be cast to maintain story integrity, a best effort will be made at procuring size-appropriate PPE. The minor and their guardian should wait in their vehicle instead of in actor holding, until called to set, and should not go through Hair & Makeup if possible. Minors should be screened for respiratory medical history (such as asthma) during casting, as some children with reactive airway disease will not be able to tolerate a face mask. When feasible, the total number of cast and crew anticipated for the duration of production will be disclosed to relevant parties at the time of job offer/contract/deal memo, so that all persons can make an informed decision in accepting the work.
12. Lone Wolf Media has procured, to the best availability, enough Personal Protective Equipment, sanitizing and cleansing solutions, communications equipment, thermometers, and medications to provide the safest environment possible within our means. It remains our highest goal to keep everyone healthy, respected, and supported throughout all phases of this production. There is very little guidance yet as to the most

## LONE WOLF MEDIA PRODUCTION HEALTH AND SAFETY GUIDELINES

effective type of PPE, etc, so a best effort has been put forth and will be continually revised.

13. Location scouting should be done with an attitude that the location is infected. Thus, personnel will be limited and will wear a mask at all times. Social distancing will remain in effect and location staff/points of contact should be limited in number. Proper hand washing/hand sanitizing before entering and after leaving each location is paramount. Digital photos and remote location assessment will be utilized as much as possible.
14. Additional personnel, aside from normal crew staffing considerations, have been hired and have designated roles in the reduction of infection risk and promotion of Health and Safety on set. This may include screener personnel, medical staff, cleaning staff, and/or additional craft/meal service staff. This will vary by production.
15. To minimize the need for shared pens and paper on set, signatures for Appearance Releases, Location Releases, Direct Deposit forms, and the supplemental COVID-19 waiver of liability will be obtained ahead of time and electronically. For last minute documentation, pens or pencils should be provided and then given to the cast or crew member to keep. Pens, pencils, and markers should not be shared.
16. As a reminder to change out of our normal routines on set, proper signage providing instructions for handwashing, social distancing, and other expected behaviors have been prepared ahead of time and posted by a designated crew member on the "prep" day.

## ON-SET CONSIDERATIONS

1. Commuting to Set in Personally Operated Vehicles (POV).
  2. Leaving non-essential items
  3. Bringing own supplies
  4. Closed Set and Arrival Procedures
  5. Pre-Screening and Admittance
  6. Refusal of Admittance and Invocation of Alternate Casting
  7. Avoidance of Customary Greetings
  8. Daily Health and Safety Briefing
  9. Proper Face Protection
  10. Use of Gloves on-set
  11. Hygiene and Sanitizing
  12. Restroom Guidelines
  13. Meal Service
  14. Craft Food and Beverage Service
  15. On-Set Distancing for Crew
  16. On-Set Distancing for Cast
  17. 1-way traffic patterns
  18. Set Pre-Dressing and Prop Quarantine
  19. Wardrobe Isolation and Quarantine
  20. Hair and Make-Up Considerations
  21. Data Cards, Drives, and DIT
  22. Camera precautions
  23. Audio precautions
  24. Actor and Vendor Payments
  25. Whistleblower Point of Contact
  26. Ventilation On Set
  27. Caution Regarding Sanitizing Wipes
- 
1. All cast and crew are encouraged to commute to the location in their Personally Operated Vehicle (POV) and avoid ride-sharing or public transportation as much as possible. In instances where carpooling must be done, there should be no more occupants than 50% normal capacity in each vehicle, and group vehicles, such as vans or busses, should have their revised maximum capacity posted on both sides of the vehicle. If carpooling, all parties should don a facemask prior to entering the vehicle and leave windows partially open for ventilation, if outside conditions permit. All persons are advised to wash their hands before entering the vehicle and drivers are encouraged to sanitize their cars to a reasonable extent. Parking maps and directions will be provided ahead of time and it is CRITICAL that directions are followed, in order to maintain a “sterile” set. All cast and crew should come directly from their home or lodging to the



## LONE WOLF MEDIA PRODUCTION HEALTH AND SAFETY GUIDELINES

set. Stopping at drive-thrus, restaurants, and grocery stores, on the day of the shoot, is discouraged. Food, fuel, and other provisions should be acquired 72 hours prior to the first day of the shoot, to the extent possible, to minimize the risk of acquiring COVID-19 on the way to the set. If procuring fuel or supplementing food and provisions throughout the duration of the shoot, proper PPE use and proper hand hygiene are paramount. If commuting must be done by public transportation or ride-sharing service, the rider should change clothes upon arriving to the set/campus. Consideration will be given to staggering call times, as feasible, to avoid a bottle-neck of cast/crew at the entry screening station.

