COVID-19 Operating Protocols

Publication: Third Edition June 2020
NEITHER THE MBS GROUP, TELEVISION CITY, THE CULVER STUDIOS, SLS STUDIOS, NOR ANY AFFILIATE THEREOF, NOR ANY OF THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES, AGENTS OR REPRESENTATIVES (COLLECTIVELY, “MBS”) MAKES, HAS MADE OR SHALL BE DEEMED TO MAKE OR HAVE MADE ANY GUARANTY, WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, WRITTEN OR ORAL, WITH RESPECT TO ANY POST COVID-19 OPERATING PROTOCOLS. IN PARTICULAR, BUT WITHOUT LIMITATION, MBS MAKES NO REPRESENTATION AND EXTENDS NO WARRANTY OR GUARANTY CONCERNING ACTUAL PERFORMANCE OF ANY PROTOCOLS SET FORTH HEREIN OR THE EFFECTIVENESS OF SUCH PROTOCOLS. THIS COVID-19 OPERATING PROTOCOLS PAMPHLET SHALL BE DEEMED FOR INFORMATIONAL PURPOSES ONLY AND MBS SHALL NOT BE LIABLE FOR, OR BOUND IN ANY MANNER BY, SUCH INFORMATION AND PROTOCOLS CONTAINED HEREIN.
# COVID-19 Operating Protocols

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOREWORD</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>1.0 Protocol Training</strong></td>
<td></td>
</tr>
<tr>
<td>· Proper use of PPE</td>
<td>6</td>
</tr>
<tr>
<td>· Storage of PPE for Limited Reuse</td>
<td>7</td>
</tr>
<tr>
<td>· Disposal of PPE</td>
<td>7</td>
</tr>
<tr>
<td><strong>2.0 General Operating Rules</strong></td>
<td></td>
</tr>
<tr>
<td>· CDC Good Practices</td>
<td>8</td>
</tr>
<tr>
<td>· Hygiene at the Workplace</td>
<td>10</td>
</tr>
<tr>
<td><strong>3.0 Materials Table</strong></td>
<td></td>
</tr>
<tr>
<td>· MBS Pre-packaged PPE Kit</td>
<td>11</td>
</tr>
<tr>
<td>· Cleaning Machinery</td>
<td>12</td>
</tr>
<tr>
<td>· Sanitizing Solutions</td>
<td>12</td>
</tr>
<tr>
<td>· Acquisition of Supplies</td>
<td>12</td>
</tr>
<tr>
<td>· Minimums and Reorder Points</td>
<td>12</td>
</tr>
<tr>
<td><strong>4.0 Company Travel Policy</strong></td>
<td>13</td>
</tr>
<tr>
<td><strong>5.0 COVID-19 Compliance Officer</strong></td>
<td></td>
</tr>
<tr>
<td>· COVID-19 Compliance Office Role</td>
<td>14</td>
</tr>
<tr>
<td>· Managing a COVID-19 Case</td>
<td>14</td>
</tr>
<tr>
<td>· Company Return-to-Work Procedure</td>
<td>16</td>
</tr>
<tr>
<td><strong>6.0 Studio Operating Protocols</strong></td>
<td></td>
</tr>
<tr>
<td>· Workplace Entry</td>
<td>16</td>
</tr>
<tr>
<td>· Wellness Checkpoints</td>
<td>18</td>
</tr>
<tr>
<td>· Sites</td>
<td>18</td>
</tr>
<tr>
<td>· Supplies</td>
<td>18</td>
</tr>
<tr>
<td>· Operation of</td>
<td>18</td>
</tr>
<tr>
<td>· PPE</td>
<td>20</td>
</tr>
<tr>
<td>· Studio Employee Check-in</td>
<td>20</td>
</tr>
<tr>
<td>· Work Environment</td>
<td>20</td>
</tr>
<tr>
<td>· Conditions and Protocols</td>
<td>20</td>
</tr>
<tr>
<td>· Materials</td>
<td>20</td>
</tr>
<tr>
<td>· Stages</td>
<td>21</td>
</tr>
<tr>
<td>· Office Spaces</td>
<td>21</td>
</tr>
<tr>
<td>· Bullpens / Open Workspaces</td>
<td>21</td>
</tr>
<tr>
<td>· Conference Rooms</td>
<td>21</td>
</tr>
<tr>
<td>· Set Lighting</td>
<td>22</td>
</tr>
<tr>
<td>· Expendable Store / PRC</td>
<td>22</td>
</tr>
<tr>
<td>· Restrooms</td>
<td>22</td>
</tr>
<tr>
<td>· Breakroom Practices</td>
<td>22</td>
</tr>
<tr>
<td>· Common Areas</td>
<td>23</td>
</tr>
<tr>
<td>· Elevators</td>
<td>23</td>
</tr>
<tr>
<td>· Studio Services</td>
<td>23</td>
</tr>
<tr>
<td>· Signage</td>
<td>24</td>
</tr>
<tr>
<td><strong>7.0 Services Operating Protocols</strong></td>
<td></td>
</tr>
<tr>
<td>· Workplace Entry</td>
<td>25</td>
</tr>
<tr>
<td>· Wellness Checkpoints</td>
<td>25</td>
</tr>
<tr>
<td>· Sites</td>
<td>25</td>
</tr>
<tr>
<td>· Supplies</td>
<td>25</td>
</tr>
<tr>
<td>· Employee Entrances</td>
<td>30</td>
</tr>
<tr>
<td>· Visitor Entrances</td>
<td>30</td>
</tr>
<tr>
<td>· Operation Of</td>
<td>30</td>
</tr>
<tr>
<td>· Work Environment</td>
<td>31</td>
</tr>
<tr>
<td>· Conditions and Protocols</td>
<td>31</td>
</tr>
<tr>
<td>· Materials</td>
<td>31</td>
</tr>
<tr>
<td>· Offices</td>
<td>32</td>
</tr>
<tr>
<td>· Bullpens / Open Workspaces</td>
<td>32</td>
</tr>
<tr>
<td>· Conference Rooms</td>
<td>32</td>
</tr>
<tr>
<td>· Warehouses</td>
<td>33</td>
</tr>
<tr>
<td>· Loading Docks</td>
<td>33</td>
</tr>
<tr>
<td>· Expendable Store Spaces</td>
<td>33</td>
</tr>
<tr>
<td>· Restrooms</td>
<td>33</td>
</tr>
<tr>
<td>· Breakroom Practices</td>
<td>33</td>
</tr>
<tr>
<td>· Common Areas</td>
<td>34</td>
</tr>
<tr>
<td>· Split Shifts / Work-Sharing</td>
<td>34</td>
</tr>
<tr>
<td>· Signage</td>
<td>35</td>
</tr>
<tr>
<td><strong>8.0 Rental Equipment Protocols</strong></td>
<td></td>
</tr>
<tr>
<td>· Distancing Practices</td>
<td>36</td>
</tr>
<tr>
<td>· Employees</td>
<td>36</td>
</tr>
<tr>
<td>· Visitors</td>
<td>36</td>
</tr>
<tr>
<td>· Breaks</td>
<td>36</td>
</tr>
<tr>
<td>· Lunches</td>
<td>36</td>
</tr>
<tr>
<td>· Split Shifts</td>
<td>36</td>
</tr>
<tr>
<td>· Paperwork Handling</td>
<td>36</td>
</tr>
<tr>
<td>· Processing Returns to Facility</td>
<td>37</td>
</tr>
<tr>
<td>· Processing Equip for Active Rentals</td>
<td>37</td>
</tr>
<tr>
<td>· Proper Use of Sprayers</td>
<td>37</td>
</tr>
<tr>
<td>· Rental Equip Sanitizing, Specifics</td>
<td>38</td>
</tr>
<tr>
<td>· Basic Equipment Disinfection Practices</td>
<td>39</td>
</tr>
<tr>
<td>· Subrentals</td>
<td>39</td>
</tr>
<tr>
<td>· Crew Equipment</td>
<td>40</td>
</tr>
<tr>
<td>· Loading</td>
<td>40</td>
</tr>
<tr>
<td>· Pickup of Equipment by Crew</td>
<td>40</td>
</tr>
<tr>
<td>· Deliveries</td>
<td>40</td>
</tr>
<tr>
<td><strong>9.0 Transportation Dept COVID-19 Policies</strong></td>
<td></td>
</tr>
<tr>
<td>· Driver Practices</td>
<td>41</td>
</tr>
<tr>
<td>· Sanitizing Fleet Vehicles</td>
<td>42</td>
</tr>
<tr>
<td>· Training</td>
<td>42</td>
</tr>
<tr>
<td>· Rental Vehicle Sanitizing Protocols</td>
<td>43</td>
</tr>
<tr>
<td>· Signature Block, Transportation</td>
<td>46</td>
</tr>
</tbody>
</table>
## EXHIBITS

<table>
<thead>
<tr>
<th>EXHIBIT A-1:</th>
<th>Wellness Declaration (Initial Return, English)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXHIBIT A-1a:</td>
<td>Wellness Declaration (Initial Return, Spanish)</td>
</tr>
<tr>
<td>EXHIBIT A-2:</td>
<td>Weekly Wellness Declaration for Employees (English)</td>
</tr>
<tr>
<td>EXHIBIT A-2a:</td>
<td>Weekly Wellness Declaration for Employees (Spanish)</td>
</tr>
<tr>
<td>EXHIBIT B:</td>
<td>MBS Signage</td>
</tr>
<tr>
<td>EXHIBIT C:</td>
<td>MBS COVID19 Cleaning Protocols</td>
</tr>
<tr>
<td>EXHIBIT D:</td>
<td>Electrostatic Sprayers (Handheld and Backpack)</td>
</tr>
<tr>
<td>EXHIBIT E:</td>
<td>Electric Static Sprayer Fabric Tests and Evaluation</td>
</tr>
</tbody>
</table>
FOREWARD

As we anticipate fully resuming company operations, whether or not done in phases, this plan identifies the protocols MBS Group has established and will enforce in an effort to protect our staff and clients from the further spread of the COVID-19 virus.

We established this protocol with regard to the safety and well-being of MBS employees. These practices are also mindful of our clients and vendors by prescribing cautious handling procedures of company rental and sales products. Additionally, these standards extend to new delivery and receipt practices, and physical distancing with our clients and crew on behalf of the safety of all.

The applications herein are company-prescribed and mandated as policy by MBS Group. This plan will be distributed to all MBS employees, who will acknowledge their receipt and their full understanding of these policies by signing and returning the document to MBS Human Resources. Additionally, before requiring employees to report to their respective operations, MBS is conducting numerous online video sessions and conference calls to familiarize all employees with these new policies.

The Company will continue to track information and practices related to the safety of our employees, vendors, clients, and the public, and reserves the right to amend the protocols herein, from time to time, in its sole discretion and without prior notice.
1.0 PROTOCOL TRAINING

Introduction

MBS conducts comprehensive training sessions, covering the below subjects. The company logs records of attendance to ensure that all company employees are reached and that they are qualified for these practices before reporting to their respective operations.

Proper Use of Personal Protection Equipment (PPE)

As a part of the MBS pre-packaged PPE kit, all employees are provided five (5) Face Masks (see Materials Table) upon initial entry of the company premises. Employees are fully trained on proper storage and disposal of the masks. (See Storage and Disposal of PPE.)

Below are proper fitting instructions for the face mask:

1. Perform hand hygiene before putting on a mask. Hold ear loop mask and nosepiece up.
2. Position the mask under your chin with the nosepiece up.
3. Pull the rear loop to each ear, hang it on until comfortable, position the mask low on your nose.
4. Using both hands, mold the nosepiece to the shape of your nose by pushing downward and outward, while moving your fingers tips down both sides of the nosepiece.
5. Perform a fit check by pacing both hands completely over the mask. Be careful not to disturb the position, and exhale sharply. If air leaks, adjust the nosepiece as described in step 3 and 4.

After removing PPE, always wash hands with soap and water for at least 20 seconds. (See How to Wash Your Hands.)

Also included in the MBS pre-packaged PPE kit, each employee receives five (5) Gloves (see Materials Table), which are non-latex type and suitable for working in the warehouse environment. Employees are trained on the proper storage and disposal of these gloves. (See Storage and Disposal of PPE.)

Employees receive two (2) Protective Eyewear as part of the MBS pre-packaged PPE kit (see Materials Table). This eyewear is designed for protection and is fitting for recurrent use by warehouse employees.
Storage of PPE

Introduction

MBS has established procedures related to the proper storage and disposal of PPE materials issued to company employees, with the purpose of safe and limited reuse of the products for a prescribed period.

As an employee who is absent of PPE supplies enters any company facility, the employee receives 5 face masks, 5 gloves, 2 protective eyewear and 5 paper bags. (See Work Environment, Wellness Checkpoints.) This comprises the MBS pre-packaged PPE kit. (See Materials Table, MBS Pre-Packaged PPE Kit.)

In addition to complying with the policies described in the above section entitled Proper Use of Personal Protection Equipment (PPE), all employees adhere to the below protocols, Storage and Disposal of PPE for Limited Reuse.

This protocol is established as a practice for the safe reuse of face masks for five (5) non-consecutive days over a period of a month, and gloves for five (5) non-consecutive days over a longer period than a month. By putting these materials into a one-week rotation basis, employees use any mask and glove only once over a week.

SARS-CoV-2 (the official name of the new coronavirus that causes COVID-19) may last for a few hours or several days on surfaces and several hours in the air under experimental conditions. The study found it can last up to 4 hours on copper, up to 24 hours on cardboard, and up to 2 to 3 days on plastic and stainless steel. With this storage procedure, masks and gloves will not be reused within five (5) consecutive days for an entire week.

Storage of PPE for Limited Reuse

At the end of any shift, the mask and gloves are placed into an unsealed paper bag, and clearly marked with the day of the week (e.g., “Mon”, “Tue”, etc.). They can be stored in these bags in the trunk of the employee’s vehicle, or at home, in a warm, dry area, or in an open sunlit area, if possible. Employees are instructed not to close or seal the bag.

Each day, at the beginning of any shift, the employee retrieves the mask that is marked with the corresponding day of the week (from the week prior).

For masks, this weekly rotation is practiced for no more than one month, at which point the employee is issued another set of five (5) masks.

For gloves, this weekly rotation is practiced for no more than three months, at which point the employee is issued another set of five (5) gloves. On a daily basis, company issued gloves should be wiped down with disinfectant prior to daily use and at the end of the day before being stored.

Disposal of PPE

Employees are instructed to dispose of all fully-used company-issued PPE as well as any supplies used to prepare and sanitize equipment into designated bins. (See Rental Equipment Protocols, Preparing and Sanitizing Equipment). PPE may be disposed as regular (non-biohazard) waste.

All janitorial services locally contracted by the company are advised to properly dispose of this waste as currently regulated by CDC.
2.0 GENERAL OPERATING RULES

Introduction

Company provision of necessary safety supplies and protocols is accompanied with useful information intended to ensure the safety of our employees outside the workplace, maintain compliance with CDC safety guidelines, follow the advisement of State Departments of Health, and apply additional findings with our extensive research beyond these government agencies.

MBS disseminates these “personal guidelines” to its employees, and, where appropriate, to our clients. This effort aims to promote awareness of good practices outside the work environment as prescribed by official agencies, in order to help minimize the spread of infection within the company environment. Information toward safe hygiene in the workplace is also provided and enforced.

CDC Good Practices

Below are advisories distributed to MBS employees.

