

k2 Studios COVID-19 Response Plan

We look forward to having you at k2 Studios for your upcoming shoot. k2 Studios's primary focus is the safety for all personnel with heightened protocols and safety requirements for a safe work environment. We want to make you aware of protocols that need to be followed as part of the state orders for businesses to remain open during COVID-19 and standards set by AICP. We have implemented additional steps and are providing resources as outlined below. This plan will be updated as new information is provided by public health organizations.

In advance, k2 Studios will work to determine on-site individuals versus virtual attendees to keep on-site numbers low enough to allow all individuals 6ft of personal space at their designated stations. We plan in advance and implement tiered schedules and arrival times to help ensure social distancing.

First and foremost, if you or any family members are sick or not feeling well, stay home.

We request you review the [symptoms](#) at CDC.gov so you are able to self-monitor based guidelines, if you have one or more symptom(s) that may be related to COVID-19, stay home and take care of yourself.

k2 Studios will be doing a no-touch forehead temperature check on all attendees prior to entering the facility each day. This will be done as per EEOC guidelines during COVID-19.

- **Touchless Infrared Temperature Procedure:**
- You will get your temperature taken with a touchless infrared thermometer. There will be two different brands utilized during the process.
 - If your temperature is between 97°F (36.1°C) to 99°F (37.2°C) you can enter the building.
 - If your temperature is 100.4°F (38°C) or above you will be asked to go home immediately and we will be in touch with next steps. If you are not able to drive or need to wait for transportation you can wait in our isolation room. Once home, if you are feeling well enough we may arrange a virtual experience for you to be involved in the shoot if needed.

We ask you to minimize the amount of personal items and non-essential gear you bring inside. If possible, leave coats and non-valuable items in your car or at home. Be sure items you bring in have been sanitized.

What to expect at k2

Below outlines what k2 Studios is doing to make our space safe and our expectations of each individual.

Everybody on site has an individual responsibility to help prevent the spread of COVID-19.

It is imperative to maintain proper hygiene, social distancing, minimize face touching and follow respiratory etiquette.

Screening prior to entering the building: Enter the k2 Studios main entrance on Cedar Avenue. Be sure to maintain social distance. We try to minimize lines with staggered arrival times. Expect the following:

- All on set attendees will be required to take a PCR COVID test 2-3 days prior to shoot, with results sent to the producer to confirm negative. Test site must be FDA approved.
- Confirm you are on the roster list (which includes scheduled arrival time).
- Have your temperature taken via touchless infrared thermometer.
- Verbally complete the MN health screening:

Visitor and Employee Health Screening Checklist

- Answer additional screening questions:
 1. Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19 case or with anyone who has any symptoms consistent with COVID-19?
 2. Have you been, or are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?
 3. Are you currently waiting on the results of a COVID-19 test, because you are worried that you may be sick with COVID-19?
- Sign k2 Health waiver.
- Once pass screening, a wristband/sticker will be provided and must be worn to show you are allowed on set. The wristband/sticker will be different each day.
- A new mask is provided daily prior to entrance; KN95 masks provided to on site cleaner, medic and compliance officer.
- Use provided hand sanitizer before entering the building .

It is expected you complete the steps above to enter the building. If you have any questions, please contact hello@k2-studios.com. Note: All COVID waivers are sealed in a privacy folder after signing.

A COVID compliance officer will be on set, if purchased. There will be a daily safety meeting and another screening mid-day to ensure all parties are feeling well.

- **k2 Studios will provide each person:**
 - The COVID protocol and screening process sent prior to shoot so all parties have clear expectations and are self monitoring prior to attendance.
 - **Masks are required** to be worn, covering nose and mouth, fitting tight on face.
 - New disposable masks are provided each day and will be switched every 8 hours.
 - Individual hand sanitizer, with a minimum of 60% alcohol, to keep with you at all times and encourage frequent use.
 - Disinfecting wipes handed out periodically throughout the day with requests to sanitize your personal area and equipment, typically after lunch and during load out.
 - Personal areas will be designated to maintain social distancing and to minimize movement.
 - Plastic bags will be provided to put your personal items in while in the studio. We request it stays in the same location near your personal area throughout the shoot.
 - Food and beverage consumption in designated areas only: personal areas and lunch room.
 - k2 personal craft services snack tote, if purchased.
 - Shoe covers and gloves (available upon request).
- **Individual expectations:**
 - Self monitor to be sure you are healthy to be around others
 - Wash hands frequently with soap and water for at least 20 seconds
 - Cough/sneeze into your sleeve, not your hands
 - Avoid touching your mouth, eyes, and nose

