



Helium Films USA, LLC Covid-19 Social Distancing Policy

As you return to work in the [midst/wake] of the 2019 novel coronavirus disease (COVID- 19) pandemic, Helium Films USA, LLC wants to assure you of its continued commitment to maintaining a safe and healthy workplace and that we are taking additional measures to protect you, your coworkers, and your families from the spread of COVID-19. As part of those efforts, we are implementing a new Social Distancing Policy. **Please read this policy carefully.**

Importance of Social Distancing

The Centers for Disease Control and Prevention (CDC) has found that one of the most effective ways of preventing the spread of COVID-19 is limiting face-to-face contact with others, known as social distancing or physical distancing. The Occupational Safety and Health Authority (OSHA) similarly recommends increased social distancing when preparing workplaces to respond to COVID-19.

This Social Distancing Policy is a key part of our overall strategy and commitment to maintaining a healthy workplace in light of the COVID-19 pandemic. Although knowledge about the virus and how it spreads are evolving, based on the information we have now, these measures will help curb its spread. Compliance with this policy is essential because current consensus on the virus suggests, among other things, that:

- COVID-19 is highly contagious.
- COVID-19 spreads mostly among people who are in close contact (within about 6 feet, or two arms' lengths) for a prolonged time period (between 10 and 30 minutes, depending on the distance).
- The virus generally spreads when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose get in the air and land in the mouths or noses of nearby people.
- A person who has the virus may not have any symptoms but may still spread COVID-19.
- A person can get COVID-19 by touching another person, such as with a handshake, or by touching another surface or object that has the virus on it and then touching their own mouth, nose, or eyes.
- The virus can live on surfaces for up to several days, depending on the surface and other conditions.

For these reasons, the CDC and other public health experts have recommended limiting contact with other people and common surfaces to limit the spread of COVID-19. We need your full cooperation and compliance with these measures to make them effective in this new work environment.

Social Distancing Measures in pre-production:

Helium Films USA is taking steps in pre-production to ensure as much of a safe set as possible.

These measures includes but are not limited to:

- Acquiring and providing PPE and sanitizing equipment for all crew members and talents,
- Limiting the amount of people present on set, by requiring that most non-essential people work remotely and attend the shoot remotely.
- Modifying the scripts and creative direction of our projects to limit everyone's potential exposure to the virus following current CDC's best practices (for instance when it comes to the choice of locations or the actions portrayed),
- Modifying the shoot schedules to account for sanitizing, hand washing, and change of PPE.
- Forbidding crew, talents or clients who have symptoms or have been exposed to someone with symptoms to come to work/on set,
- Forbidding crew, talents or clients who have recently traveled to come to work/on set.
- Designating a COVID-19 coordinator to be the on-set person of reference. His/her role will be to enforce this policy and any questions you'd have regarding the measures we've taken or the precautions you should take when working with us.

Social Distancing Measures on set:

On set, and following the CDC's guidance, Helium Films USA, LLC requires that you comply with the following protocols and procedures while on-set or on-location.

1) Basic guidelines:

No Physical Greetings. Do not shake hands or greet others in any manner that requires physical contact (such as fist or elbow bumps). In the "new normal" this is considered polite, not rude.

Observe respiratory etiquette, including covering coughs and sneezes. Try coughing/sneezing like a vampire (cover your mouth with the inside of your elbow) or into the interior of your shirt.

Self-drive to and from the set.

Don't touch anything that isn't absolutely necessary. **Minimize touching items native to a location.**

Put down an item that someone then needs to pick up, rather than handing directly to them.

Visitor Limitations. All personal visitors are prohibited until further notice, except in cases of emergency. All other visitors are prohibited unless they are essential to the performance of the job.

Six-Foot Distance. Set up your workstations/work area at least 6 feet away from each other. When possible, set up physical limitations between workstations/work. Maintain a six-foot distance from others when crossing paths or walking near others' workstations.

Wear masks at all time unless you're an on-camera talent, in which case you should only remove your mask right before we start rolling camera and put it back right after (masks and gloves will be provided if you don't have any).