How to Wash Your Hands
Physical Distancing: Defined

- Two people with masks on, 6 feet (2 meters) apart
- Physical distancing, also called “social distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:
  - Stay at least 6 feet (about 2 arms’ length) from other people
  - Do not gather in groups
  - Stay out of crowded places and avoid mass gatherings
- In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

When COVID-19 is spreading in your area, everyone should limit close contact with individuals outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Physical distancing is especially important for people who are at higher risk of getting very sick (e.g., adults over 65 years, hypertension, chronic lung disease, diabetes, immunocompromised).

Practicing Physical Distancing

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19, referred to as asymptomatic transmission.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sunlight and humidity. Physical distancing helps limit contact with infected people and contaminated surfaces.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community.

Tips for Physical Distancing

- Follow guidance from authorities where you live.
- If you need to shop for food or medicine at the grocery store or pharmacy, stay at least 6 feet away from others.
- Use mail-order for medications, if possible.
- Consider a grocery delivery service.
- Cover your mouth and nose with a cloth face cover when around others, including when you have to go out in public, for example to the grocery store.
- Stay at least 6 feet between yourself and others, even when you wear a face covering.
- Avoid large and small gatherings in private places and public spaces, such as a friend’s house, parks, restaurants, shops, or any other place. This advice applies to people of any age, including teens and younger adults. Children should not have in-person playdates while school is out. To help maintain social connections while physical distancing, learn tips to keep children healthy while school is out.
- Work from home when possible.
- If possible, avoid using any kind of public transportation, ridesharing, or taxis.
- If you are a student or parent, talk to your school about options for digital/distance learning.
Stay connected while staying away. It is very important to stay in touch with friends and family that do not live in your home. Call, video chat, or stay connected using social media. Everyone reacts differently to stressful situations and having to socially distance yourself from someone you love can be difficult.

**Hygiene at the Workplace**

MBS educates its employees on the following procedures. All materials necessary to regularly exercise these practices are adequately provided for employees and worksite visitors. (See *Work Environment, Materials*.)

**Foremost, to ensure adequate workplace hygiene, employees are required to stay home if they are sick.**

- **Workplace Hygiene Practices**
  - Comply with physical distancing policies (see *Work Environment, Conditions and Protocols*)
  - Promote frequent and thorough hand washing and hand-sanitizing in bathrooms, hand sanitizing stations and mobile hand wash stations
  - Practice respiratory etiquette, including covering coughs and sneezes with your elbow instead of your hands.
  - Respect seating arrangements, as mandated by management (see *Work Environment, Split Shifts/Work Sharing*)
  - Discourage employees from using others’ phones, offices, desks
  - Employees are not to use others’ work tools and equipment
  - Comply with company PPE policies
  - Practice routine cleaning/disinfecting of surfaces, phones, equipment, and other elements of the workplace; use only cleaning supplies that are company-provided

Employees are to report to management if feeling ill
3.0 MATERIALS TABLE

Introduction

The company has developed a PPE “kit”. This kit is pre-packaged with the specific PPE materials described below. As stated in the section titled Work Environment, Wellness Checkpoints, these kits are dispensed to employees at the beginning of the month, or to any employee who lacks a PPE kit upon their initial entry of the workplace. Certain PPE are also provided to company visitors (see Work Environment, Visitor Entrances).

For additional company approved cleaning supplies, see EXHIBIT C COVID-19 Cleaning Protocols.

MBS Pre-Packaged PPE Kit

In order to ensure compliance to the safety practices described in this plan, the following materials will be supplied to all company employees and visitors in the quantities as indicate below. For prescribed proper use of – and images of – these materials, see Protocol Training, Proper Use of Personal Protection Equipment (PPE).

The materials comprising the MBS pre-packaged PPE kit are indicated below. MBS has prescribed quantities that are issued to company employees and visitors. As well, MBS provides instructions with regard to maintaining on-hand quantities for each operation (based on headcount) and reorder points, mandating that all operations retain a two-week supply at all times.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity, per employee per month</th>
<th>Quantity, per visitor per visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face Masks</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Gloves</td>
<td>5</td>
<td>Upon Request</td>
</tr>
<tr>
<td>Eyewear</td>
<td>2</td>
<td>Upon Request</td>
</tr>
<tr>
<td>Hand Sanitizers (pocket-size)</td>
<td>Hand sanitizers/wash stations located throughout facility</td>
<td>1</td>
</tr>
<tr>
<td>Paper Bags</td>
<td>5</td>
<td>1</td>
</tr>
</tbody>
</table>
**Cleaning Machinery**

The company provides machinery of the latest technology rated for COVID-19 cleaning and sanitizing. Employees are fully trained for qualification of application and maintenance of these units as specified in *EXHIBIT D Electrostatic Sprayers (Handheld and Backpack)*.

MBS is continuously researching the latest sanitizing technology for units that will supply “fogging” solutions toward methods of distribution and sanitizing application.

**Sanitizing Solutions**

The company provides the following materials and equipment that are referenced throughout this document. All are EPA certified and/or advised by CDC and State Departments of Health.

- PPE disposal bins for proper discarding of used protective materials and solutions
- Hand sanitizers
- Disinfectants
- Coveralls for protection while using foggers and sprayers
- Disposable shop towels and paper towels for sanitizing and disinfecting equipment
- Cable washers specifically for cleansing and sanitizing cable
- Canister foggers for sanitizing vehicles
- Handheld remote digital thermometers for testing employees and visitors for fever (see *Work Environment, Wellness Checkpoints*).
- Color-coded wristbands for clearing entry of employees and visitors at all MBS Services facilities (see *Work Environment, Wellness Checkpoints*).

**Acquisition of Supplies**

Only assigned purchasing agents acquire these prescribed machines, equipment, and sanitizing solutions. All operations submit requisitions to this centralized purchase process.

**Minimums and Reorder Points**

MBS has devised policies that mandate all operations maintain certain on-hand quantities of all PPE and other essential supplies. Reorder points are established to always supply two weeks in advance unless otherwise prescribed, per lead times.
4.0 Company Travel Policy

Introduction

Company travel in general must meet existing travel and entertainment policies.

In addition, travel during the COVID-19 pandemic presents a large set of circumstances and challenges. Given the changing nature of the COVID-19 pandemic, individual countries are likely to have separate restrictions on travel to and from the United States. Individual states and counties will also have separate restrictions in their jurisdiction. Pandemic “hot spots” may change rapidly, necessitating alterations in plans.

Policy

Travelers should be aware that, should circumstances change in the location, they may be subject to travel restrictions, including enforced quarantine. In general, minimize travel to the extent possible. When travel is necessary, travelers need to follow the guidelines below:

- Attempt to minimize frequent back-and-forth travel
- Work with their local operations contacts to identify local medical personnel in advance that could assist with the company’s travelers in the event of COVID-19 symptoms
- Contact the company COVID-19 Compliance Officer to identify any local outbreaks and trends, including local public health guidance and restrictions on travel to and from the U.S., or between different states/provinces
- Travelers are advised not to bring family members or other non-essential personnel.
- Air travel shall be booked only on airlines whose policies comply with the Federal Aviation Administration’s regulations with respect to COVID-19
- Private (i.e., self-drives) to and from hotels, company locations etc. should be prioritized over mass transit/public transportation whenever possible
  - All drivers and passengers should wear face coverings and maintain social distancing to the extent possible
  - High-touch surfaces in vehicles shall be cleaned and disinfected frequently throughout the day
  - If private transportation is not available or reasonably practical under the circumstances, public transportation may be used. At all times while in transit, travelers should wear face coverings per local public health guidance
  - If public transportation is used, travel should be arranged to avoid peak travel times, if practical
5.0 COVID-19 Compliance Officer (COVID CO)

Introduction

Each company entity has an established COVID-19 Compliance Officer (COVID CO) with specialized training, responsibility and authority for COVID-19 safety compliance and enforcement will be in the workplace to address issues as they arise. This role works closely with the existing Studio Operations or Equipment Operations management, as well as with customers/tenants (production companies) to align different external protocols into pragmatic, operationalized solutions that build-on/complement the company’s own COVID-19 protocols.

COVID-19 Compliance Office Role

The COVID-19 Compliance Officer will:

- Work closely with local company management, in each location, to monitor and communicate local outbreaks and trends, including local public health guidance and travel restrictions
- Serve as the primary point-of-contact, either directly via email or anonymous hotline for employees, customers, and suppliers to raise COVID-19 related safety questions and concerns
- Meet with the other COVID-19 Cos frequently to assess, update and share new information as related to local experiences related to this role

Managing a COVID-19 Case

It is important that employees actively participate in the success of this protocol by monitoring the presence of any potential COVID-19 symptoms (as listed by the CDC) in themselves, and any members of their immediate household. The CDC-listed COVID-19 symptoms are:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

An employee with the above symptoms must not come to work. If the employee is suspected to have COVID-19 by exhibiting the above symptoms at work, the employee will:

- Go home immediately
- Inform their manager by phone
- Contact his/her physician or the local health department. If an employee is confirmed, via CDC-approved medical tests, to be positive for the presence of the virus, then the following steps must be followed:
  - Employee or manager will send an email to HR and their location’s Studio, or warehouse, operations manager. The email must include:
    - Their primary work location name, city, state, country
    - Personal contact information including phone and email
  - The Studio, or Services, Operations Manager are instructed to protect the reporting employee’s privacy and only work with HR to confirm names and medical details
HR and the Operations Manager will conduct contact tracing by identifying persons who may have been in contact with the “confirmed positive” employee within the last 48 hours prior to the onset of symptoms (or 72 hours prior to date of positive test if employee is asymptomatic). Contact tracing captures the following information:
  - Work location
  - Last date on work premises
  - Description of symptoms
  - Date of onset of first symptoms
  - Potential list of persons who may have had close contact by being within 6 feet (2 meters) of the “confirmed positive” employee

HR and the local Studio Operations, or Warehouse Operations, Manager work closely with the Company COVID-19 Compliance Officer (COVID CO) to review the contact tracing analysis.

HR will send an email communication to the persons identified via contact tracing while protecting the “confirmed positive” employees privacy. The email directs close contacts to:
  - Go home to self-quarantine for 14 days
  - Contact their physician if they develop symptoms
  - Stay away from work and notify HR
  - Review the Company’s Return-to-Work procedures (see next section)

**Company Return-to-Work Procedure for Suspected or Confirmed Cases**

Employees are allowed to return to work, after being sent home due to suspected COVID-19 symptoms or testing positive by a certified physician, when they have met ALL of the following criteria:

- **If asymptomatic:** Has quarantined themselves for 14-days (or as mandated by the local government health authority)
- **If symptomatic, but tested negative for COVID-19:**
  - Does not exhibit any symptoms over 72 hours, AND presents a written “return-to-work” approval from a certified/approved physician
- **If symptomatic or “confirmed positive” for COVID-19:**
  - Has not exhibited any symptoms for 14 consecutive days, AND presents a written “return-to-work” approval from a certified/approved physician
6.0 Studio Operating Protocols

Introduction

All MBS operated/managed studio locations will adhere to the following protocols. All of these operating locations will follow this consistent set of protocols.

Local management is authorized to build on these protocols to adapt specific, local operating practices but should avoid making changes to these foundational protocols that may compromise the health and safety of productions, employees, and vendors. Any proposed local modifications must be approved by MBS Chief Operations Officer or designated VP.

Workplace Entry

It is critical that efficient and effective control of access to each MBS operated/managed studio facility is controlled and tracked on a daily basis. This section documents enhanced procedures and conditions that are in addition to existing pre-COVID-19 security and access procedures.

Studio Operations management periodically review vehicle and foot travel, identify chokepoints and unnecessary queues that hinder safe and expeditious COVID-19 screening and admission of personnel, customers, crew, and vendors.

For MBS Media Campus, the diagram below presents multiple Wellness Checkpoints for different persons seeking to access to the lot, to reduce congestion, enable better physical distancing compliance and reduce queuing.
In addition, the COVID-19 studio entry process for MBS Media Campus now integrates each Production Company/Tenant-specific PPE and wellness checking requirements into a single process.
**Wellness Checkpoints**

**Sites**

All MBS operated/managed studio facilities will have established Wellness Checkpoints that will operate during normal business hours and if necessary, during extended hours and weekends. These checkpoints will be located near the property entrances in order to process studio staff, visitors, and tenants in a timely manner. Studios may coordinate with large tenants that may have acceptable wellness programs to run their own Wellness Checkpoints on the studio property if space allows.

Depending on the size and accessibility of the studio, there may be one or more Checkpoints to manage access into the facility to ensure expedient access AND maintain physical distancing of a radius of 6 feet (2 meters) between individuals. Studios with ample private street, driveway, or parking garage entry space will use it as a checkpoint so as not to block public mobility outside the studio, and to allow easier turnaround and exit access in the case that access is denied.

These sites will be disinfected daily at the end of each operation. The sites will be semi-permanent areas that will not be moved frequently to avoid potential staff exposure of contaminated surfaces.

**Supplies**

- **Wellness Checkpoint Equipment:**
  - Movable tables and chairs, and desk. If necessary, temporary pop-up tents or trailers can be used for weather protection and to help create a traffic chokepoint. These tables and chairs will be moved/stored after hours in close proximity to the checkpoint location for ease of deployment. Security and/or Facilities staff are to ensure that Checkpoint equipment is deployed and ready for daily processing.
  - The Wellness Checkpoints will have clearly marked separation distances for persons awaiting to be processed through the checkpoint unless the processing is occurring while people remain in their vehicles or standing in line.
  - Checkpoints will have a dedicated pack of items as follows:
    - At least 1 hand-held digital thermometer
    - Multiple paper copies of the Daily Wellness Declaration (see Exhibit A-1 below)
    - Multiple paper copies of the Weekly Wellness Declaration for Employees (see Exhibit A-2 below)
    - A supply of pens and clipboards for completing the Wellness Declaration
    - A container of disinfectant wipes (any CDC or EPA List N approved wipes), and/or disinfecting sprays
    - A supply of colored wristbands that must be worn at all times, while on the premises, to certify that the individual has been processed through the Wellness Checkpoint and is thus authorized to be inside the Studio. These wristbands allow individuals in/out access to the facility and common areas during working hours only from the time of check-in until closing/wrap time. NOTE: Wristband colors are changed on a daily basis
    - Easy to access/or on-hand supply of cold bottled water

**Daily Operation of Wellness Checkpoints**

- Wellness Checkpoints will be staffed by medically trained personnel if available at the facility. (See COVID-19 Compliance Officer.)
  - These designated, trained Checkpoint staff will arrive at work prior to the start of work-hours to ensure the proper setup of the checkpoints
  - Wellness Checkpoint staff will test each other prior to beginning work
  - All Wellness Checkpoint staff will wear PPE prior to beginning work
The Wellness Checkpoint infrastructure and equipment will be sanitized prior to use.

Wellness Checkpoint staff will be responsible for:

- Measuring an individual’s forehead temperature using the handheld, remote digital thermometer, re-measuring the temperature if reads 100.4 degrees or higher within 15 minutes.
- Ensuring all persons being processed at their Wellness Checkpoint completes and signs the Wellness Questionnaire. Checkpoint staff will be trained to quickly scan an individual’s Wellness Declaration responses and ask follow-up questions when one or more responses are not acceptable to allow check-in. Based on the responses, the Checkpoint staff may consult with others, and determine if an individual’s temperature reading and/or the non-compliant response requires a “do not admit” decision.