2. All cast and crew are encouraged to leave non-essential items at home, and bring only what is absolutely necessary onto the set. Cell phones, in particular, are considered high risk items that promote the transference of viruses and bacteria. **Cell phones should be left in vehicles and not carried onto the set without express permission of the COVID Coordinator and Director.** Lone Wolf Media has procured extra radio communication equipment to accommodate the reduction in cell phone capability. Crew radios will be labeled, individually sanitized and bagged, and handed out on the “prep” day. Crew will keep their radio for the duration of the shoot, and they will be sanitized and quarantined post-production. Batteries will be distributed as needed by a designated crew member, using a No-Touch technique. Cast members are welcome to bring a book for entertainment during holding, but should also expect several hours of no screen-time/no cell phone use while on-set.
3. Cast and crew are encouraged to bring a few of their own supplies, as applicable, as desired, and as feasible. This includes your own light makeup (such as face powder), hair brush or comb, hairspray, lip balm, sunscreen, lotion, an eating utensil, ibuprofen/Advil or acetaminophen/Tylenol, tissues or wipes, etc. While the Set Medic will be outfitted with a basic medical kit, including a broader set of over-the-counter medications, cast and crew should be prepared for a higher level of self-sufficiency than normal, so as not to distract from Safety and Health monitoring activities. It is **IMPERATIVE** that cast and crew bring their own personal water vessel, clearly labeled with their name. Large jugs of water will be available to refill these, with alcohol preps provided at water stations for cleaning personal water bottles **prior** to refilling. Though beverages will be provided, all cast and crew are expected to take personal responsibility for their own hydration throughout the day. This may vary by production.
4. This production will be a **CLOSED SET**, no exceptions. There will be no visitors or extraneous personnel allowed on premises for the duration of preparation, filming and wrap up. Any necessary deliveries will take place outside the screening area/entry point. If necessary, a crew member will be dedicated to traffic control and enforcement.
5. Upon arrival, cast and crew should park in designated areas on the premises, as instructed, and report to the pre-screening station off-set. Here, each cast, crew, location contact and vendor will answer a basic screening questionnaire, be quickly evaluated for signs and symptoms suspicious for COVID-19 and have their temperature taken. There will be no exceptions to this procedure. This will happen at first contact

## LONE WOLF MEDIA PRODUCTION HEALTH AND SAFETY GUIDELINES

every day, and for cast and crew that are present for a full day, a second on-set screening will take place after lunch. Temperature logs and screening documentation will not be kept, as staff are not typically HIPAA trained and secure storage of Protected Health Information (PHI) may not be feasible. Recommended thermometers are “no-touch,” and digital, but consideration should be given to having an analog thermometer available as a backup or for fever verification.

6. Persons who exhibit warning signs for COVID-19, will be directly assessed by the Set Medic/COVID Coordinator and a plan of action will be discussed with the Director. No one with a fever over 99.9 will be allowed on set, with no exceptions. If the person meets qualifications for refusal, they will not be permitted on set, and expected to return home immediately. Follow up care can be directed by the Set Medic. Alternate casting will be invoked where applicable.
7. Customary greetings such as hugs, handshakes, high fives, kissing, fist bumps, elbow bumps or chest bumps are forbidden. Maintain a minimum of six feet, preferably 12 feet between all persons at all times, except as necessary to perform required tasks. A wave is sufficient and smiles will be appreciated, even from behind face masks.
8. Prior to beginning ANY activity on set, a full crew/full cast Health and Safety Briefing will commence. This will be done daily, before the start of any work on set. In situations where call times are staggered, several briefings may be required throughout the day. These briefings are mandatory with no exception. These will be conducted in a socially distanced manner with persons at least 6 feet apart.
9. Upon arrival to the set, all cast, crew and vendors will be issued a surgical facemask. Simple, homemade cloth masks will not be considered sufficient while on-set, though may be worn on top of the surgical mask for extra comfort if desired. The mask shall be worn at all times, with the exception of actors actively on camera or while in hair & makeup, or for all persons while eating or drinking. The mask should fully cover the mouth and nose and should not be pulled down to the chin or neck to communicate or because of discomfort. Refrain from touching the mask and your face as much as possible. Discard your mask in the designated “PPE Disposal” container at the end of your time on set each day (do not throw it in the regular garbage). You will be issued a new mask every day. N-95 respirators are not indicated for low-to-moderate risk workers, which production crews are considered. Additionally, given nationwide shortages, prioritization of distribution to healthcare providers/high-risk professions, the absence of fit-testing capability, etc, N-95 respirators have been discouraged for use in low-to-moderate risk environments. Current guidelines and recommendations will be monitored as they become available. Because of the potential for COVID-19 to spread via the eyes, eye protection at the level of sunglasses/prescription glasses or better (goggles, face shield, etc) is encouraged. When possible, spacers or size-adjusters for masks will be provided, especially to minors.
10. Gloves are not considered effective if worn indiscriminately all day and are not encouraged for general use. Handwashing, with real soap and water, or (if handwashing is impossible) frequent hand sanitizing with a 65%+ alcohol based sanitizer are considered more effective. Nitrile or other non-latex gloves will be provided on set and