Wash your hand or use hand sanitizer often, especially before and after touching equipment or areas shared with others.

Disinfect any equipment you bring to set before and after the shoot.

2) **Shared Supplies and Equipment.**

Do not share supplies and equipment unless you absolutely have to. Ex: Grip gear should only be handled by the grip department, sound gear by the sound department. Only camera personnel should handle camera gear including carts, cases, tape, etc.

If you need to share equipment, disinfect before and after every use. (Ex: Comteks, lav mics...)

Disinfect thoroughly any shared equipment before the shoot and after each use. Before you leave for the day, clean your area of work with appropriate sanitizing products. Be as gentle as possible with electronic equipment.

Wash your hand and/or use hand sanitizer before and after touching any surface that someone else may share.

3) Shared Spaces

Disinfect any shared surface such as table, chairs, bathroom, door knob after every use.

Do not share food, utensils, or cups with others. Bring your own water bottle if possible.

Be Flexible. Adhere to new guidelines as they emerge and follow any guidance by the on-set designated COVID-19 coordinator, as this issue is new and evolving.

Review the additional documents attached (San Diego County Safe reopening plan / Coronavirus Fact Sheet / HHSA Covid 19 testing / HHSA Covid-19 poster)

Policy Modification

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 are changing rapidly as new information becomes available and further research is conducted. Helium Films USA reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

Enforcement and Non-Retaliation

Failure to comply with these social distancing measures may result in discipline, up to and including termination of employment.

If you witness or become aware of any employees or other individuals violating this policy, you must report them to Thierry Denis, owner of Helium Films USA immediately.

Helium Films USA prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern. Employees

also have the right to report work-related injuries and illnesses, and Helium Films USA will not discharge, discriminate, or otherwise retaliate against employees for reporting work-related injuries or illnesses.

Helium Films USA is responsible for administering and enforcing this policy. If you have any questions regarding this policy, or if you have questions about health and safety that are not addressed in this policy, please contact Thierry Denis, owner of Helium Films USA, LLC.

Acknowledgment of Receipt and Review

I, _____ (employee or contractor name), acknowledge that on _____ (date), I received and read a copy of Helium Films USA's Covid-19 Social Distancing policy dated May 18th, 2020 and understand that it is my responsibility to be familiar with and abide by its terms.

I understand that the information in this policy is intended to help Helium Films USA's employees and contractors to work together effectively on assigned job responsibilities. This policy is not promissory and does not set terms or conditions of employment or create an employment contract.

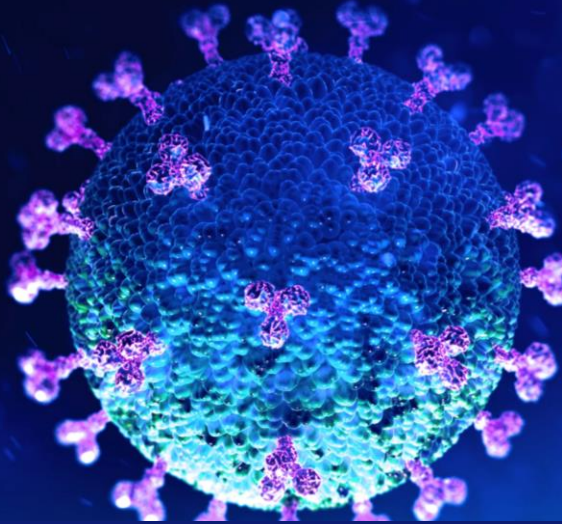
Signature _____ Printed Name _____

Date _____

(COVID-19)



Fact Sheet



What is coronavirus disease 2019 (COVID-19)?

COVID-19 is a new coronavirus not previously identified in humans. Coronaviruses are a category of viruses normally found in animals, but some can evolve and infect humans. Coronaviruses can infect your nose, sinuses, or upper throat. This specific coronavirus was first identified as the cause of an outbreak of respiratory illness in Wuhan, China in December 2019 and was officially named COVID-19 on February 11, 2020 by the World Health Organization (WHO).

