

Vancouver Film Studios Business Continuity Plan – Response to COVID-19

Vancouver Film Studios is committed to protecting our staff from the spread of COVID-19. We support a safe environment for our employees with policies and practices to minimize the risk of transmission and illness in the workplace. Below, please find our new measures in accordance with guidelines set out by the Public Health Officer (PHO) of British Columbia. These measures will be reviewed periodically and refined over the next 12 to 18 months based on recommendations from the PHO.

There are four main steps for success as we return to work:

1) Physical Distancing

- No hand shaking.
- Maintain 6 foot separation unless absolutely necessary.
- Avoid unnecessary physical contact and touching of eyes, nose and mouth.
- No access to unscheduled visitors, suppliers, contractors and vendors.
- All pick-up and deliveries restricted to the reception area only.
- In-person meetings limited to 6 people maximum. Employees to be seated at pre-assigned seats in the boardroom. Meetings involving more than 6 people to be held by teleconference, video conference or email.
- Limit of 1 person in the kitchen at any time. Coffee breaks and lunch breaks to adhere to physical distancing guidelines. A schedule may be posted for stagger coffee and lunch breaks.
- Floor markings to display safe distances in the foyer, kitchen, and boardroom where applicable.
- Workstation layout to be reconfigured to ensure all workstations maintain at least 6 feet between employees at all times.
- Work schedules may be staggered in order to accommodate distancing.
- Crew access to the VFS lot only given with the expressed permission of the tenant. All access will be coordinated with VFS Security while adhering to the rules of physical distancing.
- If it is not possible to ensure 2 metre of distance between employees in a vehicle through the use of a barrier, the employees must use other PPE controls.
- Production mail will no longer be delivered to the production offices. A mail room will be created with lockers for each production.

2) Engineering Controls and Sanitation

- Practice good hygiene (frequent hand washing with soap and water and use of hand sanitizers; avoid touching one's face; respiratory etiquette).
- Handwashing and hand sanitation mandatory upon enter the building.
- Signage posted advising all employees and guests that hand washing is mandatory upon entering building.
- Office cleaned Monday to Friday – all common areas and surfaces cleaned and sanitized at the end of the day, particularly high-contact items such as doors, handles, faucet handles, keyboards, and shared equipment.
- Employees to periodically wipe down their office door knobs and any other commonly touched items.
- Signage posted at entrances requiring people to maintain a 3 to 6 meter distance from one another.
- Employees must not use each other's desks and electronics.
- Vehicles and shared tools to be disinfected at the end of each day.
- Contractor's to follow physical distancing and PPE protocol recommended by the PHO.

3) Administrative Controls

- Staff to be trained and properly instructed on daily procedures, including their responsibility to immediately report any COVID-19-like symptom.
- Any employee with symptoms of a cold, flu or COVID-19, including a cough, sneezing, runny nose, sore throat, or fatigue, must stay at home and keep a safe distance from others in their family until those symptoms have completely disappeared. Employees can reference *The McLean Group COVID-19 Protocol* document.
- McLean Group Safety Committee and anonymous hotline available for employees with any concerns relating to COVID-19.
- Non-essential travel to other locations or worksites limited

4) Use of PPE

- All staff given non-medical masks to be worn if needed.
- Gloves, hand sanitizer and disinfecting wipes made available to all employees.

5) Gatehouse Protocol

- All pedestrians required to enter the Lot via a new lane on the north side of the gatehouse, and must have specific authorization from production or VFS office before proceeding.
- Pedestrians may not approach within 2 metres of the gatehouse.



- Cars entering the Lot in the keyscan lane may only have one occupant, no passengers.
- Cars entering the lot without keyscan will need specific authorization from production or VFS office before proceeding. Drivers may not be closer than 2 metres from employees.
- Vehicles with multiple drop-offs (Fedex) must get authorization from each office they are going to separately.
- All visitors to VFS office – including other McLean Group, PBS and Signal employees not regularly working there - must be routed through reception, no exceptions.
- No more than 2 people in the gatehouse at any time.
- Security shifts will be staggered, crossover will take place while the third employee is on rounds.
- Cleaning will be scheduled to avoid coinciding with shift changes, when cleaners are active one guard will be on rounds.
- New signage will be created to direct people and explain changes.
- Production will be informed of these changes.