## LONE WOLF MEDIA PRODUCTION HEALTH AND SAFETY GUIDELINES

shall be utilized by the hair/makeup technician, the wardrobe staff, the sound recordist while outfitting talent, any staff handling food or craft service items, any staff completing medical screenings or treatment, staff cleaning restrooms, and others as deemed appropriate. Wardrobe, HMU and Sound crew members will change gloves between every talent encounter, with no exception. All gloves should be disposed of in designated "PPE Disposal" receptacles. These will be collected by the Set Medic/Covid Coordinator at the end of each shoot day and properly sequestered and disposed. No cast/crew member should bring latex gloves to the set, to avoid allergic reaction in those sensitive to Latex.

11. All persons should wash their hands with soap and water upon arrival to the set, after using the restroom, before eating, after eating, before preparing food, before handling wardrobe, makeup or props, after giving medical care, after coughing/sneezing/nose blowing, and before leaving the set for the day. Avoid utilizing air hand dryers and use disposable towels instead. In instances where soap and water are not immediately available, hand sanitizer should be appropriately and liberally applied and allowed to air dry for a full minute. Rings, bracelets, and long or artificial fingernails are discouraged, as they increase the surface area into which viruses and bacteria can settle. Links to appropriate handwashing and hand sanitizer techniques have been attached to this document and are required viewing. You can cough into your mask. If you move the mask to sneeze, sneeze into your elbow, replace your mask, and wash hands or apply hand sanitizer. EPA approved cleaners and sanitizers will be provided, to the extent possible, for cleaning equipment and surfaces. Bottles will be clearly labeled either by the manufacturer or with an OSHA-compliant label. "Right to Know" hazard communication and Safety Data Sheets will be available and managed by the COVID Coordinator.
12. Restroom Guidelines have been established, are attached to this document and will be posted in every restroom. Restrooms should only be used one-at-a-time or at most, at 50% normal capacity. Floor marks should be placed at 6 foot intervals (with tape or paint) to assist with social distancing during line formation. Because of the presence of COVID virus molecules in feces, and the aerosolization of toilet water during flushing, the toilet lid should be closed for every flush if the toilet is so equipped. For the same reason, recirculating air hand dryers should be avoided and disposable towels provided. Consideration of reduced restroom capacity has been accommodated in the schedule. Staff have been assigned to regularly clean each restroom.
13. Meal service will be modified and a bit more austere than many productions are accustomed to. There will be no communal serving stations. Instead, individually wrapped portions **may** be provided, along with individually wrapped disposable utensils, and single-serving condiments, etc, in a "grab and go" fashion. Cast and crew should not congregate around food stations, but should instead move single-file, at least six feet apart, and retire to socially distant seating arrangements or to the outdoors. Specially marked items are for those with dietary restrictions or preferences (such as Celiac or Vegan) as previously communicated to the Producer of Reenactments or other coordinator. Cast and crew who have not communicated those needs should reserve

## LONE WOLF MEDIA PRODUCTION HEALTH AND SAFETY GUIDELINES

specially marked items for those who require them. Extra time will be allotted for meals, to accommodate handwashing and social distancing. And when feasible, a “French-style” (staggered) or “walking” lunch will be undertaken, in order to stagger cast and crew meal times. This will vary by production. Some productions will require cast and crew to bring their own food and beverages. **Pay close attention to instructions provided by the Producer of Reenactments or their designee!**