What are the symptoms of COVID-19?

Coronaviruses can cause mild to moderate symptoms like the common cold. Complications and outcomes of COVID-19 are still being investigated. Symptoms of COVID-19 may include:

- Runny nose
- Headache
- Cough
- Sore throat
- Fever
- General feeling of being unwell

Who is at risk for COVID-19?

The health risk from COVID-19 to the general American public may change over time as the situation unfolds. Risk is based on exposure and a variety of factors that may vary, including the community in which you live, places you have visited, interactions you have had, and your line of work.

It is recommended people meeting the following criteria contact their healthcare provider to be evaluated for COVID-19:

- If you have traveled to an area affected by COVID-19 within the last 14 days **OR** had close contact with a person confirmed to have COVID-19.

AND

- Developed a fever and symptoms of respiratory illness, such as cough or shortness of breath.

How is coronavirus spread?

Human coronaviruses like COVID-19 are most commonly spread from an infected person to others through:

- Close contact (within 6 feet/2 meters);
- Respiratory droplets from a person coughing or sneezing;
- Close personal contact, such as touching or shaking hands; and
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands.

What should I do if I think I have been exposed to COVID-19?

If you have had close contact (within 6 feet/2 meters) with someone who is confirmed to have, or is being evaluated for COVID-19 infection, you should:

- Monitor your health starting from the day you first had close contact with the person and continue for 14 days after you last had close contact with the person.
- Watch for these signs and symptoms:
 - Fever of 100.4°F/38°C or higher – take your temperature twice a day;
 - Shortness of breath or difficulty breathing;
 - Coughing;
 - Other early symptoms to watch for are chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.
- If you develop fever or any of these symptoms, call your healthcare provider right away and let them know about your recent travel or exposure and symptoms.



How is COVID-19 treated?

There is no specific treatment for COVID-19, however, many symptoms can be relieved. Recommendations for those infected with COVID-19 will depend upon a person's individual condition. There is currently no vaccine available to protect against COVID-19.

How can I protect myself?

Actions that can prevent the spread of more common respiratory infections, like the flu, are also effective at preventing the spread of COVID-19. These actions include:

- Wash your hands with soap and water for at least 20 seconds; if soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol;
- Avoid touching your eyes, nose, and mouth with unwashed hands;
- Avoid close contact with people who are sick;
- Stay home when you are sick;
- Cover your cough or sneeze, with a tissue if possible, then throw the tissue in the trash; and
- Clean and disinfect frequently touched objects and surfaces often.

Should I wear a face mask?

The Centers for Disease Control and Prevention (CDC) does not recommend the use of face masks for the general public to prevent the spread of COVID-19.



How can I prepare myself and my family in case COVID-19 starts spreading in our community?

Get your household ready - some steps will be the same as when preparing for other emergencies:

- Store a two-week supply of food and beverages, including food for family pets.
- Ensure an adequate supply of prescribed and routine medications are on hand.
- Plan ways to care for those who are at greater risk for serious complications and who will take care of sick family members.
- If you have family members with an increased risk of getting seriously sick, check with your medical providers about symptoms and treatment.
- Create an emergency contact list of family and friends, teachers and employers.
- Have a plan in case your school, childcare facility, or place of employment closes temporarily.
- Talk with your children, family, and friends about what to do if an outbreak occurs and what each person would need.



If you have health-related questions or concerns, please contact your healthcare provider. For general questions about COVID-19 or information about community resources, please call 2-1-1.

Stay Informed About COVID-19

County of San Diego Epidemiology Unit – Coronavirus Disease 2019 (COVID-19)

www.coronavirus-sd.com

California Department of Public Health, Immunization Branch – COVID-19

www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx

Centers for Disease Control and Prevention – COVID-19

www.cdc.gov/coronavirus/2019-ncov/index.html

World Health Organization – Coronavirus Disease (COVID-19) Outbreak

www.who.int/westernpacific/emergencies/covid-19