



THE HOUSE STUDIOS

WORKING IN A PANDEMIC

The health and safety of the general public and all client and crew is our highest priority. The following information includes modifications we've made to our facilities and operations, guidelines put in place for safe practices on set and reference to regulations we'll be following established by the CDC and Washington State.

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WHAT'S GOING ON IN THE STUDIO...

SPACE.

We have restructured our studios to offer a social distant production where everyone is able to stay connected. In The House Studios every department has the option to spread out to their own work area with live viewing of the images being captured on set.

REMOTE CAPTURE + ART DIRECTION

Our studio is outfitted with state of the art software to allow for remote art direction and asset management capabilities.

ROUTINE SANITIZATION.

Our teams will be around to routinely clean restrooms, common areas and frequently visited areas throughout the day and at the end of each day. Reserve a Wellness Assistant for your shoot that will be dedicated to your shoot for continuous sanitization for each department and every inch of your studio.

FEED THE TEAMS.

Our creative crafty team has come up with solutions to provide catering and craft services for your days on set. Thinking of everything from individual snack baskets, craft service attendants dedicated to your set and individually wrapped meals in compostable packaging.

PPE.

Personal Protective Equipment will be available for purchase from our production shop. Pre-order prior to your shoot to ensure inventory.

Studio Essentials.

We have gone ahead and pulled everything from the studio, such as office supplies and dishware, minimizing the inventory of items that could be contaminated on set and would require disinfecting. We have a single sheet in each work area that lists out items available to borrow, rent or purchase for each department.

STEPS WE'VE TAKEN TO KEEP YOU SAFE

To assist with spreading out your crew to provide proper distancing on set, we have revised the layout of our studio and created new spaces to accommodate these needs. We encourage you to take either a virtual tour, over a video chat with a member from our team, or schedule an appointment in person to get the full picture of how to best spread out your crew. (We ask that you limit any walkthroughs or site visits to essential crew members only.)

HOUSE EMPLOYEES

All our employees have been required to wear a mask while working here at The House Studios. Non-essential personal items are being left at home and additional sanitation steps are happening throughout shifts. COVID-19 safety materials and links that are included below have also been provided to and read through by our team members. We also conduct a brief temperature and wellness check at the beginning of everyone's shift to ensure that everyone is healthy while at work.

PRODUCTION SANITIZATION

Hand washing stations will be available in both our restrooms and kitchens. We encourage clients to require your cast and crews wash their hands with soap and water periodically (CDC recommends every hour). We've also provided hand sanitizer, with at least 60% alcohol, will be available in multiple areas throughout our studios. COVID-19 safety protocol signage will also be posted throughout the studios.

We encourage you to work with our team and either order the necessary disinfectant supplies, or book a Wellness Assistant whose sole purpose is to follow the production schedule and focus on cleaning and disinfecting throughout the day. This ensures all communal areas, tables, production areas, etc. will be wiped down periodically with a disinfectant cleaning agent by a single person.

HAND HYGIENE

Hand hygiene is a cornerstone of infection prevention and will need to be practiced widely in entertainment industry work environments. Given the potential concern about transmission of COVID-19 via contact, enhanced hand hygiene measures are critical. Hand washing with soap and water is considered more effective than hand sanitizer in preventing the spread of COVID-19.

The Task Force recommends the following regarding hand hygiene:

- Cast and crew should avoid touching their eyes, nose and mouth.
- Handwashing facilities with running water, soap and paper towels (dispensed using a non-touch system, if possible), adequate for the number of cast and crew, shall be available and accessible from the first day of work.
- Handwashing facilities shall be kept clean and well-stocked.
- When production is taking place where handwashing facilities are not readily available, mobile handwashing stations shall be provided.
- Stations with alcohol-based hand rub (“hand sanitizer”) with at least 60% alcohol shall be strategically placed around work areas and readily accessible.
- Sufficient supplies of hand sanitizer shall be stocked and maintained.
- Cast and crew shall be provided with pocket-sized hand sanitizer that can be used if hand washing or sanitizing stations are not available, such as in vehicles or remote locations.
- Cast and crew should be trained on hand hygiene practices (washing for a minimum of 20 seconds of duration, scrubbing all surfaces).
- Production should encourage and promote opportunities for cast and crew to practice hand hygiene and perform disinfectant wipedowns of high-touch areas.
- Hands should be washed or sanitized: Upon arriving at the job site;
- After blowing one’s nose, coughing, or sneezing;
- After using the restroom;
- Before and after eating or drinking;
- After contact with animals or pets;
- After handling shared equipment or objects;
- After cleaning or disinfecting equipment, tools or workspaces; and
- At other appropriate times throughout the workday.
- Signage should be posted prominently with instructions on how to stop the spread of COVID-19, including hand hygiene and PPE instructions.

Ref. IWLMSC Task Force White Paper 6-1-20

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

PERSONAL PROTECTIVE EQUIPMENT

It will be recommended that everyone bring their own face covering from home. However, THS will provide these items for purchase. Gloves will be distributed where appropriate. Proper use of gloves is essential for their effectiveness. Hand washing and sanitizing is the preferred method for controlling transmission.