14. A moderate amount of individually portioned craft food and beverage may be provided, but will be more austere than most of us are accustomed to. The same rules regarding meal service apply to craft nourishment as well. Cast and crew are encouraged to bring their own snacks, adequate to their caloric intake needs, to sustain them through each day of filming.
15. Crew shall maintain a minimum of 6 feet of distance from each other and from cast at all times except where ABSOLUTELY necessary. For example, the Director’s monitor should be a significant distance from camera placement and extraneous crew should not crowd around it to watch the scene in real time. Crew shall respond to distancing advice from the COVID Coordinator on set.
16. Cast shall maintain a minimum of 6 feet, preferably 12 feet apart when not in a scene, and will be given sufficient space in the holding and staging areas to maintain social distance. High traffic areas (such as restrooms, craft service areas, etc) will be marked at 6 foot intervals and this space should be respected. Within a scene, techniques will be employed to reduce the total number of talent, the distance between them, and the amount of physical contact, if any. When possible, talent will be staged back-to-back, or side-to-side, as opposed to face-to-face, etc. However, some degree of risk is inherent and unavoidable.
17. Relevant portions of the set will be marked for 1-way traffic, such as through the craft/meal lines, in and out of actor holding, and where feasible on and off the actual set.
18. To the extent feasible, sets will be dressed and props quarantined ahead of time, left alone to allow for potential virus molecules on surfaces to die. Given the nature of each production’s budget, staffing, and schedule, this will not always be possible. The optimal “rest” time is 72 hours, though this data is still being gathered globally. If production budget and equipment allows, props and sets can be treated with UVC devices prior to the start of principal photography. No crew, other than the Art Department, should handle props, to minimize the number of hands touching every item on set. Talent should use hand sanitizer immediately upon finishing a scene.
19. To the extent feasible, wardrobe items will be separated by actor/talent and individually bagged, so as to minimize cross-contamination. Wardrobe will be isolated after shipping to allow potential virus molecules on fabrics to die (72 hours is optimal). Wardrobe will be sanitized as the fabric tolerates (with C3 Bactrokill or equivalent if possible) and no article will be shared between different talent. Consideration should be given to UVC or steam cleaning as feasible. All talent, as well as wardrobe staff, should exit the set in street clothes and immediately proceed to their lodging to shower/bathe. Wardrobe staff will engage talent one at a time, with a mask in place, and change gloves between encounters. Mask and gloves will be worn ANY time wardrobe items are being handled,

including selection, preparation, and deployment and the number of people handling each item should be minimized. Consideration should be given to eliminating or minimizing wardrobe items that must be donned “over the head” and to choosing synthetic fabrics when possible. Wardrobe staff should have a variety of elastic bandages (Band-Aids) on hand, to cover any open skin on talent.

20. The most intimate encounter on-set will be that between the Hair/Make-Up artist and the talent. Stringent infection control procedures will be implemented and include the following:

- a. HMU will be markedly distant from all other actor holding, craft, and wardrobe locations.
- b. Only one talent member at a time will proceed through HMU. Time in “the chair” should be as silent as possible, refraining from conversation and utilizing hand signals as much as possible. Speaking can introduce aerosolized particles that can remain suspended in the air for more than 10 minutes.
- c. The talent will wear a mask, to the extent feasible, during hair manipulation.
- d. The HMU artist will properly wear a mask AND eye protection (goggles or face shield) throughout the entire encounter and will not pause to eat or drink while attending talent. The HMU artist will don a new pair of gloves for every talent encounter and utilize individualized disposable makeup brushes, swabs, pads, etc, to the fullest extent possible. No “double-dipping!” Makeup will be minimized as much as possible based on the needs of the production and consideration will be given to asking talent to apply it themselves, when feasible, under direction of the HMU artist. Mixing of foundation, etc, will occur on disposable palettes (such as wax or porcelain) that will not be shared between talent. Hairbrushes, combs, irons, and appliances will be sterilized between talent encounters as thoroughly as is feasible. When possible, HMU should avoid airbrushes and blowouts. No blow-dry chairs/hoods will be allowed.
- e. Simple hairdos that can be accomplished by the talent under direction from the HMU artist will be utilized as much as possible. However, for period reenactments, some hair manipulation will be required.
- f. There will typically be no HMU staff on-set and thus actors should be sent to set camera-ready. Last look will be performed by the Assistant Director and/or Director, and/or a designated wardrobe/HMU last look coordinator. Back-and-forth travel by staff from HMU/wardrobe to set should be minimized.
- g. Hair and Make Up artists will be required to complete an online sanitation refresher, offered by Barbicide or an equivalent (free) and provide proof of attendance.

21. The wrangling of data cards, drives, laptops, and DIT equipment should be minimized to as few people as possible. For example, only the Camera Assistant and DIT manager should handle the cards (without using a courier between them if possible) and cards should be sanitized to the extent possible after transfer. Hand sanitizer should be used liberally after handling cards and drives. Post-production crews should handle cards,

