



COVID-19 Safety™

Keeping Our Teams Safe

dBMG Safety Statement -

Welcome back! This has been an unprecedented time and the de Boer Media team that we are working diligently to keep our team members healthy and safe so that we may keep your team members healthy and safe as well.

All de Boer Media team members are being properly trained in workplace safety in relation to Covid-19. Our policies are focused to comply with CDC, OSHA, ADA and EEOC guidelines. Training includes guidelines for physical distancing, how to properly put on, remove and care for their PPE gear and proper hand washing techniques. These practices will continue to evolve in accordance with CDC/OSHA or governmental recommendations.

dBMG Employee Procedures Part I - COVID-19 Safety™ Employee Safety

Until such time when the chance of transmission is greatly reduced, we are going to have 30-50% of our team members working remotely to limit exposure in the workplace. We will be limiting the number of people allowed in each of our locations at any given time. We will do this by adding additional shifts and extended hours to spread out the time needed to complete the day's orders.

1. Upon arrival at the facility, team members will immediately upon entering, sanitize their hands before moving on to the safety officer.
2. Immediately following the initial sanitation procedure, our designated safety officer will then take the temperature of every team member, regardless if they have already recovered from Covid-19. Team members will be required to notify the safety officer if they have been exposed to Covid-19.

3. Any team member with a temperature of over 100 (as per the CDC guidelines) will be sent home or to their local doctor/health facility for further testing/treatment.

4. Any employees arriving at work with significant symptoms of Covid-19 will be sent home immediately. If symptoms persist, they will not be permitted to return to the facility until they have taken a Covid-19 test and are cleared by a doctor. As a general rule, we will ask that employees not come to work at all if exhibiting any of the major symptoms.

5. Our employees will be required to wear face coverings at all times. Only the safety officer and appointed supervisors will have access to the masks and gloves to reduce exposure.

6. Any team members that test positive for Covid-19 will not be permitted to return to work for two weeks as per CDC guidelines. In order to return from work after a Covid-19 diagnosis, the team member will be required to obtain a note from their doctor approving them to return to work, they must no longer be presenting symptoms and will need to have two negative Covid-19 tests taken as per CDC recommendation.

7. Any prospective employees will be required to have their temperature taken at the time of their interview, and will need to go through the same procedures as our team members do each day and will be asked to take a covid-19 test upon accepting employment with de Boer Media.

Employee Procedures Part II - COVID-19 Safety™

Working at the Facility

1. Team members will be required to work at least six feet apart from each other.

2. Each team member will be required to wear masks throughout their shift.

3. During scheduled breaks, team members will be required to sit at least six feet apart. Only two employees will be permitted to be in the breakroom at one time. Masks will not be required during the consumption of food and drink. After the food/drink is consumed, team members will be required to put the mask back on following proper hand washing. Team members will be asked to clear their break area with proper disinfectants.

4. At the end of each shift, the team member will be responsible for cleaning and disinfecting their work area/machine.

dBMG Facility Procedures | COVID-19 Safety™ Safety Officer

We will have on all shifts, an appointed safety officer. This team member will be properly trained in CDC and OSHA guidelines. The safety officer will be trained in how to properly take a temperature, how to observe team members for any signs/symptoms of Covid-19 and proper PPE maintenance.

The Safety Officer's responsibilities will include:

1. Taking the temperature of each team member when they arrive for their shift.
2. Assessing the appearance of any physical symptoms (cough, stuffy nose, sneezing, shortness of breath).
3. Questioning team members about possible exposure to family members who may have contracted the virus.
4. Disbursing necessary PPE.
5. Directing employees to immediately wash hands before putting on PPE gear.
6. Maintaining responsibility for staying up to date on the latest safety issues in accordance to CDC/OSHA/ADA/EEOC standards.
7. Overseeing any deliveries from vendors to make sure items are placed in temporary containment and sanitized as necessary.

8. Making sure that team members are informed of any changes/additions to CDC/OSHA guidelines.

dBMG Plant Facilities Guidelines | COVID-19 Safety™

Keeping the facility clean and properly disinfected is the very first and most important step in creating a safe work environment. Our facility will be cleaned and disinfected daily, with techniques and products recommended by the CDC/OSHA.

1. The entrance to our plant facilities will be locked at all times. In order to enter you must either ring the intercom and be admitted into the safety testing area. Team members will punch in their code and wait in the safety zone to be approved entry into the de Boer Media Group facilities.
2. Every room in the facility will contain the official CDC and OSHA issued Covid-19 Guidelines for the workforce.
3. Every team member will be trained on workplace safety, proper use (wear and care) of their PPE and how to properly cover coughs and sneezes.
4. Team members will be directed to not share their tools and equipment and will be assigned their own set of basic tools to limit contact as much as possible.
5. Team members will be given a clean locker to place their personal items such as cell phones, wallets and keys. They will be directed to disinfect items upon entering the facility and anytime they return items to the locker.
6. Facility will be cleaned and disinfected daily according to the CNC guidelines, using EPA-registered disinfectants.
7. Each station will contain a disinfectant spray, a box of new gloves and hand sanitizer.
8. All visitors must be wearing a mask upon entering and agree to be screened by our safety officer if they need to enter the facility. Generally, guest visitation will be discouraged or alternative arrangements made.

9. Any team members leaving the facility for break will need to go through the disinfection process upon returning.

10. Air filtration systems will be regularly maintained, to reduce and minimize virus transmission vectors.

dBMG Material/Machine | COVID-19 Safety™ Handling Procedures

Keeping our team members safe is our first priority so the handling of materials of the utmost importance. While some materials lend themselves to proper cleaning, some materials such as paper products will need to be handled with some additional care so we don't damage the material. Whenever possible, we will keep the material in the original box without damaging the material.

When feasible rolls, sheets, and equipment will be handled with gloves to reduce the possibility of transmission.

dBMG Packing Procedures | COVID-19 Safety™

To ensure proper packing and handling of your order, we will put forth the following procedures:

1. Team members are instructed to wear gloves and masks while handling and packing final materials.
2. All packages will be handled by as few team members as possible until they are ready to go out for delivery.

dBMG Delivery Procedures | COVID-19 Safety™

Upon entering the de Boer Media facility, all drivers will also have to go through the same security protocols as every single team member. If your studio has developed a special designated delivery area, please let us know your plans and we will comply. Drivers will be trained with CDC/OSHA guidelines in mind for cleaning and disinfecting their vehicles.

Our procedures will be as follows:

1. At the beginning of each route, the vehicle will undergo cleaning and disinfecting.
2. Drivers are required to wear masks or face coverings.
3. Drivers will be instructed to stay with our company vehicles (curbside delivery). In the rare event that prior arrangements are made and the driver must go inside the building, they will use a wipe to open down any door handles.
4. Delivery vehicles are scheduled for daily cleaning and disinfection.

As always, we thank you for putting your trust into us. We look forward to continuing to work with you to make your production as seamless as possible. We are all in this together!

dBMG Safety Signage | COVID-19 Safety™

Made in association with the New York Production Alliance (NYPA)

1. Our Facilities are being outfitted with directional and Covid-19 safety
2. dBMG, in collaboration with the NYPA, has developed, an industry focused catalog of COVID-19 Safety signage, that we are making available in print or downloadable form
- 3.

Visit our website at shop.deboermedia.com to view our catalog of up to date safety signage for use in TV and Film.