PPE Items available in our production shop:

- Masks
- Face shields

- Eye protection
- Gloves
- Disinfectant wipes

CRAFT SERVICES & CATERING

While this has proven to be the biggest challenge for us to overcome, we believe that there are some simple steps we can take to help make for a safer eating environment on set.

- We recommend ordering individually sealed / boxed meals in compostable packaging for your shoot day.
- If you prefer to have a buffet setup, we will provide a designated server & a staggered line to keep people separated
- Individually wrapped, compostable utensils
- Dedicated craft service employees who will oversee a clean and sanitary eating environment
- Those responsible for preparing and distributing food will clean their hands with soap and water prior to beginning food preparation and distribution.
- Removing all dishware and utensils from our kitchens. These items are still available upon request, however please be sure to allow time to gather and sanitize prior to use.
- All foods, snacks, and drinks will be individually wrapped

EQUIPMENT / CHECK OUT ITEMS

We have made a few changes to our Equipment Rentals and other check out items, such as staplers and other common office / production supplies, to prevent cross contamination from one shoot to the next. These items will now be available for checkout through a member of The House team. Grip and Production Packages are highly recommended to ensure you are equipped with the basics for your shoot.

We're also working with our vendors to ensure proper sanitation and handling throughout the rental process. We'll sanitize these rentals after they're picked up, prior to your crew's use, regardless of our vendors' procedures.

RECOMMENDED EQUIPMENT HANDLING ON SET

1. Minimize the number of people having to touch the same items. Only the department who works with specific gear should handle that gear. Grips handle grip, Prop Master Handles Props, and so forth.
2. Use gloves and change regularly.

3. Each Department should be responsible for cleaning and disinfecting their EQ equipment each day, during breaks in activity and at the end of each day.
4. We encourage you to check back in walkie talkies at the end of each day so our team can disinfect and recharge each unit nightly.

RECOMMENDED FOR WORK AREAS / STUDIO

1. Maintain good ventilation. Keep windows and doors open when possible, but open at least periodically to cycle the air.
2. Limit people entering the studio and other work areas to essential personnel. We encourage you to rent the remote capture package to support your workflows.
3. Deliveries should be transacted outside the entrance whenever possible. Our front desk is available to receive deliveries. Be sure to coordinate that with our team.
4. Assign one person to turn lights on and off, manage thermostats. This would typically be a Producer, PA or booking one of our Wellness Assistants.
5. Our staff will manage all printing for your shoot. You can email or pass us the documents that need processing and we will take care of it for you. Should you book the Production Office, a printer/scanner and secure shredding bin will be dedicated to your production and sanitized at the end of each day.
6. We encourage you to book the parking lot area for outside seating.
7. Reserve walkie talkies with the studio, this allows for you to maintain proper distancing and allow for crews to spread out without crossing over into each other's departments.

RECOMMENDED DIGITAL CAPTURE ON SET

1. Designate the DIT or Digital Tech to be behind the monitor at any time. We recommend adding a DT assistant to the shoot, to help with troubleshooting for network capture. You can book this assistant through us.
2. Additional stations for each art director client will need to be provided so they can approve images or footage while maintaining a distance. We encourage you to work with our studio coordinators to ensure you have enough monitors and connection for each of your rented facilities.
3. For those clients and agencies that do not wish to attend the shoot, a live capture session is available through our studio. Please inquire prior to your shoot date to ensure streamlined capture.
4. Back to budget, producers will need to account for this extra equipment that helps maintain a distance.
5. Be sure to have each person working is required to keep their personal workstation disinfected throughout the day.

A FEW EXTRA NOTES

We do encourage you to book your PPE, Equipment, and Production Supplies in advance as much as possible. This will ensure not only availability and timely turnaround for a timely production, but also proper sanitation prior to use.

Please anticipate requests taking longer to fulfill than we're used to.

Carefully consider the number of shoot days required in order to provide safe working environments for your crews.

As we transition into the new norm, we appreciate your flexibility and compassion as we take extra care of our facilities and services. Thank you for trusting us with your crew's health and productions during this Pandemic.

RECOMMENDED READS & RESOURCES

As many companies and production teams get their operating procedures and safety guidelines written up, here are a few links to some that we are taking notes from and using as reference internally.

WA State [Phase 2 Professional Photography COVID-19 Rquirements](#)

Georgia's best practice guide for Film & TV

Madrona & Seattle Venture - [Back to work Guide](#)

ASMP - [COVID-19 Info Hub](#)

[CPI Safety Guidelines](#)

[Industry-Wide Labor-Management Safety Committee Task Force](#)

We're also open to any suggestions and are interested in steps your team is taking to make for a safe production environment. Our goal, as it always has been, is to work as hard and smart as possible to ensure a smooth , safe, and successful production for our clients. The above steps, along with keeping up with changing guidelines and procedures, is our way of making sure this continues while we all aim to work through this pandemic together.

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