## LONE WOLF MEDIA PRODUCTION HEALTH AND SAFETY GUIDELINES

- drives, laptops and other equipment with gloves upon their return to the post production office/environment, and wash hands after removing gloves.
22. Only camera crew shall handle camera equipment and it should be regularly sanitized as tolerated by the equipment. When feasible, the principal photographer/DP should employ an EZ-Rig, tripod, Dana dolly, slider or other supportive equipment to minimize handing off equipment with the AC due to fatigue. At no time will the Director, Assistant Director or Assistant Camera utilize the viewfinder, but will instead view the scene “remotely” on a designated monitor. Given the risk of infection via the eyes and nose, this is **extremely important**.
  23. When feasible “boom only” audio will be employed, to minimize the Sound Recordists contact with actors. Scripts have been adjusted to minimize the need for dialogue and natural sound recording. If lavalier mics or comteks are necessary, the Sound Recordist alone shall interact with actors and will wear a mask and gloves, changing gloves between actors, and coaching talent to manage their own mics as much as possible. All equipment will be sanitized before and after use as thoroughly as equipment tolerates.
  24. In an effort to reduce the need to handle cash for talent/crew/location/catering, etc, electronic means of payment and reimbursement are available on a case by case basis. Otherwise paper checks will be issued and sent via USPS or other shipping method.
  25. The Set Medic/Covid Coordinator will act as the designated, confidential, primary point of contact for reporting violations of the Health and Safety Guidelines before, during, and after production. Any cast or crew member who feels that the guidelines are in jeopardy or feels they are at risk because of the behavior of another member of the production, is encouraged to report their concerns to the Set Medic/Covid Coordinator, so that remediation may occur. No person reporting a violation or concern to the Set Medic/Covid Coordinator shall be subject to persecution or discipline for their report. In the event that the Set Medic/Covid Coordinator is felt to be violating the guidelines or if any person is uncomfortable approaching the Set Medic, a whistleblower report may be given to the Assistant Director, as the secondary point of contact.
  26. Ventilation and proper air flow are paramount in reducing the risk of transmission of COVID 19 via droplets and aerosols. To that end, every effort will be made to film outdoors, in large open spaces, with open windows and doors, or with fans or air conditioning as feasible. This will vary by production, but be taken into consideration during location scouting and scene scheduling.
  27. Some disinfecting wipes are known to be carcinogenic when used consistently over time. The Safety Data Sheet and product label should be inspected, and persons using these wipes should wear non-latex gloves while handling them.

## PRODUCTION WRAP CONSIDERATIONS

1. Wrap Up Location, Prop, and Wardrobe Quarantine
  2. Production Wrap Self Isolation
  3. Set Medic/COVID Coordinator Telephone Follow Up
  4. Self-Reporting Obligation
  5. Epidemiologic Reporting
  6. Handling of Cards, Drives, Laptops and Data Processing
  7. Edit and Post-Production Considerations
- 
1. To the extent possible, worn items will be immediately placed in laundry bags or other containers and isolated for 72 hours prior to shipping, handling, or removal for laundering/cleaning. The wardrobe supervisor will follow established guidelines for sanitizing clothing items prior to re-issuing for other productions. Reusable props will also be isolated for 72 hours prior to shipping/returning, if feasible. These isolation periods should allow for the majority of potential virus particles to die before being handled extensively. At the ultimate discretion of filming locations, buildings and grounds should remain empty and unoccupied, after the initial wrap up safety check, for at least 72 hours if possible. Location contacts/property owners are solely responsible for this isolation and encouraged to disclose our prior presence to anyone utilizing the property with that 72 hour window.
  2. All cast, crew, and vendors are encouraged to self-isolate and limit social interactions, similar to “stay-at-home order” recommendations for a period of 14 days following the last day of production. While stringent precautions will have been followed, as outlined in the previous pages of this document, it is prudent to assume that there could have been inadvertent, asymptomatic transmission of the virus during our time on-set. To reduce the risk of community transmission in that unlikely scenario, it is incumbent upon participants to limit their travel outside the home and their interactions with people outside their family unit during the 14-day “incubation period” following the conclusion of production.
  3. Every member of the cast, crew, and location contacts will be serially evaluated by telephone by the Set Medic/COVID Coordinator for 14 days following production. The entire group will be divided into 3 pods, and participate in a brief, private, screening phone call every 3 days. The purpose of this follow-up is three-fold: to assess for new signs and symptoms of infection in any cast or crew member; to provide epidemiologic information to CDC contact tracers should the need arise, and to provide follow up emotional support and guidance as needed by the individual. The Set Medic/COVID Coordinator will be made available to all participants, 24 hours per day, via telephone or email, for 14 days after production.
  4. All cast, crew, vendors, and location contacts are OBLIGATED and REQUIRED to immediately notify the Set Medic/COVID Coordinator of any signs or symptoms that could be indicative of COVID infection. These can include fever, chills/shaking chills, body aches, extreme fatigue, cough, shortness of breath, chest pain, chest heaviness, abdominal discomfort and gastrointestinal distress such as vomiting or diarrhea, sore

throat, loss of taste or smell, severe body rash, stroke-like symptoms, blisters or lesions on the toes/feet, etc. Severe or life threatening symptoms should prompt immediate medical attention through your primary care provider, a hospital emergency department, or 911 emergency response.

