

Londen Productions, LLC

COVID-19 Policy Statement

Policy brief & purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. We follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We treat your private health and personal data with high confidentiality and sensitivity. This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

Scope

This coronavirus policy applies to all of our employees who physically work in our office(s) and out in the field while on film shoots.

Policy elements

Here, we outline the required actions all employees and contract employees of Londen Productions, LLC should take to protect themselves, their co-workers and their clients from a potential coronavirus infection.

Sick leave arrangements:

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
- If you have a positive COVID-19 diagnosis, you can return to the office only after you've fully recovered, with a doctor's note confirming your recovery.
- If you have recently returned from areas with a high number of COVID-19 cases (based on [CDC](#) announcements), we'll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you're a parent and you have to stay at home with your children, request work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

Traveling/commuting measures:

- All work trips and events, both domestic and international, will be considered on a case by case basis.
- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. potential clients and partners).

General hygiene rules:

The following required actions should be observed by all employees in order to protect themselves and others from Coronavirus.

I. General Hygiene

- Employees should practice good hygiene by:
 - Regularly [washing hands](#) with soap and water for at least 20 seconds.
 - [Coughing/sneezing](#) into a tissue, or upper sleeve, not in hands.
 - Avoid touching eyes, nose and mouth with hands.
 - Avoiding contact with anyone with respiratory illnesses of any kind.
- We will routinely clean and disinfect all frequently touched surfaces including work stations, counter tops, door knobs/handles, equipment.
- We will provide tissues and disinfecting, disposable wipes.

II. Illness

- Employees who are sick especially with cold or flu symptoms such as coughing, sneezing, or fever should remain home and seek medical attention immediately.
- Employees with sick family members should stay home.
- If an employee becomes sick at work, they will be separated from other employees and sent home.

III. Work From Home

- If an outbreak becomes severe enough, a mandatory "Work from Home" policy may be put into effect and will continue until conditions improve well within healthy limits per local health and/or governmental bodies.
- If an employee needs to care for a family member who has been diagnosed with COVID-19, they will be required to work off-site for at least [14] days after the family member has fully recovered and it has been determined by a medical professional that the employee has not been infected.

IV. Travel

- If an outbreak becomes severe enough, employee travel may be partially or fully restricted until conditions improve.
- We will leverage the use of virtual meeting technologies to continue work that would normally be conducted onsite.
- If an employee has recently returned from any area with a high number of COVID-19 diagnoses, they will be required to work from home for at least [14] calendar days and may return to the office if no symptoms have presented themselves.