- Keep your distance and remind others to be considerate of personal space and to avoid physical contact by avoiding handshakes, hugging, etc.
 - No sharing of papers (shot lists/schedules) phones, tablets, computers, desks, chairs, etc.
 - Minimize movement of personal items
 - We will provide cleaning supplies in the bathroom. Please do a quick clean before use.
 - Masks wearing etiquette
 - Be sure to follow proper use of masks. Do not let the back side of mask touch your face and hands. Wash hands after removing and dispose of the mask daily.
 - Dispose PPE properly.
 - If you feel ill on set, minimize interaction and immediately move to the isolation room in the lower level (staircase located by main entrance) until you are able to find a way home. Please text or call the studio manager at 612-327-6032 to let them know you are leaving.
 - If you are diagnosed with COVID-19 within 14 days of being at k2 Studios, we ask you to contact us as soon as possible to help minimize transmission of the virus to others. Email us at hello@k2-studios.com. We will follow EEOC confidentiality guidelines.
- **k2 Studios guidelines for craft services:**
 - No community food & beverage buffet set ups. Eliminate self service for all food and beverages. (Clients must provide k2 with their craft service plan.)
 - All meals and beverages will be handed out by one designated individual. Call buttons will be provided to request service.
 - Snacks must be individually wrapped. All meals and beverages must be single serve.
 - Do not bring any personal food, beverage containers, thermoses, straws, or utensils. If you have dietary restrictions and prefer to bring your own food, please talk to the studio manager in advance for arrangements.
 - All serveware must be disposable (ideally compostable and/or recyclable).
 - Wipe down all deliveries with disinfectant wipes prior to distributing.
 - At lunch, please eat 6ft apart in the designated lunch area. If you have been in the same general vicinity throughout the day, we request you eat in this area.

What k2 has done for our guests

k2 Studios has always taken pride in having a clean space, but now we are stepping up our game even more. We are working hard investing time and money to make this an even healthier, cleaner, and safer place to work during these uncertain times.

- **COVID-19 Signage**
 - Reminders at entrance and throughout the studio to keep safety top of mind
 - Designated pathways
- **Promotion of frequent hand washing:**
 - Signage to remind individuals to wash hands frequently
 - Hand washing instructions posted by all sinks
 - Additional portable sinks for easy access to wash hands
 - Soap dispensers by all sinks
 - Hand sanitizer in all bathrooms
 - Individual disposable hand towels
 - We will have gloves available upon request. However, we would like to promote frequent handwashing as this is more effective.

- **Promotion of social distancing:**
 - Friendly signage to remind everyone to maintain 6ft apart (because we know it is hard to remember!)
 - Assistance in setting up virtual attendees (computers available for rental)
 - We will work with the crew to make sure the flow of the room allows people to maintain 6ft apart. Each person needs their individual work space.
 - Plastic dividers available upon request
 - Designated pathways
 - Multiple video villages, if purchased
 - Designate entrance and exit door on shoot days
 - Package delivery signage to drop in designated area in the outside entrance
- **Isolation room:**
 - Isolation room created down stairs, away from workspace for anyone with symptoms or exposed, until they can go home.
- **High traffic areas & walkways:**
 - Pay attention to layout of room and designated walkways
 - Touchless trash containers
 - Additional trash cans dispersed throughout room
 - Auto-dispensing hand alcohol based sanitizers by high traffic doors
 - Foot pulls and signage added to each door to minimize touching door handles
- **Cleaning of k2 Studios:**
 - Designated cleaning attendant during shoot, if purchased (cleaning bathroom between uses and high traffic areas). Cleaners are provided a minimum of 2 sets of gloves per day.
 - Disinfecting routine throughout the day, on top of our current cleaning regiment. Including regular bathroom cleanings.
 - Ensure adequate stock of paper products; including toilet paper, paper towels, etc.
 - Disinfectant cleaning wipes placed around the studio and in bathrooms. Additional cleaning supplies will be available.. Please ring the call button at any time if you need something cleaned.
 - Before every shoot a local cleaning company specializing in strengthened cleaning methods approved by the CDC will disinfect the studio.
 - Cleaning with soapy water first, then disinfect with EPA list N products
 - 24 hours between rentals to allow for cleaning
 - Recommend no use of fans
 - HVAC and filtration maintenance

We understand this is a stressful time and people are nervous. We are available and open to hearing all your additional safety suggestions or questions. If you have concerns, please email them to hello@k2-studios.com.

Thank you for working with us to keep our teams safe and stop the spread.