5. In the event that a member of the production becomes ill, their privacy will be respected and confidential information protected. However, in the interest of public health, a “presumed positive” or “positive” assessment or test result will activate appropriate notification procedures. This includes notifying all cast, crew, vendors, and location contacts of the potential for exposure, communicating with the affected member’s primary care team, and mandatory reporting to public health officials. In the event of such notification, it is incumbent upon every member to immediately self-quarantine, by the strictest definition, until such time as a “negative” test result is obtained or the 14-day incubation period has passed. It is the sole responsibility of each member of the production to make their own notifications to their families and any contacts they’ve made since filming was wrapped. Failure to follow that public health advice on the part of any individual places the community at extreme risk of transmission and raises the potential of perpetuating a “super-spreader” event.
6. All data cards, drives, laptops and DIT equipment will be sanitized to the extent possible prior to departure from the set. The receiving technician should handle the equipment with gloves and mask in place, clean their work station thoroughly after use, and place the equipment into the designated “device quarantine” area in the Lone Wolf Media offices to remain untouched for at least 72 hours. This equipment will be sanitized again prior to being stored in the usual place. The technician should thoroughly wash hands after removing gloves.
7. To the extent possible, edit and post-production will happen remotely for as long as that is deemed necessary based on state and federal social distancing guidelines. The entirety of the post-production team is already working remotely and geo dispersed. Thus we have already worked to make this capability feasible. However, given technology requirements, some data processing will have to be done at the Lone Wolf Media offices. Each building should be occupied by no more than one person at a time, for as long as is deemed reasonable, and every effort is being made to keep the environment as sanitary as possible.

## CONCLUSION

With strict adherence to the above guidelines, and diligence by all members of the team, Lone Wolf Media will gradually phase into production, with the ultimate goal of preserving life, health, and our creative endeavors.

-END OF PRIMARY DOCUMENT-



Attachments:

- A. List of applicable links, resources, and supporting documentation
- B. OSHA Worker Risk Stratification by Job Classification
- C. Facemask Selection
- D. Prevent Worker Exposure
- E. How to Hand Wash
- F. How to Hand Rub
- G. How to Prevent the Spread of COVID-19
- H. How to remove your facemask

**Attachment A: List of Applicable Links, Resources, and Supporting Documentation**

Risk Stratification - OSHA Job Classification and Hazard Recognition:

<https://www.osha.gov/SLTC/covid-19/hazardrecognition.html>

Risk Mitigation - OSHA/Department of Labor General COVID 19 Information:

<https://www.osha.gov/SLTC/covid-19/>

Risk Mitigation - OSHA Alert Prevent Worker Exposure to COVID 19:

<https://www.osha.gov/Publications/OSHA3989.pdf>

Risk Mitigation - Anti-retaliation and whistleblower protection:

<https://www.osha.gov/Publications/OSHA3905.pdf>

Risk Mitigation - Respiratory PPE - Dentistry Workers and Employees

<https://www.osha.gov/SLTC/covid-19/dentistry.html>

Risk Mitigation - Facemask vs Respirator

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/respirator-use-faq.html>

Risk Mitigation - Sound Mixers Control Measures:

[https://lookaside.fbsbx.com/file/Sound%20Control%20Measures%20draft%205.2.pdf?token=A\\_WzcvnZpYh943io8wmvwnAWQaF5yvBZFP9Oack8uxUoi8C2KaTsY1VRr7U8qSlk8NKlsx\\_SwGJm5xcRbU7j8lfgdhBXYiJR6RxxRXv71FriMNLtjGMjzpA4Lbr06nAi7knbKMUfgGyFDQA\\_A-EOI\\_WXS7WjZJg5Ly4EzY9nW5ENbHwZjqFDJA41aHTXjNpv5RBgnIUBEmvS3Mt6cemN8L5lr](https://lookaside.fbsbx.com/file/Sound%20Control%20Measures%20draft%205.2.pdf?token=A_WzcvnZpYh943io8wmvwnAWQaF5yvBZFP9Oack8uxUoi8C2KaTsY1VRr7U8qSlk8NKlsx_SwGJm5xcRbU7j8lfgdhBXYiJR6RxxRXv71FriMNLtjGMjzpA4Lbr06nAi7knbKMUfgGyFDQA_A-EOI_WXS7WjZJg5Ly4EzY9nW5ENbHwZjqFDJA41aHTXjNpv5RBgnIUBEmvS3Mt6cemN8L5lr)

Compliance - OSHA Discretion Enforcement and Employer Good Faith Memorandum:

<https://www.osha.gov/memos/2020-04-16/discretion-enforcement-when-considering-employers-good-faith-efforts-during>

Compliance - OSHA Enforcement Guidance for Recording Cases of Coronavirus Disease:

<https://www.osha.gov/memos/2020-04-10/enforcement-guidance-recording-cases-coronavirus-disease-2019-covid-19>

Compliance - OSHA Temporary Enforcement Guidance on Respiratory Protection Fit-Testing

<https://www.osha.gov/memos/2020-04-08/expanded-temporary-enforcement-guidance-respiratory-protection-fit-testing-n95>

Compliance - OSHA Conservation of PPE and Equipment

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/>

Compliance - CDC Strategy for Optimizing the Supply of Facemasks for Healthcare Professionals:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/face-masks.html>

## Attachment B: OSHA Worker Risk Stratification by Job Classification

Film production activities typically involve work in the “low” or “medium” risk category.