NOTE: For employees, the Weekly Wellness Declaration (Exhibit A-2) is used to expedite the assessment at Wellness Checkpoints. Employees will present the hardcopy of this weekly declaration at the Wellness Checkpoint with all questions answered, and only need to add a signature next to the current weekday they seek entry to the MBS facility. All signed Weekly Wellness Declarations must be turned into the employees direct supervisor for scanning and archival into a designated SharePoint. All other Wellness Checkpoint procedures must still be followed.

Checkpoint staff are responsible for securing signed documents for proper scanning and archival into a designated SharePoint assigned to that location, and storing the document in a centralized file archive.

Providing the designated color wristband to individuals whose measured temperature is below 100.4 degrees and has completed the Wellness Declaration. Designated wristband colors are as follows. (The colors are in alphabetical order):

- Monday – Blue
- Tuesday – Green
- Wednesday – Orange
- Thursday – Red
- Friday - Yellow

Wellness Checkpoint Entry Criteria

All persons irrespective of employee, crew, dignitary, vendor, management will undergo a Wellness check-in at any of the MBS operated/managed studio locations, no exceptions.

If an individual’s temperature is, or exceeds, 100.4 degrees at the first measurement, that individual will be asked to take a 15-minute rest away from the Wellness Checkpoint and is re-measured. If on the second measurement, the measurement remains at or above 100.4 degrees, the Checkpoint staff person will immediately ask the individual to leave the facility.

All persons who did not pass the check-in criteria can return the following day, if they believe their temperature is acceptable, to participate in the Wellness Checkpoint for entry.

If an individual fails to pass the Wellness check-in on the second day, they will not be allowed to complete the Wellness Check-in again unless they can furnish a signed doctor’s work approval/release with the doctor’s address, license # and contact information.
Wellness Point Clearance

- Once an employee, crew member, visitor, etc. are cleared by Wellness Checkpoint staff and have received a wristband, they may proceed through normal Studio security procedures, to their assigned parking location, or office destination

**Personal Protection Equipment (PPE)**

In order to ensure compliance to the safety practices described in these protocols, the following will be required of all employees and production staff.

- Face coverings will be required by all people, whether MBS-provided or provided by production company or vendors themselves, while inside MBS operated/managed studio
- Physical distancing of a minimum of 6' will be required whenever possible
- Masks, gloves, and eye protection will be required for any staff working within 6 feet of each other
- The studio will make available disposable PPE equipment to MBS visitors, and staff
- Hand sanitizing stations will be available on all office floors, stairwells, and stage entrances
- All employees must sanitize or wash their hands before starting work activities
- Production clients will be required to submit to Studio Operations or Safety Departments their company PPE and Covid-19 related crew requirements for approval
- All vendors must be wearing MBS approved PPE in order to be granted access to the studio

**Studio Employee Check-in**

Current security and health and safety protocols have been enhanced with COVID-19 regulations and CDC guidelines. These guidelines will continue to be reviewed by the designated MBS COVID-19 supervisor for future advisories and new information.

For company employees: Employees must clock-in on their mobile device using Paycom mobile app BEFORE entering the building to start work. NOTE: The use of biometric timeclocks will not be allowed until further notice. All employees must use their mobile device to punch-in/out, request time-off, vacations, etc.). Managers will review/approve/deny requests based on existing policies from their mobile device or their designated computers.

**Work Environment**

**Conditions and Protocol**

All MBS operated/managed studios locations will continue to practice safe physical distancing, inside and outside buildings, in the parking lot, and in common areas. In specific areas where people may congregate, queue, or experience pedestrian chokepoints, the ground is to be marked off to guide the required social distances and/or signs are clearly visible to remind people to maintain the necessary separation and to wear their PPE ahead of time if they anticipate social distances of 6 feet (2 meters) cannot be maintained. All employees are trained and expected to wear PPE in all circumstances where the required social distances cannot be maintained.

**Materials**

Visitors and employees must dispose of PPE in clearly labeled “hazardous materials” containers throughout the facility (see Protocol Training, Disposal of PPE). In addition, more frequent deep cleaning policies/procedures and schedules, using CDC/EPA List N approved cleaners, will be consistently applied across all MBS operated/managed studios. (See EXHIBIT C COVID-19 Cleaning Protocols.) These include 2x-3x per day cleaning by janitorial of all commonly touched items (stair rails, vending machines, door handles, elevator buttons, faucets, etc.). In addition, a thorough night-time cleaning of offices, bathrooms, workspaces.
The following provides details on distancing and cleaning practices/requirements at all MBS operated/managed studios.

**Stages**

All CDC, OSHA, State, and local regulations must be followed. Production Company Covid-19 protocols shall be submitted to Studio Operations and Safety for joint review and final acceptance with MBS Media Campus Studio Operations management. The Media Campus Studio Operations team will share best practices and support each production company’s/tenants’ COVID-19 protocols within the Media Campus COVID-19 protocols.

**Office Spaces**

All employees, visitors, and crew working in any MBS operated/managed studio facility are encouraged to use company furnished CDC/EPA List N-approved disposable disinfectant wipes to wipe down all surfaces, phones, keyboards, desks/tables, whiteboard markers, and computer monitors before work starts and on regular intervals, during breaks and lunch.

Workers with offices with closed doors should keep their doors propped open as much as possible to reduce the concentration of potential viruses. Visitors to any office with a closed door should maintain social distances when conversing inside an office, and practice face covering protocols.

Workers with office cubicles whose walls are 40-inches or higher should minimize interactions over the cubicle walls and wear their masks and safety glasses when leaving/returning to their cubicles. Workers are also made aware to minimize contact with cloth cubicle walls and use company-provided hand sanitizer frequently.

Offices with walls lower than 40-inches will be have workers seated in a “checkerboard” or “back-to-back” pattern to reduce direct exposure while management determines alternate working/seating arrangements or implements taller office partitions.

Shared office equipment (copiers, printers, scanners, fax machines) have CDC/EPA List N-approved disinfectant wipes next to each machine. Signs are posted on the devices to “Wipe the control panel BEFORE use”.

Printed documents must be picked up immediately by the person printing it. Disposable gloves and hand sanitizer are available next to the shared printers/copiers for use.

**Bullpens / Open Workspaces**

All employees, visitors, and crew working in any MBS operated/managed studio facility are encouraged to use company furnished CDC/EPA List N-approved disposable disinfectant wipes to wipe down all surfaces, phones, keyboards, desks/tables, whiteboard markers, and computer monitors before work starts and on regular intervals, during breaks and lunch.

Workers in open "bullpen” workspaces must wear company approved PPE until alternate seating or work arrangements (e.g., split-shift, work-sharing, remote/work-from-home) are determined in collaboration with his/her management team.

**Conference Rooms**

Use of conference rooms are discouraged at this time if the number of participants prevent compliance to the 6 feet (2 meters) physical distancing radius. Instead, the use of individual video conferencing via company-approved, secure applications is preferred.
Conference room seating will be reduced to allow physical distancing if the conference room absolutely must be used.

All touched surfaces such as speakerphones, remote controls, HDMI connectors, etc. must be disinfected as part of the nighttime cleaning. Conference users must use the company-provided disinfectant wipes to wipe down devices at the beginning and end of each session.

Visitors must wear proper PPE masks. Visitors may request PPE, if necessary.

**Set Lighting**

Refer to the *Rental Equipment Protocols* section for all Set Lighting policies.

**Expendables Store / Production Resource Center (PRC) Spaces**

Expendable / PRC stores shall follow CDC recommended practices for retail businesses. Customer entry may be restricted. Store entrances may be cordoned off, and expendable stores staff must wear company-issued PPE when discussing/receiving orders and/or items to be retrieved from shelves or storage areas. Customers must wait at the cordon and not enter the store.

Payments (in cash or otherwise) must be handled with disposable or company-issued work gloves. Use of credit card payment devices must have hand sanitizer located nearby and used after every transaction. Cash registers and credit card payment devices’ keypads must be wiped down after each use.

**Restrooms**

Employees using individual bathrooms (single toilet), do not need to wear face masks inside the bathroom. Employees using community, multi-toilet bathrooms must wear face masks inside the bathroom. Restrooms are disinfected 2x-3x per day based on facility management decision with CDC/EPA List N approved cleaners.

**Breakrooms Practices**

Breakrooms/lunchrooms are not to be used in the same manner as before. Individuals are reminded not to loiter in the breakrooms/lunchrooms. Break and mealtimes are staggered to prevent congestion in sitting areas.

Individuals’ lunches and beverages may NOT be stored in the refrigerator; instead, personal coolers stored at their work area is acceptable. Meals and snacks should be eaten away from high traffic areas with consideration of physical distancing requirements.

All refrigerators will only be used to chill individual sealed beverages. Personal food items even in plastic sealed containers cannot be stored in the refrigerator.

Increase cleaning of microwaves with disinfectant.

Automated coffee, cold and hot water dispensers may continue to be available but physical distancing rules are practiced/enforced. Disinfectant wipes are located next to dispensers and are used by each user to clean dispenser controls before and after each use.

Pantry items can only contain individually sealed, single serving snack foods. Bulk containers are not permitted.

Employees are encouraged to bring their own reusable mugs and water containers and carefully store them in their workspaces instead of using dispensed paper cups and random mugs stored in the kitchen.
Common Areas

- **Outdoor Common Areas**
  - Physical distancing requirements must be adhered to in common areas. Posted signs reminding users of common areas remind everyone of this requirement
- **Any on-site gym facilities and equipment** will be closed until further notice
- **Parking Lot**
  - Physical distancing requirements must be adhered to in parking lots. Posted signs reminding users of common areas of this requirement

Elevators

The amount of people allowed in on elevator shall depend on the size of the elevator to allow for 6’ physical distancing requirements. Signage may be placed on the floors of the elevators to highlight allowable standing configurations if more than one person is to ride the elevator.

Split Shifts and Work-Sharing

In some instances, where the physical footprint of the location is smaller and the number of employees and visitors is so dense that physical distancing cannot be readily achieved, MBS operated/managed studio is instituting “de-densification” practices such as split-shifts, work-sharing and remote/work-from-home.

Use of these “de-densification” practices are evaluated on a case-by-case, department-by-department basis. Key considerations include the type of work, the available workspace, the effectiveness and efficiency of the potential approach, the impact on customer service/vendor responsiveness, and the duration of the alternate work approach. MBS Group HR, the employee and their management collaborate to arrive at the best solution.

Split shifts, also called staggered shifts, will allow lower densities of staff to operate within a location. At the same time this provides a brief time to transition work performed by the preceding shift to the following shift to maintain operational and business continuity.

Work-sharing, also called job-sharing; allows two staff members in the same department to work part-time schedules, focused on the same scope/portfolio of work/transactions to a) minimize any essential on-site presence while also b) allowing them greater schedule flexibility for other commitments. MBS operated/managed studio management would apply these in special circumstances where the two-person team is equally skilled and suited for their tasks and have complementary goals and work schedule needs.

Studio Services

Various studio services operations may be impacted in order to adhere to CDC best practices and new hygienic requirements.

- **Valet Parking**
  - Valet Parking Services will not be available until further notice.

- **Studio Commissaries**
  - Dine-in service at Studio commissaries will be suspended until further notice. Takeout and delivery may be available.

- **Mail Service**
  - Mail Service will be handled by the studio’s mail department. All incoming mail will be screened and sanitized. Productions and departments may be required to pick up their mail from the mail room or other designated mail pick up/drop off location.
• **Janitorial**
  Enhanced janitorial services will occur based on the *Exhibit C: MBS COVID-19 Cleaning Protocols*.

**Signage**

All MBS operated/managed studio locations have highly visible signage at all entrances gates indicating safe practices and requirements that all entrants must comply with regarding PPE, physical distancing and their acceptance of personal liability when entering and working on the premises.

Additional signage is also displayed inside the facility at key traffic points, elevators, restrooms, work, and break areas.

See *EXHIBIT B MBS Signage* for images.
7.0 Services Operating Protocols

Introduction

All MBS Services offices, warehouses and depots will adhere to the following protocols. All of these operating locations whether located in the US, Canada, UK or elsewhere, follow this consistent set of protocols.

Local management is authorized to build on these protocols to adapt specific, local operating practices but should avoid making changes to these foundational protocols that compromise the health and safety of customers, employees, and vendors. Any proposed local modifications must be approved by MBS Services’ Chief Operations Officer or designated VP.

Workplace Entry

It is critical that efficient and effective control of access to each MBS Services facility is controlled and tracked on a daily basis. This section documents enhanced procedures and conditions that are in addition to existing pre-COVID-19 security and access procedures.

Wellness Checkpoints

Sites

All MBS Services operations have established Wellness Checkpoints that will operate during normal business hours and if necessary, during extended hours and weekends. Access into the MBS Services building will only occur via these checkpoints. No one will be allowed to enter the building through dock doors or the front entrance without undergoing the Wellness Checkpoint procedure.

Depending on the size of the facility, there are one or more Checkpoints to manage access into the four-walls of the facility after customers, employees, and vendors to ensure expedient access AND maintain physical distancing of a radius of 6 feet (2 meters) between individuals. Facilities with an existing reception area will use it as a checkpoint. Additional, temporary checkpoints are setup during the peak start of shift hours, typically at the outside front of the loading dock doors.

Supplies

- Wellness Checkpoint Equipment:
  - Movable tables and chairs, and desk. If necessary, temporary pop-up tents can be used for shade. These tables and chairs will be moved/stored after initial work check-in
  - The Wellness Checkpoints will have clearly marked separation distances for persons awaiting to be processed through the checkpoint
  - Checkpoints will have a dedicated pack of items as follows:
    - 1 hand-held digital thermometer
    - Multiple paper copies of the Daily Wellness Declaration (see Exhibit A-1 below)
    - Multiple paper copies of the Weekly Wellness Declaration for Employees (see Exhibit A-2 below)
    - A supply of pens for completing the Wellness Declaration
    - A container of disinfectant wipes (any CDC/EPA List N approved wipes)
    - A supply of colored wristbands that must be worn at all times, while on the premises, to certify that the individual has been processed through the Wellness Checkpoint and is thus authorized to be inside the facility. These wristbands allow individuals in/out access to the facility during working hours only from the time of check-in until closing time. NOTE: Wristband colors are changed on a daily basis (colors are in alphabetical order)
Exhibit A-1 – Wellness Declaration (Initial Return, English)

Daily Wellness Declaration

<table>
<thead>
<tr>
<th>NAME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>MANAGER / POINT OF CONTACT</td>
<td></td>
</tr>
</tbody>
</table>

**DECLARATION**

- I have no COVID-19 symptoms such as a cough, shortness of breath or high temperature.
- I have not been in close contact with anyone who may have COVID-19 but is yet to be confirmed.
- I have not been in close contact with anyone, such as a family member, who is experiencing symptoms or has been confirmed positive with COVID-19.
- I will inform the company by phone call if I start to feel unwell at any time.
- I am aware of the location of hand washing facilities and understand the importance of regular hand washing/sanitizing.
- I will keep to the work area designated to me and stay at least 6 feet from any coworker or will otherwise wear personal protective equipment (PPE).
- I will inform my supervisor / manager if there are any issues of concern relating to control of the spread of COVID-19 (or other safety issues).
- I consent to having my temperature taken (non-contact) each day before work begins and acknowledge that for the safety of all, I may not be able to work if I have a cough or a high temperature.

