



KNOW BEFORE ARRIVAL

TCD's goal is to minimize interaction between staff and guests, while ensuring safe transfer of equipment. Visiting crew should attend a pre-prep call to minimize changes during prep. Alternative prep (i.e. remote or virtual prep) procedures can be made by special arrangement.

IDs will be checked prior gear exchange. Digital paperwork is used for signatures on orders, pick-ups, contracts, etc.

Crew-owned equipment, tools & carts may not be received prior to prep and not left behind afterward. All personal crew items must be sanitized prior to entering the building and handled only by crew members.



PROTECTION & SANITIZATION

We frequently sanitize high-touch areas, empty/completed prep bays and provide sanitization stations in all common areas of TCD, including disinfectant wipes, tissues, hand sanitizer and 70% isopropyl alcohol spray.

Restrooms are separated for clients and employees and are to be used one at a time.

Safety signage with basic information is posted throughout the building. Detailed staff sanitization guidelines, including proper disinfecting procedures as well as guidelines on proper use of PPE are available upon request.



ENTERING THE BUILDING

We have a digital guest sign-in sheet that is maintained by TCD staff to record the name, time, date of arrival and email or phone number for contact tracing purposes.

All employees and guests must go through the temperature check station and sanitize properly before moving past the entry zone.

TCD guests must check-in and agree to follow company protocols, including six-foot distancing measures. Once shown to the area they will be working in, guests are asked not to leave unless it's to exit the building, use the restroom or, if required, move to other approved areas.



THE CAMERA DIVISION

COVID-19 PROTOCOLS



HELP STOP THE SPREAD!

As we begin to step, phase-by-phase back to normalcy, please help stop the spread of COVID-19 to keep everyone safe. Failure to follow these protocols can result in someone you know getting sick. They may in turn spread the virus to family members and friends. At some point, it could cost a life.

INSIDE THE BUILDING

We maintain a minimum of six feet distance between staff work areas and prep bays, as well as between staff and guests.

All staff and guests must wear a face mask at all times (we will provide one if needed). Gloves and protective eyewear are also available upon request.

We require staff and request guests wash their hands often with soap and water for at least 20 seconds regularly, upon arrival, after using the restroom, upon exiting or re-entering the building, before eating, as well as after blowing their nose, coughing or sneezing.



DURING THE PREP

Remote communication methods have been established in order to discuss issues and changes without having to approach staff. Staff will avoid entering prep areas while guests are on-site, unless there is an issue that can only be resolved by direct involvement.

Equipment added during prep will be scanned and brought to a neutral zone for guests to retrieve. Dropped items will be exchanged in the same area and disinfected.

It is the crew's responsibility to package all equipment and prepare for load-out after completing checkout, without the assistance of TCD personnel.



AFTER PREP / PICKUP + RETURNS

TCD staff will transport equipment to the edge of the loading zone at the time of arrival. Crew must load gear into their vehicle and verify the equipment inventory is complete and as requested.

TCD will provide hand trucks or carts for crew to use. Please leave them in the delivery zone. Staff will return them to the facility and sanitize all handles after use.

Technical Set Visits - If it is necessary, TCD will send a technician to set. They reserve the right not to enter if they are uncomfortable with the conditions. Further details can be provided upon request and/or prior to any set visit.