**Lower Exposure Risk (Caution):** Jobs that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2. Workers in this category have minimal occupational contact with the public and other coworkers. Examples include:

- Remote workers.
- Office workers, manufacturing and industrial facility workers who do not have frequent close contact with coworkers, customers, or the public.
- Healthcare workers providing only telemedicine services.
- Long-distance truck drivers.



**Medium Exposure Risk:** Jobs that require frequent/close contact with people who may be infected, but who are not known to have or suspected of having COVID-19. Workers in this category include:

- Those who may have frequent contact with travelers who return from international locations with widespread COVID-19 transmission.
- Those who may have contact with the general public (e.g., in schools, high population density work environments, and some high-volume retail settings).

**High Exposure Risk:** Jobs with a high potential for exposure to known or suspected sources of SARS-CoV-2. Workers in this category include:

- Healthcare delivery and support staff (hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients.
- Medical transport workers (ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing bodies for burial or cremation of people known to have, or suspected of having, COVID-19 at the time of death.

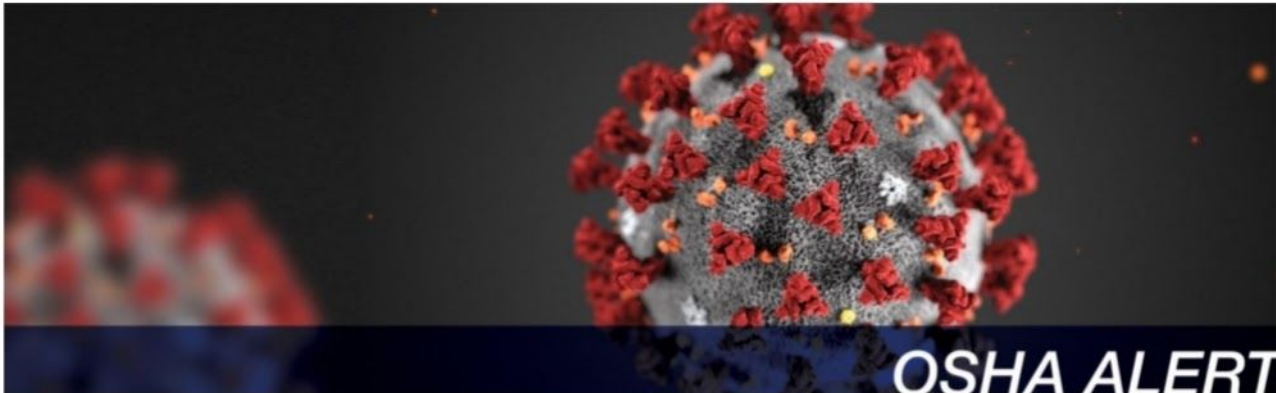
**Very High Exposure Risk:** Jobs with a very high potential for exposure to known or suspected sources of SARS-CoV-2 during specific medical, postmortem, or laboratory procedures.

**Attachment C: Facemask Selection**

OSHA Dentistry Worker and Employee Guidance, in support of utilizing *Surgical Masks* (as opposed to N-95 Respirator or equivalent) as basic PPE during film production (which could compare less exposure than the lowest risk dental procedures).

<b>Well patients</b>		<b>Patients with suspected or confirmed COVID-19</b>	
<i>Dental procedures not involving aerosol-generating procedures</i>	<i>Dental procedures that may or are known to generate aerosols</i>	<i>Dental procedures not involving aerosol-generating procedures</i>	<i>Dental procedures that may or are known to generate aerosols</i>
<ul style="list-style-type: none"> <li>■ Work clothing, such as scrubs, lab coat, and/or smock, or a gown</li> <li>■ Gloves</li> <li>■ Eye protection (e.g., goggles, face shield)</li> <li>■ Face mask (e.g., surgical mask)</li> </ul>	<ul style="list-style-type: none"> <li>■ Gloves</li> <li>■ Gown</li> <li>■ Eye protection (e.g., goggles, face shield)</li> <li>■ NIOSH-certified, disposable N95 filtering facepiece respirator or better*</li> </ul>	<ul style="list-style-type: none"> <li>■ Gloves</li> <li>■ Gown</li> <li>■ Eye protection (e.g., goggles, face shield)</li> <li>■ NIOSH-certified, disposable N95 filtering facepiece respirator or better*</li> </ul>	<ul style="list-style-type: none"> <li>■ Gloves</li> <li>■ Gown</li> <li>■ Eye protection (e.g., goggles, face shield)</li> <li>■ NIOSH-certified, disposable N95 filtering facepiece respirator or better*</li> </ul>

## Attachment D: Prevent Worker Exposure



### Prevent Worker Exposure to Coronavirus (COVID-19)

The novel coronavirus (officially called COVID-19) is believed to spread from person-to-person, primarily through respiratory droplets produced when an infected person coughs or sneezes. The virus is also believed to spread by people touching a surface or object and then touching one's mouth, nose, or possibly the eyes.