**YES** | **NO**
---|---

I confirm I have read, understood and been walked through the COVID-19 Risk assessment and understood the control measures. All statements made above are correct at the time of answering to the best of my knowledge and have asked any related questions that have arisen. I will immediately inform the company of any changes to the declarations made.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>PRINT NAME</th>
<th>DATE</th>
</tr>
</thead>
</table>

Proprietary to MBS Media Campus, MBS Services, Television City Studios, Culver Studios, SLS Studios
### Exhibit A-1a – Wellness Declaration (Initial Return, Spanish)

<table>
<thead>
<tr>
<th>NOMBRE</th>
<th>SI</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRUPO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FECHA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GERENTE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Declaración (Por favor, marca)</th>
<th>SI</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>No tengo síntomas de COVID-19 como tos, dificultad para respirar, o temperatura alta.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No estoy en contacto, hoy o durante las dos semanas pasadas, con nadie que pueda tener COVID-19 aunque no sea confirmado.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No estoy en contacto con nadie, como un miembro de la familia, que esté mostrando síntomas o haya sido confirmado positivo con COVID-19.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Informaré a la compañía por teléfono si en cualquier momento empiezo a sentíme mal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sé dónde están las instalaciones para lavarse las manos y entiendo la importancia del lavado / desinfección de manos regularmente.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Me mantendré en el área de trabajo designada y permaneceré al menos a 2 metros de mis compañero de trabajo o usaré equipo de protección personal (PPE) según sea necesario.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Informaré a mi supervisor / gerente si hay alguna problema con el control contra la propagación de COVID-19 (u otros problemas de seguridad).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doy mi consentimiento para que me tomen la temperatura (sin contacto) todos los días antes de que comience el trabajo y reconozco que, por la seguridad de todos, es posible que no pueda trabajar si tengo tos o temperatura alta.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Confirmo que lei, entendi y me guiaron por la evaluación de riesgos COVID-19 y entiendo las medidas de control. Todas las declaraciones dictadas anteriormente son correctas al momento de responder a lo mejor de mi conocimiento y han hecho cualquier pregunta relacionada que haya surgido. Informaré inmediatamente a la compañía de cualquier cambio en las declaraciones realizadas.

<table>
<thead>
<tr>
<th>FIRMA</th>
<th>NOMBRE</th>
<th>FECHA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Exhibit A-2 – Weekly Wellness Declaration for Employees (English)

Weekly Continued Return to Work Declaration

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>TEAM</th>
<th>DATE</th>
<th>MANAGER</th>
</tr>
</thead>
</table>

DECLARATION please tick

I have no COVID-19 symptoms such as a cough, shortness of breath or high temperature. □ □

I have not been in close contact with anyone who may have COVID-19 but is yet to be confirmed. □ □

I have not been in close contact with anyone, such as a family member, who is experiencing symptoms or has been confirmed positive with COVID-19. □ □

I will inform the company by phone call if I start to feel unwell at any time. □ □

I am aware of the location of hand washing facilities and understand the importance of regular hand washing/sanitizing. □ □

I will keep to the work area designated to me and stay at least 6 feet from any coworker or will otherwise wear personal protective equipment (PPE). □ □

I will inform my supervisor/manager if there are any issues of concern relating to control of the spread of COVID-19 (or other safety issues). □ □

I consent to having my temperature taken (non-contact) each day before work begins and acknowledge that for the safety of all, I may not be able to work if I have a cough or a high temperature. □ □

I confirm I have read, understood and been walked through the COVID-19 Risk assessment and understood the control measures. All statements made above are correct at the time of answering to the best of my knowledge and have asked any related questions that have arisen. I will immediately inform the company of any changes to the declarations made.

SIGNATURE | PRINT NAME | DATE
---------|------------|------

Proprietary to MBS Media Campus, MBS Services, Television City Studios, Culver Studios, SLS Studios
In addition, each Wellness Checkpoint will have pre-packaged paper bags containing an individual, one day supply of MBS approved PPE that will be available to employees, customers, and vendors to use while present in the facility. (See Materials Table, MBS Pre-Packaged PPE Kit.) These items will be provided to all persons to use and keep. These pre-packaged PPE supply bags will be stored in large, movable enclosed containers that will be positioned next to the Wellness Checkpoints and then stored and locked when not in use.
Employee Entrances

On the first Monday of each month (or upon employee’s initial arrival), employees will be issued their monthly allocation of company approved PPE (5 masks, 5 pairs of gloves, 2 pairs of safety glasses and 5 paper bags (see Materials Table, MBS Pre-Packaged PPE Kit) when they are processed through their work location’s Wellness Checkpoint.

Employees will be responsible for managing, safely storing their PPE when they leave the building. In the case of damaged/lost PPE, employees may obtain replacements the following business day when checking in at the Wellness Checkpoint.

Visitor Entrances

Visitors such as crew and vendors will receive a complimentary “Visitor PPE package” upon passing the Wellness Check-in (see Materials Table). The Visitor PPE package is contained in a paper bag with a single face mask, and small container of hand-sanitizer. Visitors may also request disposable gloves and safety glasses.

Daily Operation of Wellness Checkpoints

- Wellness Checkpoints will be staffed by trained department managers and front-desk receptionists, if available at the facility. (See COVID-19 Compliance Officer.)
  - These designated, trained Checkpoint staff will arrive at work prior to the start of work-hours to setup the checkpoints.
  - Wellness Checkpoint staff will test each other prior to beginning work
  - All Wellness Checkpoint staff will wear PPE prior to beginning work
  - Department managers will check-in their own department’s employees. Upon checking-in their staff, department managers can resume their daily operational responsibilities. When all departments’ employees have been checked-in during the set Wellness Check-in time period, the Wellness Checkpoint infrastructure and equipment will be sanitized and securely stored for the following day’s check-ins
  - Visitors, crew, vendors, and company management will go directly to the reception desk that will always be ready to conduct Wellness Check-ins of any visitors, crew, and vendors Checkpoint throughout the day

- Wellness Checkpoint staff will be responsible for:
  - Measuring an individual’s forehead temperature using the handheld, remote digital thermometer, re-measuring the temperature if reads 100.4 degrees or higher within 15 minutes
  - Ensuring all persons being processed at their Wellness Checkpoint completes and signs the daily Wellness Declaration. Checkpoint staff will be trained to quickly scan an individual’s Wellness Declaration responses and asks follow-up questions when one or more responses are not acceptable to allow check-in. Based on the responses, the Checkpoint staff may consult with others, and determine if an individual’s temperature reading and the non-compliant response requires a “do not admit” decision

NOTE: For employees, the Weekly Wellness Declaration (Exhibit A-2) is used to expedite the assessment at Wellness Checkpoints. Employees will present the hardcopy of this weekly declaration at the Wellness Checkpoint with all questions answered, and only need to add a signature next to the current weekday they seek entry to the MBS facility. All signed Weekly Wellness Declarations must be turned into the employees direct supervisor for scanning and archival into a designated SharePoint. All other Wellness Checkpoint procedures must still be followed.
Checkpoint staff are responsible for securing signed documents for proper scanning and archival into a designated SharePoint assigned to that location, and storing the document in a centralized file archive.

Providing the designated color wristband to individuals whose measured temperature is below 100.4 degrees, and has completed the Wellness Declaration.

All persons who are cleared to access the building/work area must put on their PPE before passing beyond the Wellness Checkpoint.

For company employees: Upon receiving the color wristband, employees must clock-in on their mobile device using Paycom mobile app BEFORE entering the building to start work. NOTE: The use of biometric timeclocks will not be allowed until further notice. All employees must use their mobile device to punch-in/out, request time-off, vacations, etc.). Managers will review/approve/deny requests based on existing policies from their mobile device or their designated computers.

Wellness Checkpoint Entry Criteria

- All persons irrespective of employee, crew, dignitary, vendor, management will undergo the Wellness check-in at any of the MBS Services locations, no exceptions.
- If an individual’s temperature is, or exceeds, 100.4 degrees at the first measurement, that individual will be asked to take a 15 minute rest away from the Wellness Checkpoint and is re-measured. If on the second measurement, the measurement remains at or above 100.4 degrees, the Checkpoint staff person will immediately ask the individual to leave the facility.
- All persons who did not pass the check-in criteria can return the following day, if they believe their temperature is acceptable, to participate in the Wellness Checkpoint.
- If an individual fails to pass the Wellness check-in on the second day, they are not be allowed to again for the Wellness Check-in, unless they can furnish a signed doctor’s work approval/release with the doctors address, license # and contact information.

Work Environment

Conditions and Protocol

All MBS Services locations will continue to practice safe physical distancing, inside and outside buildings, in the parking lot, in common areas. In specific areas where people may congregate, queue, or experience pedestrian chokepoints, the ground is marked off to guide the required physical distances and/or signs are clearly visible to remind people to maintain the necessary separation and to wear their PPE ahead of time if they anticipate social distances of 6 feet (2 meters) cannot be maintained. All employees are trained and expected to wear PPE in all circumstances where the required physical distances cannot be maintained.

Materials

All employees must store company-issued PPE in designated containers. Visitors and employees must dispose of PPE in clearly labeled “hazardous materials” containers throughout the facility (see Protocol Training, Disposal of PPE). In addition, more frequent deep cleaning policies/procedures and schedules, using CDC/EPA List N-approved cleaners, will be consistently applied across all MBS Services locations. (See EXHIBIT C COVID-19 Cleaning Protocols.) These include 4x per day cleaning by janitorial of all commonly touched items (stair rails, vending machines, door handles, elevator buttons, faucets, etc.). In addition, a thorough night-time cleaning of offices, bathrooms, workspaces.

The following provides details on distancing and cleaning practices/requirements at MBS Services locations.
Offices

All employees, visitors, and crew working in an MBS Services office are encouraged to use company furnished CDC/EPA List N-approved disposable disinfectant wipes to wipe down all surfaces, phones, keyboards, desks/tables, whiteboard markers, and computer monitors before work starts and on regular intervals, during breaks and lunch.

Workers with offices with closed doors should keep their doors propped open as much as possible to help reduce the concentration of potential viruses. Visitors to any office with a closed door should maintain social distances when conversing inside an office, and practice face coverage protocols.

Workers with office cubicles whose walls are 40-inches or higher should minimize interactions over the cubicle walls and wear their masks and safety glasses when leaving/returning to their cubicles. Workers are also made aware to minimize contact with cloth cubicle walls and use company-provided hand sanitizer frequently.

Offices with walls lower than 40-inches will be have workers seated in a “checkerboard” or “back-to-back” pattern to reduce direct exposure while management determines alternate working/seating arrangements or implements taller office partitions.

Shared office equipment (copiers, printers, scanners, fax machines) have CDC/EPA List N-approved disinfectant wipes next to each machine. Signs are posted on the devices to “Wipe the control panel BEFORE use”.

Printed documents must be picked up immediately by the person printing it. Disposable gloves and hand sanitizer are available next to the shared printers/copiers for use.

Bullpens / Open Workspaces

All employees, visitors, and crew working in an MBS Services office are encouraged to use company furnished CDC/EPA List N-approved disposable disinfectant wipes to wipe down all surfaces, phones, keyboards, desks/tables, whiteboard markers, and computer monitors before work starts and on regular intervals, during breaks and lunch.

Workers in open/“bullpen” workspaces must wear company approved PPE until alternate seating or work arrangements (e.g., split-shift, work-sharing, remote/work-from-home) are determined in collaboration with his/her management team.

Conference Rooms

Use of conference rooms are discouraged at this time if the number of participants prevent compliance to the 6 feet (2 meters) physical distancing radius. Instead, the use of individual video conferencing via company-approved, secure applications is preferred.

Conference room seating will be reduced to allow physical distancing if the conference room absolutely must be used.

All touched surfaces such as speakerphones, remote controls, HDMI connectors, etc. must be disinfected as part of the nighttime cleaning. Conference users must use the company-provided disinfectant wipes to wipe down devices at the beginning and end of each session.
Warehouse

In general, because of the high-level of foot and rolling stock (forklifts, scissor jacks, etc.) traffic in a semi-enclosed location, all employees, customers, vendors working inside and outside the warehouse MUST wear PPE.

Employees will wear their full set of company-issued face masks, safety glasses and gloves. NOTE: In job functions where the wearing of gloves impedes the dexterity and sensitivity (e.g., electronics component repair) gloves or finger cots are used along with more frequent use of hand sanitizer/soap hand wash.

Visitors must wear the company-provided face masks. Visitors may also request safety glasses and disposable gloves after passing the Wellness Check-in process and are approved to enter the building.

All warehouse handheld equipment (including barcode and RFID scanners) and touchscreen equipment must be wiped at beginning of shift, during breaks at the minimum. Shared devices such as barcode and RFID scanners must be used with company-issued gloves and wiped with disinfectant wipes before and after each use.

Loading Docks

All MBS Services personnel working in the loading dock must rigorously adhere to and be monitored in the use of PPE, particularly since the majority of this type of work is team-based. Activities such as loading/unloading, check-in, testing, moving, storing, palletizing equipment counts in often congested/high traffic staging areas necessitates use of the full set of company-issued PPE.

Customers and production crews will use the company-issued PPE provided at Wellness Checkpoint. Customers and production crews will be reminded to wear the PPE to protect themselves and to comply with their production companies protocols.

Non-MBS Services transportation providers will be required to furnish their own PPE. At the minimum they must wear a face covering and minimize their time inside the building. If they do not have a face mask, MBS Services' warehouse staff will provide one to them.

Expendables Store Spaces

Expendable stores follow CDC recommended practices for retail businesses. Customer entry will be restricted. Store entrances must be cordoned off, and expendable stores staff must wear company-issued PPE when discussing/receiving orders and/or items to be retrieved from shelves or storage areas. Customers must wait at the cordon and not enter the store.

Payments (in cash or otherwise) must be handled with disposable or company-issued work gloves. Use of credit card payment devices must have hand sanitizer located nearby and used after every transaction. Cash registers and credit card payment devices' keypads must be wiped down after each use.

Restrooms

Employees using individual bathrooms (single toilet), do not need to wear the company-issued face masks inside the bathroom. Employees using community, multi-toilet bathrooms must wear the company issued face masks inside the bathroom. Restrooms are disinfected 2x-3x per day based on facility management decision with CDC/EPA List N-approved cleaners.

Breakrooms Practices

Breakrooms/lunchrooms are not to be used in the same manner as before. Individuals are reminded not to loiter in the breakrooms/lunchrooms. Break and mealtimes are staggered to prevent congestion in sitting areas. If comfortable, encourage personnel to eat inside their personal automobiles.
Individuals’ lunches and beverages may NOT be stored in the refrigerator; instead, personal coolers stored at their work areas is acceptable. Meals and snacks should be eaten away from high traffic areas with consideration of physical distancing requirements.

All refrigerators will only be used to chill individual sealed beverages. Personal food items even in plastic sealed containers cannot be stored in the refrigerator. Increase cleaning of microwaves with disinfectant. Automated coffee, cold and hot water dispensers will continue to be available but physical distancing rules are practiced/enforced. Disinfectant wipes are located next to dispensers and are used by each user to clean dispenser controls before and after each use.

Pantry items can only contain individually sealed, single serving snack foods. Bulk containers are not permitted. Employees are encouraged to bring their own reusable mugs and water containers and carefully store them in their workspaces instead of using dispensed paper cups and random mugs stored in the kitchen.

**Common Areas**

- **Outdoor Common Areas**
  - Physical distancing requirements must be adhered to in common areas. Posted signs reminding users of common areas remind everyone of this requirement
- **On-site gym facilities and equipment** will be closed until further notice
- **Parking Lot**
  - Physical distancing requirements must be adhered to in parking lots. Posted signs reminding users of common areas remind everyone of this requirement
- **Company-owned vehicles**
  - See Section 7.0 -Transportation Department COVID-19 Policies

**Split Shifts and Work-Sharing**

In some instances, where the physical footprint of the location is smaller and the number of employees and visitors is so dense that physical distancing cannot be readily achieved, MBS Services is instituting “de-densification” practices such as split-shifts, work-sharing and remote/work-from-home.

