



Company Response to COVID-19

As an organization, we recognized early on that the COVID-19 crisis represented a cultural shift in our industry that put a much higher premium on the health and safety of its industry professionals. We welcomed this cultural shift. Think Media Studios asked our staff to begin working from home on March 12. We made this transition two weeks before Ohio's official Stay-At-Home order. As a group, we have taken the threat of COVID-19 and its spread very seriously from the beginning and this approach will continue to guide us as we move forward. As the state begins to "reopen", our immediate plan for staff is that they report to our offices on an as-needed basis only with Work-From-Home remaining as the preferred mode (we have always been on the list of "essential" businesses). While the transition to WFH was an adjustment, we have been able to serve our clients well and without any interruption in timeliness or quality and we are grateful for the opportunities we've had to serve our community during this crisis. Because we care deeply about the health and safety of those who work alongside us and their loved ones, the following procedures will be in place for the foreseeable future in order to prevent the spread of COVID-19 and other communicable diseases.

PRODUCTION

Cast, Crew and Client Group Sizes

We will make every effort to reduce the number of people on our sets in accordance with CDC and local Health Department recommendations and guidelines. As every production is different, this will be assessed on a shoot-by-shoot basis with an emphasis on an "essential personnel only" policy.

Enhanced Pre-Production and Staggered Productions

More time will be devoted to pre-production discussions, with department heads, focused on planning each shoot with health and safety in mind. On a shoot-by-shoot basis, production may be staggered. For example, G+E and Rigging may pre-light a set with a small group that includes only essential personnel. This small group would disinfect the set, then leave set before principle photography begins. In this example, a smaller group would be left behind for adjustments etc.

Health Checks

All crew and on-set staff will be asked to self-report any illness or symptoms to production prior to arrival on set. On set, TMS will institute surface thermometer examinations of all personnel at the start of shoot days. Anyone with a thermometer reading of 100.4 or above will, unfortunately, be asked to leave set.

Enhanced Safety Briefings

Our typical day-starting "all hands" briefings will include enhanced information with the location of hand washing and sanitizing stations and reminders about safety procedures. Break out discussions by department will also become a part of our day-starting routine in order to discuss department-specific procedures and protocols.



Social Distancing

All on-set personnel will maintain the safe social distancing standards of at least 6ft (2 Meters) in accordance with CDC guidance.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

PPE

All on-set personnel will be required to wear masks while on set and in proximity to others. Special accommodations will be given to on-screen talent to ensure their safety and the safety of those around them. TMS to provide masks. Those who prefer to use their own are welcome to do so. Gloves will also be made available by TMS for those who prefer to wear them.

Hand Hygiene

With rare exceptions such as very remote locations, hand washing stations will be available on our sets. Hand sanitizer will also be provided on all sets for use in common areas. TMS to provide hand hygiene products.

Product Info: <https://www.gojo.com/en/Product/9674-06-ECDECO>

Sanitization of Gear

As we have been executing various productions throughout this crisis, we have been sanitizing all gear at the end of every shoot. This process will continue for the foreseeable future. As situations call for it, gear may be sanitized periodically throughout the day. TMS to provide the necessary products.

Product Info: <https://cleargear.com/>

Sanitization of Premises

Surface sanitization will be applied to all on-set surfaces at the beginning of shoot days with special attention being paid to common areas. Surface sanitization will also be applied throughout the day and in a timely manner. Additionally, since the week of March 9, our offices and studio have been receiving fog disinfecting and HVAC coil disinfecting on a weekly basis.

TMS to provide any necessary products.

Product Info: <https://www.cloroxpro.com/products/clorox/total-360/>
https://www.gojo.com/en/Product-Catalog/PURELL-Surface?sc_lang=en
https://www.nucalgon.com/media/4968/3-38b_evapfresh.pdf

Tools

TMS will be instituting an “each to their own” policy whereby tools will not be shared among crew. As the definition of “tools” varies from department to department, in-person discussions regarding this issue will take place. Traditional set protocols regarding department-specific tools and who touches them will be more-firmly in place.



Meals

All meals and snacks will be available as self-contained and pre-packaged-only without the need for shared utensils or bowls etc. Any communal meal areas will be established with safe distancing standards and meal breaks may be staggered dependent on size of crew. Any common meal areas will be sanitized throughout the day.

POST

Social Distancing

As needed, and as always, in-person client edit sessions will be available. We have a number of edit suites where social distancing standards can and will be adhered to.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

Client Group Size

As we will ourselves, we ask our clients to adhere to an “essential personnel only” approach to in-person client edit sessions. The determination of appropriate group size will be a collaborative discussion with the safety of TMS and client staff in mind.

Sanitization of Premises

Surface sanitization will be applied to all on-set surfaces at the beginning of shoot days with special attention being paid to common areas. Surface sanitization will also be applied throughout the day and in a timely manner. The same surface sanitization protocols will be applied to our offices.

Additionally, since the week of March 9, our offices and studio have been receiving fog disinfecting and HVAC coil disinfecting on a weekly basis.

TMS to provide any necessary products.

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PPE

All personnel and guests will be required to wear masks while on premises and in proximity to others. TMS to provide masks. Those who prefer to use their own are welcome to do so. Gloves will also be made available by TMS for those who prefer to wear them.