Employers and workers should follow these general practices to help prevent exposure to coronavirus:

- Frequently wash your hands with soap and water for at least 20 seconds.
- If soap and running water are not available, use an alcohol-based hand rub that contains at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.

Employers of workers with potential occupational exposures to coronavirus should follow these practices:

- Assess the hazards to which workers may be exposed.
- Evaluate the risk of exposure.
- Select, implement, and ensure workers use controls to prevent exposure, including physical barriers to control the spread of the virus; social distancing; and appropriate personal protective equipment, hygiene, and cleaning supplies.

For the latest information on the symptoms, prevention, and treatment of coronavirus, visit the [Centers for Disease Control and Prevention coronavirus webpage](#).


For interim guidance and other resources on protecting workers from coronavirus, visit OSHA's [COVID-19 webpage](#).

*OSHA issues alerts to draw attention to worker safety and health issues and solutions.*

Attachment E: How the Hand Wash

# How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 Duration of the entire procedure: 40-60 seconds



0 Wet hands with water;



1 Apply enough soap to cover all hand surfaces;



2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8 Rinse hands with water;



9 Dry hands thoroughly with a single use towel;



10 Use towel to turn off faucet;



11 Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

Clean Your Hands

All reasonable precautions have been taken by the World Health Organization to verify the information contained in this document. However, the published material is being distributed without warranty of any kind, either expressed or implied. The responsibility for the interpretation and use of the material lies with the reader. In no event shall the World Health Organization be liable for damages arising from its use. WHO acknowledges the U.S. Agency for International Development (USAID), in particular the members of the Medical Control Programme, for their active participation in developing this material.

May 2009

Attachment F: How to Hand Rub

# How to Handrub?

**RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED**

**🕒 Duration of the entire procedure: 20-30 seconds**



1a Apply a palmful of the product in a cupped hand, covering all surfaces;



2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8 Once dry, your hands are safe.



**Patient Safety**  
A World Alliance for Safer Health Care

**SAVE LIVES**  
Clean Your Hands

All reasonable precautions have been taken by the World Health Organization to verify the information contained in this document. However, the published material is being distributed without warranty of any kind, either expressed or implied. The responsibility for the interpretation and use of the material lies with the reader. In no event shall the World Health Organization be liable for damages arising from its use. WHO acknowledges the Higher Universities de Coimbra (HUC) in particular the members of the Infection Control Programme, for their active participation in developing this material.

May 2020

## Attachment G: Prevention

### How to Protect Yourself and Others

#### Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person,
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

#### Everyone should

##### Clean your hands often



- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

##### Avoid close contact



- Stay home if you are sick.
- Avoid close contact with people who are sick.
- Put distance between yourself and other people.
  - Remember that some people without symptoms may be able to spread virus.
  - This is especially important for people who are at higher risk of getting very sick. [www.cdc.gov/coronavirus/2019-nCoV/need-visit-pers-who-are/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-nCoV/need-visit-pers-who-are/people-at-higher-risk.html)



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

##### Cover your mouth and nose with a cloth face cover when around others



- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

##### Cover coughs and sneezes



- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

##### Clean and disinfect



- Clean AND disinfect frequently touched surfaces daily. This includes tables, desks, light switches, countertops, handles, doors, phones, keyboards, toilets, faucets, and sinks. [www.cdc.gov/coronavirus/2019-nCoV/prevent-getting-sick/disinfecting-surf-freq.html](https://www.cdc.gov/coronavirus/2019-nCoV/prevent-getting-sick/disinfecting-surf-freq.html)
- If surfaces are dirty, clean them: the detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. You can see a list of [EPA-approved](https://www.cdc.gov/coronavirus/2019-nCoV/prevent-getting-sick/disinfecting-surf-freq.html) household disinfectants [here](https://www.cdc.gov/coronavirus/2019-nCoV/prevent-getting-sick/disinfecting-surf-freq.html).



Attachment H: Removing your face mask

## How to Safely Wear and Take Off a Cloth Face Covering

### WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



### USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

### FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



### TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

END OF ATTACHMENTS