Use of these “de-densification” practices are evaluated on a case-by-case, department-by-department basis. Key considerations include the type of work, the available workspace, the effectiveness and efficiency of the potential approach, the impact on customer service/vendor responsiveness, and the duration of the alternate work approach. MBS Group HR, the employee and their management collaborate to arrive at the best solution.

Split shifts, also called staggered shifts, will allow lower densities of staff to operate within a location. At the same time this provides a brief time to transition work performed by the preceding shift to the following shift to maintain operational and business continuity.

Work-sharing, also called job-sharing, allows two staff members in the same department to work part-time schedules, focused on the same scope/portfolio of work/transactions to a) minimize any essential on-site presence while also b) allowing them greater schedule flexibility for other commitments. MBS Services management would apply these in special circumstances where the two-person team is equally skilled and suited for their tasks and have complementary goals and work schedule needs.
**Signage**

All MBS Services locations have highly visible, outdoor, weather-resistant signage at all entrances including main reception, loading docks, and gated access points indicating practices and requirements that all entrants must comply with regarding PPE, physical distancing and their acceptance of personal liability when entering and working on the premises.

The signage is also displayed inside the facility at key traffic points, work, and break areas.

See *EXHIBIT B MBS Signage* for images.
8.0 Rental Equipment Protocols

Introduction

With respect to the unique nature of our services industry, The MBS Group has designed explicit and comprehensive protocols related to rental equipment handling. The company has researched all facets of the effects of the COVID-19 virus to determine the most effective machinery and sanitizing solutions currently available to the market, and applied these specifics to our new policies to ensure the safety of our employees, our visitors and our clients – on site, on set and on location.

Following are the new MBS procedures, which are enforced throughout all operations following complete and inclusive training for all employees who handle our rental equipment.

NOTE: These MBS policies continue to be revisited on a consistent basis to ensure compliance with new advisories and information from governmental and trusted public notices with regard to COVID-19. The company will continue to track information and practices related to the safety of our employees, vendors, clients, and the public, and reserves the right to amend the protocols herein, from time to time, in its sole discretion and without prior notice.

**Distancing Practices**

**Employees**

All employees are mandated to exercise prescribed physical distancing, maintaining a radius of 6 feet (2 meters) between one another. In the instances when this is not possible, e.g., transporting equipment within the warehouses or loading a vehicle with equipment, employees are mandated to wear all company-issued PPE, without exception.

**Visitors**

Employees are also mandated to exercise prescribed physical distancing with visitors, such as clients and crew members. Additionally, adequate signage is sited throughout all MBS Services warehouses, alerting the visitor to MBS policies related to this distancing. (See EXHIBIT B MBS Signage for images).

**Breaks**

All employees are instructed to maintain a radius of 6 feet (2 meters) between one another during breaks. (See Work Environment, Breaks/Lunches.)

**Lunches**

MBS Services has devised and is enforcing a new set of rules with regard to employees who take lunches on site. See Work Environment, Breaks/Lunches, for the company policy on taking lunches.

**Split Shifts**

See Work Environment, Split Shift / Work Sharing.

**Paperwork Handling**

In a measure to maximize the practice of safe physical distancing, MBS is utilizing its system abilities to promote paperless checkout and return paperwork. When the transaction is completed, the warehouse or office order handler will email the document to the client or vendor representative directly from the core application. This automatically sends the editable PDF file to this person’s email address, which enables the representative to electronically sign the document, either from their phone or computer, and select SEND. The signed document is automatically sent back to the MBS program and attaches it to the related
order as a permanent record. The client or vendor representative retains their own copy, (which is instantly stamped “SIGNED”), within their email account.

Processing Returns to Facility

All equipment received into any operation will be isolated to an exterior sanitizing “station” at the facility, if available. If such a “station” is not available, the equipment will be isolated inside the warehouse. The equipment is then properly sanitized with one of the following methods (see Materials Table, Cleaning Machinery, and Materials Table, Sanitizing Solutions).

- Fogging with company-provided machinery
- Electrostatically sprayed
- Wiped down thoroughly with EPA-approved disinfectant and shop towels or paper towels
- Equipment that cannot be sanitized using disinfectant wipes or electrostatic sprayer (e.g., fabrics and textiles), must be isolated in a segregated, low-traffic location for at least 72 hours before being returned to the proper storage location until an alternate, faster sanitization method is implemented

The terms “returns” and “received” are defined by all of the following conditions:

- Equipment received by delivery from client
- Equipment picked up by company transport
- Preloaded truck package returns
- Regardless if coming from a location or set, or if by intercompany transfer
- Equipment either received by a crew member or pulled for a crew member to accompany other equipment
- Equipment received by common carrier (owned or newly acquired)
- Any “subrented equipment” (i.e., equipment owned by a third-party vendor) picked up by MBS Services transport or delivered by vendor

No equipment received into any company warehouse will be replaced to the shelf or any other storage area until it is properly cleaned with the appropriate method(s). Employees who sanitize equipment are advised to immediately wash their hands.

All sanitized equipment that is stored on designated pallets, milk crates or individually is shrink wrapped (or a protective covering) and tagged with a visible “SANITIZED” label on top of the shrink-wrap/protective covering.

Processing Equipment for Active Rentals

As with returns, all equipment pulled from shelves or storage areas are sanitized as per the above methods and policy. This process takes place in a taped-off area where the equipment is “staged”, or a designated area clearly marked with floor tape or roped barriers. Following this handling, employees are advised to immediately wash their hands.

Proper Use of Sprayer

MBS trains all employees who handle rental equipment on the below procedures for operating the electrostatic sprayer. Each shift, a supervisor demonstrates the proper usage of the sprayer units. Each shift, a supervisor oversees employees who utilize these units.

- The electrostatic sprayers MBS supplies are provided with
  - Sprayer unit
  - Charger
  - Charger connector
Preparing sprayer for use
  - Remove tank by moving the lock switch to unlock, pull tank release and pull tank free
  - Fill tank with 32 oz of water and the 3.3 gram sanitizing tablet, replace tank lid
  - Seal tank, allow 3-5 minutes for tablet to dissolve
  - Remove tank lid, replace tank with nozzle inserted, lock tank

Use – an open space (NOTE: all employees wear company issued coveralls when using this device)
  - Maintain 2’ to 3’ distance from rental equipment
  - Pull trigger to spray evenly over equipment
  - Allow 10 minutes to air dry

Storage
  - Remove tank, seal with tank lid, store in designated area
  - Fully evacuate sprayer of any remaining solution with use of trigger until device is spraying only air

Rental Equipment Sanitizing, Specifics

As described above, MBS mandates that all rental equipment and subrental equipment will be sanitized both as the products are processed for active rentals and as returned from clients or vendors to any MBS facility. These new cleansing/sanitizing policies apply to all lighting and grip equipment, however the below prescribes the process for various specific equipment. All employees are instructed to wash their hands following equipment handling.

- Cable
  - If no cable washer is available
    - Using the proper usage of the sprayer, cable is sprayed in its coiled form
    - This process continues swiftly and thoroughly both sides are properly treated
    - Cable is left to air dry for 10 minutes before handling
    - If cable is being returned to stock, and to be palletized or binned, then the cable is properly palletized or binned and shrink-wrapped according to MBS color-coding procedures, and marked with quantity total as pre-counted

- Stands
  - All stand risers and legs are fully extended
  - Using the proper usage of the sprayer, employee sprays all stands, moving around each in order to affect all areas
  - Stands are left to air dry for 10 minutes before further handling

- Kits
  - Kit case is opened, and all contents of kit are removed and spaced out
  - If kit includes any bagged or further-encased components, these are also removed
  - Using the proper usage of the sprayer, employee sprays all components
  - Bags of kit are sprayed on the exterior, turned inside-out then sprayed again
  - Inner cases are opened and sprayed, turned over then sprayed again
  - Equipment is left to air dry for 10 minutes before further handling
  - Kit components are replaced and closed
  - Electronic equipment including dimmers, LED panels and controls must use the guidelines below to prevent accidental damage:
    - Do not attempt to disassemble any piece of equipment for the purposes of disinfecting internal components. Doing so may cause permanent damage to your equipment and void any warranties
- Do not attempt to disinfect any piece of equipment that is connected to power. Doing so will cause permanent damage to your equipment and possibly result in injury or death.
- Disconnect equipment from all power and external equipment prior to cleaning.
- Do not use harsh chemicals, solvents or products containing ammonia or bleach to clean any surfaces on your equipment.
- Do not use hydrogen peroxide on any surfaces of your equipment. Hydrogen peroxide is corrosive and can damage some surfaces, even at low concentrations, as available over the counter (3%).
- Do not spray cleaning agents from a hand-held sprayer directly onto the surfaces being cleaned. Always spray onto a clean soft, cloth first, then wipe the equipment. (This does not apply if an electrostatic sprayer is being used for disinfecting).
- Use of commercially available wipes (not chlorine based) is suitable as recommended.
- A mild detergent & water solution, or a 70% by volume alcohol, can be used to wipe off dirty surfaces, but do not soak or allow the mixture to pool in the fixture being cleaned.
- Electrostatic disinfecting spraying machines can be safely used on most surfaces. Do not apply directly to dimmers at close range and do not saturate surfaces.
- Allow all surfaces to dry thoroughly before use or storage.

**Fabrics**

Extensive tests were conducted by Ragtime / Global Production Backings, LLC. The results are reported in *Exhibit E: Electric Static Sprayer Fabric Tests and Evaluation*.

- All fabrics (overheads, rags, flags) are reefed as per normal practices.
- All fabrics are cleaned using existing procedures prior to application of disinfectant through the electrostatic sprayer.
- While hung or splayed, employee uses the proper usage of the sprayer to thoroughly cover the surface of the fabric on both sides.
- Fabrics must be hung to dry indoors, in a dust-free, environment. Items must be dry to the touch before being stowed away (see *Exhibit E: Electric Static Sprayer Fabric Tests and Evaluation*).
- Fabrics are stowed and put into designate rag bags, then returned to the proper storage location, ready for use.
- If an electrostatic sprayer is not available, the fabric must be hung or splayed indoors or outdoors for at least 72 hours (3 days) before it can be cleaned and stowed.
- Fabrics bags and ties are also treated with the electrostatic sprayer, first on the exterior then turned inside out and sprayed again.

**Basic Equipment Disinfection Practices**

Rental equipment order shipments are supplied with basic cleaning and disinfecting instructions that outline the types of cleaning and disinfecting agents/solutions that can be used. Sensitive equipment such as electronics, controls, and fabrics must use only company and/or manufacturer approved cleaners and disinfectants. These instructions must be located prominently on shipments, and whenever possible, conveyed to crew.
Subrentals

All “subrentals” (i.e., equipment owned by a third-party vendor) are brought into possession at the applicable MBS Services facility before transporting to any set or location, and the above sanitization policies are conducted.

Crew Equipment

As a rule, all crew gear must be brought into company possession for proper sanitizing. All cleansing and sanitizing policies are conducted on this crew equipment before transporting to any set or location.

Alternatively, if the crew member or equipment owner provides a signed waiver assuring their equipment that is to be utilized for rental purposes is safe for use, MBS will file this waiver and send the document to the client for proper release of liability to MBS.

Loading

If possible, only one to two employees are assigned to load equipment onto vehicles. If the same employee(s) had processed the sanitizing methods, they are to wash their hands before commencing any equipment-loading. All regulated safety procedures are practiced, in addition to MBS physical distancing policies. In the instances when this is not possible while loading equipment onto a vehicle, employees are mandated to wear all company-issued PPE, without exception.

Pickup of Equipment by Crew

All on-site equipment pickup by crew (or production company designee) are limited to a designated staging area and/or loading dock. All non-company individuals picking up equipment must be processed through the Wellness Checkpoint and assigned a colored wristband. Crew must wear a face mask at the minimum or PPE designated by their production company when operating in the MBS Services facility. Crew members who have passed through the Wellness Checkpoint with the correct colored wristband of the day, can be present in the crew waiting area, equipment loading staging area, the loading dock and the expendables store; access to all other parts of the facility are be limited unless escorted by a department manager or higher. MBS protocols for social distancing and use of PPE must be followed while on our premises.

For MBS locations with Will-Call desks, both crew and MBS staff must wear PPE. Where appropriate, acrylic shields and clear floor markings are installed to enable proper social distancing.

Deliveries

See Transportation Department COVID-19 Policies, for these policies prescribed by MBS Services.
9.0 Transportation Department COVID-19 Policies

Introduction

The purpose of this policy is to ensure the safety, health and wellbeing of all departmental personnel and company drivers while working during and throughout the COVID-19 Pandemic.

This Policy is set forth for all Departmental Drivers, Dispatchers, Administrators, Mechanics Supervisors and Managers within the Fleet / Transportation departments as well as all drivers within the MBS platform.

This policy will be monitored and enforced through the office of the Fleet Director with support from all company managers and supervisors within the MBS organization. Those employees that do not adhere to the policies listed below will be subject to disciplinary actions up and including termination.

Driver Practices

- Drivers are not required at this time to wear PPE inside of the vehicles while driving, except as required under the section below “Transporting Personnel”.
- All Drivers are required to sanitize frequently touched surfaces within the interior of the vehicles as stated under “Sanitizing Fleet Vehicles” Below.
- All drivers are required to complete in vehicle timestamped “sanitizing logs” thus noting when sanitizing occurs. See “Sanitizing Fleet Vehicles”
- All drivers are required to wash or sanitize their hands prior to entering Fleet Vehicles as follows:
  - At the beginning and end of each shift
  - After returning from break and lunch times
  - After the completion of each delivery /or pick up
  - After any interactions with vendors / crew
- Gloves worn outside of the vehicle must be removed prior to re-entering vehicle
- Spouses, children, friends, and other family members are not permitted in any company vehicle
- Drivers are required to wear gloves outside of your vehicle, especially working with clients, crews and when fueling the vehicle.
- Wherever possible use contactless payment methods to avoid touching keypads or pens to sign receipts or documents.
- When on personal time, drivers should continue to follow all physical distancing guidelines and protocols listed within your city ordinance.
- All physical contact is prohibited with employees, vendors, clients, and crews.

Transporting Personnel

- Two or more passengers in a vehicle is permitted if:
  - All passengers in the cab are wearing their company-issued PPE
  - A back seat is available for physical distancing measures
  - No other fleet vehicles are available
  - More than a single person is needed to complete the job or task at hand offsite
  - It is essential for Multiple personnel driving to the same location / worksite
  - Picking up or Dropping off vehicles to repairs shops for repairs
- Drivers will ensure that vendors and non MBS Employees that enter an MBS Services owned, and operated vehicle adheres to the required use of PPE listed in this section of the policy.
Vehicle Accidents

- All guidelines of MBS accident procedures must be followed
- All Physical distancing Protocols apply while on the scene of an accident
- Mask, gloves, and protective eyewear is required to be worn at all times when on the scene of an accident.
- Other parties information must be exchanged accordingly
- Accident reports continue to be required and completed by all drivers and turned in to the supervisor

Sanitizing Fleet Vehicles

In addition to Fleet washing and general cleaning, MBS has also modified its vehicle cleaning procedures to now include thorough sanitizing of the interior cab.

- Interior cabs will be sprayed and sanitized through the use of 1 or more of the following methods
  - Portable Electrostatic Foggers with FDA and Hospital Grade antiviral solutions
  - Approved Disinfectant aerosol sprays
  - Approved Antiviral disinfectant spray being wiped on/off the surfaces

- All Drivers are required to clean and sanitize the vehicles per the products application instructions on the label of each product.

