

ONSITE PRODUCTION SAFETY GUIDELINES

Due to COVID-19, we have created new safety protocols for our Captivate team members that promote healthy working environments for our team and the people we come in contact with.

These protocols will evolve, as will our practices, but the basic premise of working with the safety of all people in mind will remain the same.

We hope you find this guide to be useful and wish you all the best as we move together through this season.

Pre-Production

- We plan to only record video content in which there is a high-level of predictability of who we will be in contact with (a specific list of people to record) rather than unpredictable settings.
- All meetings outside of the production day(s) will be virtual. Our time on-site will be reserved for tasks we can only perform by being physically present.
- We will work with the least number of people as possible in close proximity to each other. This will create a sense of confidence among participants that safety measures can be controlled and are of the utmost concern to us.
- When possible, we will avoid air travel and mass transportation. Driving to locations, even those far away, is our preferred method of transportation.
- Before each production, all of our equipment will be cleaned and disinfected.





Production

- All team members will bring and wear proper protective face masks during production.
- Social distancing will be modeled by keeping a six-foot minimum distance between all people whenever possible.
- Regular washing of hands, especially upon arrival and leaving each location. This includes using hand sanitizer when hand washing is not possible.
- All equipment will be cleaned and disinfected at the end of each production day. When possible, the same team member will use the same equipment for multiple productions.
- Boom microphones will be used whenever possible to maintain social distancing. In circumstances where a lavalier microphone is needed, the hand-off should be at a distance and the interview subject should mic themselves. The microphone will be disinfected before using it again.
- For long productions, it is recommended our team members bring individual food and drink, and eat separated from our clients.

Health Recommendations for Captivate Team

We are recommending our team members practice social distancing outside of work, including the current closure of the Captivate office.

If any Captivate team member is feeling ill or exhibiting symptoms of COVID-19, they are required to notify us and stay home.

To stay informed, we recommend the following resources:

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

MN Dept. of Health: <https://www.health.state.mn.us/diseases/coronavirus/>