The following in cab key surface areas are required to be sanitized, these areas include but are not limited to the following areas:

- Steering wheel
- Seats
- Gear shifter
- Emergency brake controls
- Driver controls and knobs
- Radios
- Armrest
- Seat belts and buckles
- Power lock and window controls
- Manual window crank handles
- Door handles
- Exterior cab driver grab handles

- It is the drivers and fleet supervisors responsibility to ensure the vehicles’ are sanitized and documented as follows.
  - At the beginning and end of your shift,
  - Each time driving a new vehicle for the day
  - Turning in vehicles and picking up new ones
  - completing in vehicle “Sanitizing logs” when cleanings and sanitizing is completed

Training

- All training will meet the physical distancing guidelines set forth by the company.
- It is suggested that All meetings, training sessions that can be conducted via telephone or teleconferencing apps should be utilized and scheduled when applicable
- All training that requires hands on application should be kept no more than 5 maximum attendees including the instructor.
If physical distancing guidelines are not applicable during any such training, personnel are required to wear PPE.

- Only essential and required hands on training should be conducted until further notice
- All forklifts and material handling equipment must have key areas of touch sanitized at the beginning and end of each shift.
- It is recommended that each operator further sanitizes the key touch areas of the equipment prior to operating

**Resources**

MBS Services will continue to update these policies as new information and resources may apply. The office of the Fleet Director will make any adjustments to these policies as guided, suggested or required. Individual state and government health agencies will be monitored for changes and updates in health and physical distancing guidelines and regulations.

**Rental Vehicle Sanitizing Protocols**

MBS Equipment Company’s priority is always that of the health and safety of our staff, our clients, and our partners. It is for that reason we have implemented the following protocols to assist with preventive measures of the COVID-19 virus within our fleet operations.

The purpose of these protocols is to ensure the safety, health and wellbeing of all drivers and crew who are utilizing MBSE vehicles for their production during and throughout the COVID-19 pandemic.

As part of this, below are steps and protocols we are taking to ensure our fleet is sanitary and ready for your use.

**What to expect when arriving at MBS locations**

- New COVID-19 Protocols and procedures are in place throughout the MBSE Platform to protect the safety, health and well-being of our employees and clients
- All MBS Equipment Company locations have highly visible, outdoor, weather-resistant signage at all entrances including main reception, loading docks, and gated access points indicating practices and requirements that all entrants must comply with regarding PPE, physical distancing and their acceptance of personal liability when entering and working on the premises. The signage is also displayed inside the facility at key traffic points, work, and break areas.
- All drivers, crew and visitors are required to follow MBSE COVID-19 protocols including but not limited to PPE and social distancing protocols when on MBSE Property.
  - MBSE COVID-19 protocols are available upon request
  - Mandatory check-in at our onsite COVID-19 Wellness Checkpoint stations
    - No touch temperature check with remote digital thermometers
    - Temperatures of 100.4 and above will be rechecked after 15 min
    - Completion of the Daily Wellness Declaration
    - Colored wristbands issued to all staff / visitors upon clearing wellness pre check
      - Must be worn at all times while on property
      - Wristband Colors are changed on a daily basis
    - Visitors such as crew and vendors will receive a complimentary “Visitor PPE package” upon passing the Wellness Checkpoint. The Visitor PPE package is contained in a paper bag with a single face mask, and small container of hand-sanitizer.
    - Visitors may also request disposable gloves and safety glasses
  - It is recommended that production drivers / crew proceed directly to the warehouse and loading area. Minimize unauthorized visits to the offices and conference rooms unless absolutely necessary.
    - Should drivers / crew have the need to enter MBSE offices and warehouses, all drivers / crew will be required and directed to first check in with our onsite COVID 19 wellness centers or manager for pre-check
Ensuring Fleet Cleanliness/Sanitization and Rental Ready

In addition to fleet vehicle washing and general cleaning, MBSE has also modified our cleaning procedures to now include thorough sanitizing of the interior cab and interior boxes on all rental vehicles.

- Interior cabs will be sprayed and sanitized through the use of 1 or more of the following methods
  - Portable electrostatic sprayers with FDA and hospital-grade antiviral solutions
  - Disinfectant aerosol sprays
  - Antiviral disinfectant spray being wiped on/off the surfaces
- Pre-loaded Grip and Electric truck interior boxes and equipment will be sanitized through 1 or more of the following methods
  - Electrostatic sprayers with FDA and hospital-grade antiviral solutions
  - Disinfectant aerosol sprays
  - Antiviral disinfectant spray being wiped on/off the surfaces
- Sanitizing products will be applied according to manufacturer’s instructions and guidelines

The following in cab key surface areas will be sanitized prior to every rental, these areas include but are not limited to the following areas:

- Steering wheel
- Seats
- Gear shifter
- Emergency brake controls
- Driver controls and knobs
- Radios
- Armrest
- Seat belts and buckles
- Power lock and window controls
- Manual window crank handles
- Door handles
- Exterior cab driver grab handles

As MBSE will continue to be a full service company, we will continue to provide vehicle pickup and delivery services. However, MBSE reserves the right to limit/modify this service based on current events and operational workloads.

Pickup and Delivery Services ("P&D")

- We have communicated with our employees on disinfecting and sanitizing procedures and protocols for the fleet vehicles.
- All MBSE Drivers will be practicing good personal hygiene and social distancing.
- All MBSE drivers have been trained on the use of Personal Protective Equipment as well as the proper disposal of wipes, towels, and Personal Protection Equipment they use in connection with delivering our fleet vehicles.
- All Drivers are required to wear PPE when working side by side with crew and when picking up and delivering fleet vehicles

Dropping vehicles off to location,

- Our drivers will perform a “Last Touch” precautionary disinfecting of the vehicle cab as to ensure all areas are sanitized per MBSE protocols prior to the final release of the vehicle to production.
- Please allow additional time upon our arrival to your location for our drivers to complete the task of “Last Touch” sanitizing.
- Our drivers will either use 1 or more of the following sanitizing methods listed below:
  - Portable electrostatic sprayers with FDA and hospital-grade antiviral disinfecting solutions
  - Disinfectant aerosol sprays
  - Antiviral disinfect spray cleaners which will be sprayed or wiped on the surfaces touched by the driver when delivering the vehicle.
- All disinfectants used above will be applied per the manufacturer’s instruction
Picking up vehicles from location
- Productions drivers must have all personal belongings out of cab prior to MBSE driver entering vehicle
- Interior driver cabs must be clean and free of trash, food paperwork etc. prior to MBSE driver entering vehicle
- Productions driver must inform MBSE driver when cab is clean, clear, and ready to sanitize.
- MBSE Driver will sanitize the interior of the cab prior to entry by 1 or more of the following sanitizing methods
  - Portable electrostatic foggers with FDA and hospital-grade antiviral disinfecting solutions
  - Disinfectant aerosol sprays
  - Antiviral disinfect spray cleaners which will be sprayed or wiped on the surfaces.
- Once Productions driver is clear and the sanitizing process begins, Productions driver will no longer be allowed access to the cab of the vehicle.

Fleet Maintenance
Prior to vehicle’s being rented, our Fleet Maintenance team will continue to conduct a variety of safety and mechanical inspections as to assure our rental fleet meets the standards of that set forth by Federal Department of Transportation Safety Regulations
- Our Fleet Maintenance Department is operating at full strength, MBSE will continue to conduct services, repairs and maintenance and inspection schedules accordingly.
- Our Fleet Department will continue to be available 24/7 as to provide fleet support while our vehicles are on rent.

Additional Notes
- MBSE is not responsible for, nor will they supply or assign cleaning and sanitizing supplies for our fleet vehicles while they are out on rent.
- Production is responsible to ensure that while the vehicles are out on rent, they are sanitized by methods recommended by the CDC.
- Production is required to immediately notify MBSE if a driver or any other crew members have acquired the COVID-19 virus and that same driver or crew member has been in a MBSE vehicle while out on rent.
- MBSE has plans in place to properly and effectively sanitize and quarantine any vehicle that is known to possibly be contaminated by the COVID-19 virus.

MBS clients can inquire with specific questions about these protocols by contacting the office of the Fleet Director at (818) 266-9955.
I ______________________ have read and understand the Transportation Department COVID-19 policy.

Name (Print)

I understand I am required to follow all policies set forth by MBS Services. I further understand MBS Services Transportation Department COVID-19 policy has no exceptions and failure to follow this policy will result in disciplinary actions up to and including termination of employment.

By signing below, I confirm that I have received a copy of the MBS Services Transportation Department COVID-19 policy and the training necessary to understand and comply with this policy.

Sign ___________________________ Date ___________________
## Exhibit A-1 – Wellness Declaration (Initial Return, English)

**Daily Wellness Declaration**

<table>
<thead>
<tr>
<th><strong>NAME</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEPARTMENT</strong></td>
<td></td>
</tr>
<tr>
<td><strong>DATE</strong></td>
<td></td>
</tr>
<tr>
<td><strong>MANAGER / POINT OF CONTACT</strong></td>
<td></td>
</tr>
</tbody>
</table>

### DEClARATION

| I have no COVID-19 symptoms such as a cough, shortness of breath or high temperature. | YES | NO |
| I have not been in close contact with anyone who may have COVID-19 but is yet to be confirmed. | YES | NO |
| I have not been in close contact with anyone, such as a family member, who is experiencing symptoms or has been confirmed positive with COVID-19. | YES | NO |
| I will inform the company by phone call if I start to feel unwell at any time. | YES | NO |
| I am aware of the location of hand washing facilities and understand the importance of regular hand washing/sanitizing. | YES | NO |
| I will keep the work area designated to me and stay at least 6 feet from any coworker or will otherwise wear personal protective equipment (PPE). | YES | NO |
| I will inform my supervisor / manager if there are any issues of concern relating to control of the spread of COVID-19 (or other safety issues). | YES | NO |
| I consent to having my temperature taken (non-contact) each day before work begins and acknowledge that for the safety of all, I may not be able to work if I have a cough or a high temperature. | YES | NO |

I confirm I have read, understood and been walked through the COVID-19 Risk assessment and understood the control measures. All statements made above are correct at the time of answering to the best of my knowledge and have asked any related questions that have arisen. I will immediately inform the company of any changes to the declarations made.

<table>
<thead>
<tr>
<th><strong>SIGNATURE</strong></th>
<th><strong>PRINT NAME</strong></th>
<th><strong>DATE</strong></th>
</tr>
</thead>
</table>


Exhibit A-1a – Wellness Declaration (Initial Return, Spanish)

Declaración de Salud para cada día

<table>
<thead>
<tr>
<th>NOMBRE</th>
<th>GRUPO</th>
<th>FECHA</th>
<th>GERENTE</th>
</tr>
</thead>
</table>

Declaración (Por favor, marca)

- No tengo síntomas de COVID-19 como tos, dificultad para respirar, o temperatura alta.
- No estoy en contacto, hoy o durante las dos semanas pasadas, con nadie que pueda tener COVID-19 aunque no sea confirmado.
- No estoy en contacto con nadie, como un miembro de la familia, que esté mostrando síntomas o haya sido confirmado positivo con COVID-19.
- Informaré a la compañía por teléfono si en cualquier momento empiezo a sentirme mal.
- Sé dónde están las instalaciones para lavarse las manos y entiendo la importancia del lavado / desinfección de manos regularmente.
- Me mantendré en el área de trabajo designada y permaneceré al menos a 2 metros de mis compañero de trabajo o usaré equipo de protección personal (PPE) según sea necesario.
- Informaré a mi supervisor / gerente si hay alguna problema con el control contra la propagación de COVID-19 (u otros problemas de seguridad).
- Doy mi consentimiento para que me tomen la temperatura (sin contacto) todos los días antes de que comience el trabajo y reconozco que, por la seguridad de todos, es posible que no pueda trabajar si tengo tos o temperatura alta.

Confirme que leí, entendi y me guíaron por la evaluación de riesgos COVID-19 y entiendo las medidas de control. Todas las declaraciones dictadas anteriormente son correctas al momento de responder a lo mejor de mi conocimiento y han hecho cualquier pregunta relacionada que haya surgido. Informaré inmediatamente a la compañía de cualquier cambio en las declaraciones realizadas.

<table>
<thead>
<tr>
<th>FIRMA</th>
<th>NOMBRE</th>
<th>FECHA</th>
</tr>
</thead>
</table>
**Exhibit A-2 – Weekly Wellness Declaration for Employees (English)**

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TEAM</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>MANAGER</td>
<td></td>
</tr>
</tbody>
</table>

**DECLARATION** please tick

- I have no COVID-19 symptoms such as a cough, shortness of breath or high temperature. [ ] [ ]
- I have not been in close contact with anyone who may have COVID-19 but is yet to be confirmed. [ ] [ ]
- I have not been in close contact with anyone, such as a family member, who is experiencing symptoms or has been confirmed positive with COVID-19. [ ] [ ]
- I will inform the company by phone call if I start to feel unwell at any time. [ ] [ ]
- I am aware of the location of hand washing facilities and understand the importance of regular hand washing/sanitizing. [ ] [ ]
- I will keep to the work area designated to me and stay at least 6 feet from any coworker or will otherwise wear personal protective equipment (PPE). [ ] [ ]
- I will inform my supervisor/manager if there are any issues of concern relating to control of the spread of COVID-19 (or other safety issues). [ ] [ ]
- I consent to having my temperature taken (non-contact) each day before work begins and acknowledge that for the safety of all, I may not be able to work if I have a cough or a high temperature. [ ] [ ]

I confirm I have read, understood and been walked through the COVID-19 Risk assessment and understood the control measures. All statements made above are correct at the time of answering to the best of my knowledge and have asked any related questions that have arisen. I will immediately inform the company of any changes to the declarations made.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>PRINT NAME</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Declaración semanal para el regreso al trabajo continuado

<table>
<thead>
<tr>
<th>NOMBRE</th>
<th>GRUPO</th>
<th>FECHA</th>
<th>GERENTE</th>
</tr>
</thead>
</table>

Declaración (Por favor, marca) | SI | NO |
---|---|---|
No tengo síntomas de COVID-19 como tos, dificultad para respirar, o temperatura alta. |   |   |
No estoy en contacto, hoy o durante las dos semanas pasadas, con nadie que pueda tener COVID-19 aún que no sea confirmado. |   |   |
No estoy en contacto con nadie, como un miembro de la familia, que esté mostrando síntomas o haya sido confirmado positivo con COVID-19. |   |   |
Indico a la compañía por teléfono si en cualquier momento empiezo a sentirme mal. |   |   |
Sé dónde están las instalaciones para lavarse las manos y entiendo la importancia del lavado / desinfección de manos regularmente. |   |   |
Me mantendré en el área de trabajo designada y permaneceré al menos a 2 metros de mis compañero de trabajo o use equipo de protección personal (PPE) según sea necesario. |   |   |
Informé a mi supervisor / gerente si hay alguna problema con el control contra la propagación de COVID-19 (u otros problemas de seguridad). |   |   |
Doy mi consentimiento para que me tomen la temperatura (sin contacto) todos los días antes de que comience el trabajo y reconozco que, por la seguridad de todos, es posible que no pueda trabajar si tengo tos o temperatura alta. |   |   |

Confirme que leí, entendí y me guiaron por la evaluación de riesgos COVID-19 y entiendo las medidas de control. Todas las declaraciones dictadas anteriormente son correctas al momento de responder a lo mejor de mi conocimiento y han hecho cualquier pregunta relacionada que haya surgido. Informaré inmediatamente a la compañía de cualquier cambio en las declaraciones realizadas.

<table>
<thead>
<tr>
<th>FIRMA</th>
<th>NOMBRE</th>
<th>FECHA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EXHIBIT B: MBS SIGNAGE

FOR YOUR SAFETY

YOU MAY BE THERMALLY SCANNED FOR A FEVER BEFORE ENTERING MBS MEDIA CAMPUS.

If it is determined that you have a fever of 100.4 degrees or higher you will be asked to return home.

We thank you for understanding as we take necessary precautions to maintain a safe and healthy work environment.
EXHIBIT B: MBS SIGNAGE

GET THE MOST OUT OF HAND WASHING

Proper hand washing is the best defense against the spread of bacteria and viruses

1. Remove jewelry and apply soap and water

2. Scrub your palms, fingers, backs of your hands and fingernails for 25 seconds

3. Rinse, then dry with a disposable towel

SANITIZE HANDS

GET THE MOST OUT OF YOUR MASK

Proper hand washing is the best defense against the spread of bacteria and viruses

1. Before putting on a mask, clean hands with an alcohol-based rub or soap and water

2. Cover mouth and nose with mask and make sure there are no gaps

3. Avoid touching the mask while using it. If you do, clean your hands

4. Prior to removing, clean hands. Place the mask in a clean carrier, and clean hands again.

MAINTAIN PHYSICAL DISTANCING

WEAR A MASK

6 FEET / 1.5 METERS
EXHIBIT B: MBS SIGNAGE

SOCIAL DISTANCING
Maintain a social distance of at least 6 feet (1.5 meters) between one another and avoid physical contact

COVER YOUR COUGH
Sneeze and cough into a cloth or tissue, or if not available, into your elbow

WASH YOUR HANDS
Frequently wash your hands for at least 25 seconds using soap and water, or an alcohol based sanitizer

STAY HOME WHEN SICK
Stay home if you, or anyone in your home, has any of the following symptoms:
- Fever
- Sore Throat
- Cough
- Shortness of breath
- Muscle aches
- Diarrhea

Seek immediate medical attention if you think you have been exposed or develop symptoms

WIPE DOWN YOUR SPACE
Use sanitizing wipes provided to wipe down all surfaces and help us maintain a safe environment
EXHIBIT B: MBS SIGNAGE

MAINTAIN DISTANCE

To create a safe environment in the elevators, please utilize the following guidelines:

- Limit maximum of 2 occupants
- Wear masks while traveling in elevators
- Avoid touching elevator walls and other occupants

MAXIMUM 2 OCCUPANTS
EXHIBIT C: MBS COVID-19 CLEANING PROTOCOLS

This purpose of this section is to assist workplace services to carry out environmental sanitizing and disinfecting measure during a potential health or illness outbreak and for areas exposed to confirmed case(s) of Coronavirus Diseases (COVID-19).

Cleaning procedures in accordance with the Trigger Levels:

The development of control measures under consideration by business / department functions may require ongoing regional alignment and support (in the early stages, for example) or require individual sites to move quickly, due to a perceived risk or local nuances. Either way, the potential region wide impact of COVID-19 will need ongoing mutual support and alignment on the global, regional, and local level within each function.

COVID-19 Trigger Criteria

- **Level 1 (Green)**
  - Flu season
  - Active Novel Coronavirus cases (not local)

- **Level 2 (Yellow)**
  - Local government declaration
  - Local government declaration and guidance of:
    - Quarantine (either recommended or mandatory)
    - Avoiding physical gatherings
  - School closures or other community restrictions
  - MBS site employee infection (at IC discretion)

- **Level 3 (Red)**
  - Multiple employee (or employee family) infection or critical cases case detected
  - General closure of local business and/or access (transportation)
  - Death and infection toll rise causing a major pandemic and social unrest

See Trigger Criteria table, next page.
<table>
<thead>
<tr>
<th>Focus Area</th>
<th>Level 0 (Clear)</th>
<th>Level 1 (Green)</th>
<th>Level 2 (Yellow)</th>
<th>Level 3 (Red)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Cleaning</strong></td>
<td>• As per routine schedule</td>
<td>• x1 per day when substantially empty</td>
<td>• x1 per day when substantially empty</td>
<td>• x1 per day when substantially empty</td>
</tr>
<tr>
<td><strong>Surfaces</strong></td>
<td>• As per routine schedule</td>
<td>• Frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs (x1 per day)</td>
<td>• Frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs (x1 per day)</td>
<td>• Frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs (x1 per day)</td>
</tr>
<tr>
<td><strong>Restrooms</strong></td>
<td>• x1 per day</td>
<td>• x 2-3 per day</td>
<td>• x 2-3 per day</td>
<td>• x 2-3 per day</td>
</tr>
<tr>
<td><strong>Common Areas</strong></td>
<td>• x1 per day</td>
<td>• x1 per day</td>
<td>• x 2-3 per day</td>
<td>• x 2-3 per day</td>
</tr>
<tr>
<td><strong>Fomites</strong> (Objects or materials which are likely to carry infection, such as clothes, utensils, and furniture)</td>
<td>• As per routine schedule</td>
<td>• Multiple times per day (when facility is in use)</td>
<td>• Multiple times per day (when facility is in use)</td>
<td>• Multiple times per day (when facility is in use)</td>
</tr>
<tr>
<td><strong>Disinfectant Products Used</strong></td>
<td>• Standard products; Including Category D EPA registered disinfectants</td>
<td>• Standard products; Including Category D EPA registered disinfectants</td>
<td>• Standard products; Including Category D EPA registered disinfectants</td>
<td>• Standard products; Including Category D EPA registered disinfectants</td>
</tr>
<tr>
<td><strong>Additional Products Provided for Staff Use</strong></td>
<td>• None</td>
<td>• Self-service disinfectant</td>
<td>• Self-service disinfectant</td>
<td>• Self-service disinfectant</td>
</tr>
<tr>
<td><strong>Special Instructions</strong></td>
<td>• As a standard COVID-19 best practice, regular cleaning and</td>
<td>• Extra deep cleaning and sanitizing attention to</td>
<td>• Extra deep cleaning and sanitizing attention to</td>
<td>• No personal outside food or drink may be brought into the</td>
</tr>
</tbody>
</table>

For specific area requiring deep cleaning, utilize products with **EPA-approved emerging viral pathogens products**
<table>
<thead>
<tr>
<th>Maintenance of the HVAC system used on stages and offices. Regular replacement of HEPA filters that can filter down to 0.01 microns.</th>
<th>Infected person's work area and immediate surrounding areas.</th>
<th>Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Only essential employees are permitted in the facility.</td>
<td>• Day staff is re-tasked to clean/disinfect all surfaces</td>
<td>• Night shift is re-tasked to deep clean areas as assigned</td>
</tr>
</tbody>
</table>
If an employee is suspected or confirmed to have COVID-19 and has entered an MBS site, a thorough and focused cleaning is necessary. If the infected person was not on the property for over seven days, disinfection may not be required. **If there is a CONFIRMED CASE, implement the following cleaning checklist:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Completed?</th>
</tr>
</thead>
</table>
| 1    | Identify and seal off areas used by the person who has been confirmed to have the COVID-19  
  • Place signs and barriers to prevent entry of unauthorized personnel during cleaning. |           |
| 2    | Ensure cleaning crews wear suitable PPE. This includes, but is not limited to:  
  • Nitrile Gloves  
  • Disposable PPE Coveralls  
  • Goggles  
  • Respirator masks |           |
| 3    | Prepare cleaning equipment to be used.  
  • 2-3 Buckets  
  • Approved disinfectants (Approved EPA-approved emerging viral pathogens products)  
  • Prepared bleach solution (Dilute 1 part bleach in 49 parts water, 1000 ppm or according to manufacturer's instructions)  
  • Alcohol (e.g. isopropyl 70% or ethyl alcohol 70%)  
  • Mop head and wiping cloths  
  • Electrostatic sprayer, if needed.  
  • Biohazard bags |           |
| 4    | Prepare the environment to be cleaned.  
  • Keep cleaning equipment to a minimum.  
  • Keep windows open for ventilation.  
  • Identify document specific surfaces that will require cleaning. This includes frequently touched areas; toilets; bathroom surfaces; accessible work surfaces (e.g., blinds); Fomite surfaces that require disposal or special cleaning. |           |
| 5    | Complete cleaning of contaminated areas.  
  Work Areas  
  • Mop floor with disinfectant or the prepared bleach solution.  
  • Wipe all frequently touched areas (e.g. elevator buttons, handrails, doorknobs, arm rests, seat backs, tables, air/ light controls, keyboards, switches, phones, etc.) and allow to air-dry.  
  • EPA-approved disinfectant or bleach solution should be applied to surfaces using a damp cloth or approved electrostatic dispenser.  
  • They should not be applied to surfaces using a non-electrostatic spray pack, as coverage is uncertain, and spraying may promote the production of aerosols.  
  • The creation of aerosols caused by splashing liquid during cleaning should be avoided.  
  • A steady sweeping motion should be used when cleaning either floors or horizontal surfaces, to prevent the creation of aerosols or splashing.  
  • Cleaning methods that might aerosolize infectious material, such as the use of compressed air, must not be used without a proper respirator.  
  • Clean all accessible surfaces of walls as well as blinds with disinfectant or |           |
bleach solution.
- Repeat mopping the floor with the prepared disinfectant or bleach solution.
- Place all pillows, cushions or carpets that are suspected to have been used by the person who has been confirmed to have the COVID-19 in a biohazard bag.

**Restrooms**
- Mop floor with disinfectant or the prepared bleach solution.
- Wipe all frequently touched areas (e.g. elevator buttons, handrails, doorknobs, arm rests, seat backs, tables, air/ light controls, keyboards, switches, etc.) and allow to air-dry.
- Clean toilets, including the toilet bowl and accessible surfaces in the toilet with disinfectant or bleach solution.
- Wipe down all accessible surfaces of walls as well as blinds with disinfectant or bleach solution.
- Repeat mopping the floor with the prepared disinfectant or bleach solution.
- Leave the disinfected area and avoid using the area the next day.

**5 Clean or dispose of cleaning equipment or collected materials.**
- Discard cleaning equipment made of cloths and absorbent materials, e.g. mop head and wiping cloths, into biohazard bags after cleaning and disinfecting each area. Wear a new pair of gloves and fasten the double-bagged biohazard bag with a cable tie.
- Disinfect non-porous cleaning equipment used in one room, before using for other rooms. If possible, keep the disinfecting equipment separated from other routine equipment.
- Disinfect buckets by soaking in disinfectant or bleach solution, or rinse in hot water before filling.
- Discard equipment made of cloths/ absorbent materials (e.g. mop head and wiping cloths) after cleaning each area, to prevent cross contamination.
- Biohazard bags should be properly disposed of, upon completion of the disinfection work.

**6 Ensure cleaning crew properly removes and disposes of all PPE.**
- Gloves should be removed and discarded if they become soiled or damaged, and a new pair worn.
- All other disposable PPE should be removed and discarded, after cleaning activities are completed.
- Respirator filters should be discarded and replaced.
- Goggles, if used, should be disinfected after each use, according to the manufacturer's instructions.
- Discard all used PPE in a double-bagged biohazard bag, which should then be securely sealed and labelled.
- Hands should be washed with soap and water immediately after the PPE is removed.
- The crew should be aware of the symptoms and should report to their occupational health service if they develop symptoms.

**7**
- Depending on the complexity of the areas exposed to the virus, repeat steps 1-6 again after 1 day.

**If there is a cluster, implement the following in addition to Level 3 (Red):**

Facility is closed and janitorial vendor provides specialized environmental cleaning (fogging and terminal cleaning) of facility prior to reopening.
EXHIBIT D: ELECTROSTATIC SPRAYERS (HANDHELD AND BACKPACK)

BEST PRACTICES

- PX200
- PX300
- Nozzle Care

Operation Instructions – EvaClean Infection Prevention Program
Please read the operation manual for detailed instructions and safety handling

<table>
<thead>
<tr>
<th>KILL CLAIMS - Dilution Table</th>
<th>Recommended Surface Concentration (ppm)</th>
<th>Concentration Tables (ppm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital grade disinfectant claims (Bleach acts) Cold &amp; flu viruses (including H1N1), Salmonella &amp; Staph</td>
<td>538 ppm</td>
<td>(1) 3.34mg tabs / 1 tsp</td>
</tr>
<tr>
<td>Bloodborne pathogens, Herpes &amp; Pox, Norovirus, MRSA &amp; E coli, HIV &amp; Hep B &amp; C, Many animal pathogens</td>
<td>1076 ppm</td>
<td>(1) 3.34mg tabs / 1 qtt</td>
</tr>
<tr>
<td>C. Diff spore 10 minute claim</td>
<td>2153 ppm</td>
<td>(2) 3.34mg tabs / 1 gal</td>
</tr>
<tr>
<td>C. Diff spore 4 minute claim</td>
<td>4306 ppm</td>
<td>(4) 3.34mg tabs / 1 qtt</td>
</tr>
</tbody>
</table>

**Disclaimer:** The Protoclean Electrostatic Sprayer™ has not been evaluated for use with solutions other than those from EarthSafe or the EvaClean Program. Disinfectants and sanitizers have differing usage guides, used times, and lot claims which can impact application results. EarthSafe will not guarantee or warranties of any kind, either express or implied, including but not limited to, fitness for a particular purpose. Use of the Protoclean Electrostatic Sprayer™ is at the user’s own risk.

References: ISO for additional information.
1. Removal of 32 oz. Tank. Rotate the dial of the tank lock towards the unlock position. Pull the tank release ring and carefully remove the tank. Hold on to the tank while pulling the ring or the tank may fall.¹

2. Diluting PURTabs into the tank. Fill the tank up to the fill line with warm water. Drop the number of tablets needed into the tank. Close the tank with the lid, and wait for complete dilution prior to re-inserting the tank. Check visually to confirm dilution. Label the date of dilution on the tank. Please reference the dilution table for concentrations.

3. Inserting tank back into sprayer. Place the tank on a flat surface, and align the groves of the tank with the sprayer. Insert the tank into the sprayer until you hear the click of the release ring locking back into place. Rotate the dial of the tank lock towards the lock position to secure the tank in place.

4. Electrostatic on/off. Turn on the electrostatic component by sliding it to the “on” position.

5. Optimal distance. To ensure optimal electrostatic performance always keep your hand firmly wrapped around the handle and in contact with the ground strap. Keep a distance of 2-3 feet from desired surface. Pull the trigger and spray.

6. Care instructions. Never store the sprayer with a full tank. Remove tank, prior to storing the sprayer, and use the tank lid to seal any remaining PurTabs solution for the next use. Regularly flush the sprayer and nozzle by filling the tank with warm water and spraying each nozzle setting for approximately 30 seconds. Evacuate water fully from sprayer tubing prior to storing. Wipe nozzle area dry after each use.

7. Nozzle care. “Do not touch or insert foreign object into the nozzle to avoid electric shock”. If your single becomes clogged, soak in hot soapy water and blow out with pressurized air to remove blockage. When not properly cleaned, the sprayer nozzle residual chemical deposits build up. Deposit build up results in decreased bar pressure and decreased spray patterns.

¹ Locking the trigger: Press on the trigger lock to engage the lock prior to removing the tank, storing the sprayer, and in between uses.
**PX200 – After Use Care & Storage**

1. After use, remove the tank from the sprayer and discard any solution left. Rinse the tank with tap water and set aside.

2. Remove the nozzle using the nozzle wrench and set aside.

3. Pull the trigger to evacuate any solution still left in the tubing. Continue to pull the trigger until you no longer see solution coming out of the nozzle area. This could take up to 30 seconds.

4. Dry the nozzle area off, re-insert the nozzle and tank and store the sprayer for next use.

---

**PX300 – Backpack Sprayer**

- 2-gallon Sprayer Tank
- PURTABs mixes directly in tank with tap water
- 8,000-10,000 sq/ft of surface coverage per tank
- 4-hour continuous run time on battery

---

**PX300 – After Use Care & Storage**

1. After turning off the sprayer, remove the tank from the base. Remove the nozzle from the handle using the nozzle wrench. Do NOT disengage the water or electrical hoses.

2. Discard any solution left in the tank, and rinse with tap water. Set aside.

3. Pull the trigger on the handle to evacuate any solution still left in the sprayer. Continue to pull the trigger until you no longer see solution coming out of the nozzle area. This could take 30 seconds.

4. Dry the nozzle area, re-insert the tank and nozzle, disengage both hoses, and store the sprayer for next use.
Nozzle Care – Preventing Clogs

To avoid build up:

1. After discarding chemical solution, run a few ounces of warm tap water, through the single nozzle for about 30 seconds.

2. Once done, remove the nozzle, pull the trigger and fully purge until no water comes out of the nozzle area.

3. Dry the nozzle area and nozzle. Re-insert the nozzle and store.

FREQUENTLY FLUSH THE NOZZLE(S) WITH TAP WATER AT THE END OF THE SHIFT OR AFTER USE

To avoid build up:

1. After discarding chemical solution, run a few ounces of warm tap water, through each nozzle setting for about 30 seconds on each one. *Use wrench to switch settings.

2. Once done, remove the nozzle, pull the trigger and fully purge until no water comes out of the nozzle area.

3. Dry the nozzle area and nozzle. Re-insert the nozzle and store.

Clogged Nozzle – Single Nozzle PX55

1. To determine if your nozzle is clogged, use nozzle wrench to remove the PX5S nozzle from the sprayer.

2. Run plain water through the sprayer to test if water sprays out without the nozzle. If water sprays out, the removed nozzle is clogged.

3. To unplug the nozzle, use a screwdriver to remove the Governor from inside the PX5S nozzle.

4. Once the Governor is removed, check through the nozzle itself, so it’s clear.

5. If necessary, remove any build up. Replace Governor in nozzle.

6. Re-insert the PX5S nozzle to the sprayer.
Clogged Nozzle – Tri Nozzle PX50

1. To determine if your nozzle is clogged, use nozzle wrench to remove the PX50 nozzle from the sprayer, by inserting and rotating counter-clockwise.

2. Run plain water through the sprayer to test if water sprays out without the nozzle. If water sprays out, the removed nozzle is clogged.


4. Re-insert the PX50 nozzle to the sprayer.
EXHIBIT E: ELECTRIC STATIC SPRAYER FABRIC TESTS AND EVALUATION

Electric Static Sprayer Fabric Tests and Evaluation Report

Conducted by: Ragtime/Global Production Backings LLC.

Date of Evaluation: June 3 - 4, 2020
Table of Contents

Test Information .................................................................................................................................................................... 68
Evaluation of Results .......................................................................................................................................................... 68
Fabrics Tested ......................................................................................................................................................................... 69
Test 5 ....................................................................................................................................................................................... 70
Test 6 ....................................................................................................................................................................................... 71
Test 7 ....................................................................................................................................................................................... 72
Fire Resistance Test ............................................................................................................................................................... 73
Test Information

The series of tests indicated in this document are a continuation of the previous tests that were conducted on May 19, 2020. Fabrics from tests 1, 2, and 3 were treated with a second and third coating from the electric static sprayer to see if any degradation of the material is caused with repeated applications. Two tests were also conducted to see if the fire-retardant coating applied to some of these fabrics is compromised by repeated use of this device as well as if application of the spray diminished the inherent fire resistance of other fabrics.

The three tests that were conducted consisted of respraying the formally treated fabrics from the previous tests over two consecutive days. Test 5 included the fabrics from test 2. The fabric was hung up to be sprayed and allowed to hang dry. Test 7 was the fabric from test 1 and was sprayed on a concrete floor that was cleaned repeatedly by conventional warehouse cleaning means. Test 6 was conducted with the fabric from test 3 to see if any additional damage would be done to the fabrics that were previously soaked by the sprayer. These were done on the ground, on top of 6 mm white plastic sheeting. The fabrics sprayed on the ground were to simulate the scenario of treating larger Rags since most facilities do not have the space to hang Rags larger than 12’ x 20’. (For those reading this unfamiliar with the canvas side of the industry, it is not uncommon for Rags to be 40’ x 100’ or larger).

A flame-retardant test was also conducted with the fabrics from test 2 and 3 as well as with fabric cut fresh from the roll not treated with the electric static sprayer to operate as a control. The fire retardant applied to the materials makes it so that if the fabric does catch fire, then the flame will not continue to burn the fabric for more than a few seconds before extinguishing.

Evaluation of Results

On June 3rd, the second application of the electric static sprayer was applied to the fabrics. The fabrics sprayed and dried while hanging had no negative effects. The fabrics sprayed on the plastic sheeting had no negative effects to the material. However, the fabric sprayed on the concrete did have a negative effect. The fabric required heavy cleaning or was outright destroyed. This is due to the fact that the concrete was not sealed as most warehouse floors are not and is a very porous surface. As a result, large quantities of dirt came out of the pores of the concrete and adhered to the fabric. Not a single fabric treated was exempt. The level of dirt that coated the fabric was to the point that if these had been actual product, most of the fabric would have been ruined. However, this did provide us with an opportunity to test the normal cleaning product on the material and found they did work just as effectively after application of the sprayer.

On June 4th, a third application of the sprayer was applied. All three tests had no visual negative effects. After the third application, and the fabrics were completely dry, the FR test was conducted. In all fabrics tested, there was no degradation to the flame-retardant coating. All fabrics burn times remained within legal limits of NFPA 701 regulations.
## Fabrics Tested

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Description</th>
<th>Abbreviation</th>
<th>Full Description</th>
<th>Abbreviation</th>
<th>Full Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBT</td>
<td>Digital Blue Tempo</td>
<td>CBT</td>
<td>Chroma Blue Tempo</td>
<td>Battleship</td>
<td>Gray</td>
</tr>
<tr>
<td>DBPP</td>
<td>Digital Blue Poly Pro</td>
<td>CBPP</td>
<td>Chroma Blue Poly Pro</td>
<td>Charcoal</td>
<td>Gray</td>
</tr>
<tr>
<td>DGT</td>
<td>Digital Green Tempo</td>
<td>CGT</td>
<td>Chroma Green Tempo</td>
<td>Black</td>
<td>Single Net</td>
</tr>
<tr>
<td>DGPP</td>
<td>Digital Green Poly Pro</td>
<td>CGPP</td>
<td>Chroma Green Poly Pro</td>
<td>Black</td>
<td>Velvet</td>
</tr>
<tr>
<td></td>
<td>Silver Bounce</td>
<td>CBBO</td>
<td>Chroma Blue Block out</td>
<td>Solid</td>
<td>(Commando, Duvetyn)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UGB</td>
<td>Ultra-Grid Bounce</td>
<td>Beauty</td>
<td>10</td>
</tr>
<tr>
<td>WQS</td>
<td>White Quarter Silk</td>
<td></td>
<td>Water Solid</td>
<td>Day Blue</td>
<td>CM</td>
</tr>
<tr>
<td>BQS</td>
<td>Black Quarter Silk</td>
<td></td>
<td></td>
<td>Day Blue</td>
<td>Cotton Muslin</td>
</tr>
<tr>
<td>BPS</td>
<td>Black Poly Silk</td>
<td>WFSG</td>
<td>White Full Silent Grid</td>
<td>Day Blue PM</td>
<td></td>
</tr>
<tr>
<td>WPS</td>
<td>White Poly Silk</td>
<td>WFCG</td>
<td>White Full Crunchy Grid</td>
<td>Night Gray PM</td>
<td></td>
</tr>
<tr>
<td>BCS</td>
<td>Black China Silk</td>
<td>WQCG</td>
<td>White Quarter Crunchy Grid</td>
<td>BM</td>
<td></td>
</tr>
<tr>
<td>WCS</td>
<td>White China Silk</td>
<td>FSF</td>
<td>Full Soft Frost</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Neutral Gray</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Test 5**

**Variables:**
1. Temperature: 75 degrees inside
2. Hung on 18 x 24" frame for spraying
3. Full coverage light misting
4. Hang dry indoors
5. Fabric from original Test 2

<table>
<thead>
<tr>
<th>Fabric</th>
<th>Dry Time from Second Application (min)</th>
<th>Dry Time from Third Application (min)</th>
<th>Signs of Damage?</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBT</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>DGT</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>DBPP</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>DGPP</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>CGPP</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>CBPP</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>CBT</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>CGT</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Silver Bounce</td>
<td>8</td>
<td>8</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>WQS</td>
<td>9</td>
<td>8</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>BQS</td>
<td>8</td>
<td>8</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>BPS</td>
<td>8</td>
<td>8</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>WPS</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>WFSG</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>WFCG</td>
<td>10</td>
<td>10</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Neutral Gray</td>
<td>8</td>
<td>8</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Battleship Gray</td>
<td>8</td>
<td>8</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Black Velvet</td>
<td>10</td>
<td>10</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Cine cloth</td>
<td>10</td>
<td>10</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Beauty 10</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Day Blue CM</td>
<td>10</td>
<td>10</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Day Blue PM</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Night Gray PM</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>WCS</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>BCS</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Water Solid</td>
<td>7</td>
<td>7</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Bleached Muslin</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>CBBO</td>
<td>5</td>
<td>6</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>UGB</td>
<td>10</td>
<td>11</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>WQCG</td>
<td>8</td>
<td>7</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>BSN</td>
<td>4</td>
<td>4</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Solid</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Full Soft Frost</td>
<td>8</td>
<td>6</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Charcoal Gray</td>
<td>8</td>
<td>6</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
</tbody>
</table>
## Test 6

**Variables:**
1. Temperature: 75 degrees inside
2. Laid on plastic sheeting over concrete floors
3. Full coverage light misting
4. Dried in place
5. Fabric previously soaked during Test 3

<table>
<thead>
<tr>
<th>Fabric</th>
<th>Dry Time from Second Application (min)</th>
<th>Dry Time from Third Application (min)</th>
<th>Signs of Damage?</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBT</td>
<td>8</td>
<td>8</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>DGT</td>
<td>8</td>
<td>8</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>DBPP</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>DGPP</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>CGPP</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>CBPP</td>
<td>5</td>
<td>6</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>CBT</td>
<td>5</td>
<td>8</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>CGT</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Silver Bounce</td>
<td>12</td>
<td>12</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>WQS</td>
<td>8</td>
<td>8</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>BQS</td>
<td>10</td>
<td>12</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>BPS</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>WPS</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>WFSG</td>
<td>10</td>
<td>12</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>WFCG</td>
<td>10</td>
<td>10</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Neutral Gray</td>
<td>10</td>
<td>10</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Battleship Gray</td>
<td>12</td>
<td>12</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Black Velvet</td>
<td>8</td>
<td>7</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Cine cloth</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Beauty 10</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Day Blue CM</td>
<td>10</td>
<td>11</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Day Blue PM</td>
<td>8</td>
<td>10</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Night Gray PM</td>
<td>8</td>
<td>10</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>WCS</td>
<td>10</td>
<td>9</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>BCS</td>
<td>10</td>
<td>10</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Water Solid</td>
<td>10</td>
<td>10</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Bleached Muslin</td>
<td>12</td>
<td>12</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>CBB0</td>
<td>5</td>
<td>8</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>UGB</td>
<td>10</td>
<td>10</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>WQCG</td>
<td>12</td>
<td>12</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>BSN</td>
<td>3</td>
<td>3</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Solid</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Full Soft Frost</td>
<td>10</td>
<td>10</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
<tr>
<td>Charcoal Gray</td>
<td>11</td>
<td>12</td>
<td>None</td>
<td>No Visible Damage</td>
</tr>
</tbody>
</table>
Variables:
1. Temperature: 75 degrees inside
2. Sprayed and dried on concrete floor that has been swept, wet mopped and then swept with dust mop
3. Full coverage light misting
4. Dried in place
5. Fabric from previous Test 1

<table>
<thead>
<tr>
<th>Fabric</th>
<th>Second Application Dry Time (min)</th>
<th>Third Application Dry Time (min)</th>
<th>Signs of Damage?</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBT</td>
<td>4</td>
<td>4</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>DGT</td>
<td>4</td>
<td>4</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>DBPP</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>DGPP</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>CGPP</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>CBPP</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>CBT</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>CGT</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>Silver Bounce</td>
<td>8</td>
<td>8</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>WQS</td>
<td>8</td>
<td>8</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>BQS</td>
<td>8</td>
<td>8</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>BPS</td>
<td>6</td>
<td>6</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>WPS</td>
<td>6</td>
<td>6</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>WFSG</td>
<td>8</td>
<td>8</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>WFCG</td>
<td>9</td>
<td>9</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>Neutral Gray</td>
<td>6</td>
<td>6</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>Battleship Gray</td>
<td>6</td>
<td>6</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>Black Velvet</td>
<td>10</td>
<td>10</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>Cine cloth</td>
<td>10</td>
<td>10</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>Beauty 10</td>
<td>8</td>
<td>8</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>Day Blue CM</td>
<td>10</td>
<td>10</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>Day Blue PM</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>Night Gray PM</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>WCS</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>BCS</td>
<td>5</td>
<td>8</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>Water Solid</td>
<td>8</td>
<td>8</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>Bleached Muslin</td>
<td>10</td>
<td>10</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>CBBO</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>UGB</td>
<td>10</td>
<td>10</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>WQCG</td>
<td>8</td>
<td>8</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>BSN</td>
<td>3</td>
<td>3</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>Solid</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>Full Soft Frost</td>
<td>8</td>
<td>8</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
<tr>
<td>Charcoal Gray</td>
<td>8</td>
<td>8</td>
<td>None</td>
<td>Dirt from concrete was drawn onto fabric</td>
</tr>
</tbody>
</table>
Fire Resistance Test

Test Description

This test is for the degradation of the fire-retardant coating of the material. A couple of inherently fire-retardant materials were included to see if their inherent fire resistance had changed due to the electric static spray application. The test was conducted on material sprayed after three coatings. The material used was from previous Test 3/ Test 6 and previous Test 1/ Test 7. Standard fire-retardant coating is designed to cause the material that catches fire to stop burning after a matter of seconds.

<table>
<thead>
<tr>
<th>Fabric</th>
<th>Control Burn Time (in seconds)</th>
<th>FR Test 1 Burn time (in seconds)</th>
<th>FR Test 2 Burn Time (in seconds)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid</td>
<td>8</td>
<td>2</td>
<td>1</td>
<td>Appears to concentrate fire retardant chemicals for quicker extinguished time</td>
</tr>
<tr>
<td>BPS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Fabric melts. No flame occurs</td>
</tr>
<tr>
<td>Day blue PM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Fabric melts. No flame occurs</td>
</tr>
<tr>
<td>Day Blue CM</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Bleached muslin</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>BSN</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Fabric melts. No flame occurs</td>
</tr>
<tr>
<td>DBPP</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Fabric melts. No flame occurs</td>
</tr>
</tbody>
</table>