

K2 Studios COVID-19 Response Plan

We look forward to having you at K2 Studios for your upcoming shoot. We want to make you aware of protocols that need to be followed as part of the state orders for businesses to remain open during COVID-19. K2 Studios overall goal is to maintain safety and cleanliness. We have implemented additional steps and are providing resources as outlined below. This plan will be updated as new information is provided by public health organizations.

In advance, K2 Studios will work to determine on-site individuals versus virtual attendees to keep on-site numbers to allow for a minimum of 6 feet between working stations in the main studio space and small numbers in peripheral rooms. We will work to implement tiered schedules and arrival times to help ensure social distancing.

First and foremost if you or any family members are sick or not feeling well, stay home.

We request you review the [symptoms](https://www.cdc.gov/symptoms/) at CDC.gov so you are able to self-monitor based guidelines. If you have one or more symptom(s) that may be related to COVID-19 stay home and take care of yourself.

K2 Studios will be doing a no-touch forehead temperature check on all attendees prior to entering the facility each day. This will be done as per EEOC guidelines during COVID-19.

We ask you to minimize the amount of personal items and non-essential gear you bring inside. If possible, leave coats and non-valuable items in your car or at home. Be sure items you bring in have been sanitized.

Below outlines what K2 Studios is doing to make our space safe and our expectations of each individual:

What to expect at K2

Everybody on site has an individual responsibility to help prevent the spread of COVID-19.

It is imperative to maintain proper hygiene, social distancing, minimize face touching and respiratory etiquette. Remember to limit physical contact by avoiding handshakes, hugging, no sharing of phones, tablets, computers, desks, chairs, etc and minimize movement of personal items.

Screening prior to entering building:

- Implementing staggered start times to minimize lines. Please use K2's main entrance and maintain social distancing. Expect the following:
 - i. Touchless infrared temperature check
 - ii. You will be asked if you have had contact in the last 14 days with anyone that has or had Covid-19
 - iii. Fill out the MN health screening

<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>

- iv. Sign K2 Health waiver
- v. Use provided hand sanitizer before entering
- vi. Infrared phone cleaning
- vii. Shoe soles cleaned by stepping on sanitizing mat
- viii. Wear provided mask as per the MN Governor's [Executive Order 20-81](#)
- It is expected you complete the 8 steps listed above to enter the building. If you have any questions about these steps please contact hello@k2-studios.com
- **Touchless Infrared Temperature Procedure:**
 - You will get your temperature taken with a touchless infrared thermometer
 - i. If your temperature is between 97°F (36.1°C) to 99°F (37.2°C) you can enter the building.
 - ii. If your temperature is 100.4°F (38°C) or above you will be asked to go home immediately and we will be in touch with next steps. If you are not able to drive or need to wait for transportation you can wait in our isolation room. Once home, if you are feeling well enough we may arrange a virtual experience for you to be involved in the shoot, if needed.
- **We will provide each person:**
 - A handout to each person with expectations and reminders while on set.
 - Individual hand sanitizer, with a minimum of 60% alcohol, to keep with you at all times and encourage frequent use.
 - A disposable mask for each day
 - i. Masks are required for indoor businesses as per the governor executive order
 - Face covering must cover the nose and mouth completely and is not a substitute for social distancing
 - ii. If someone on set becomes ill, all on-site individuals will be asked to wear masks, the balance of the day, and potentially the rest of the shoot.
 - Personal areas will be designated to maintain social distancing and minimize movement.
 - Plastic bags will be provided to put your personal items in while in the studio. We request it stays in the same location throughout the shoot.
 - Personal call button to request beverages or supplies from designated individual. This minimizes movement and touch points.
 - K2 personal craft services snack tote, if purchased
 - Shoe covers and gloves available upon request
- **Individual Expectations:**
 - Self Monitor to be sure you are healthy to be around others.
 - Wash hands frequently and use alcohol-based hand sanitizer
 - Cough/sneeze into your sleeve, not your hands
 - Don't touch your face
 - Keep your distance and remind others to be considerate of your personal space
 - We will provide cleaning supplies in the bathroom. Please do a quick clean before use.

- Masks wearing etiquette
 - i. Be sure to follow proper use of masks covering nose and mouth. Minimize touching mask. Do not let the back side of mask touch your face and hands. Wash hands after removing and dispose of the mask daily.
- If you feel ill on set, make sure your mask is on. Then move to the isolation room in the lower level (staircase located by main entrance) until you are able to find a way home. Please text or call the studio manager at 612-327-6032 to let them know you are leaving.
- **If you are diagnosed with COVID-19 with-in 14 days of being at K2 Studios we ask you to contact us as soon as possible to help minimize transmission of the virus to others. Email us at hello@k2-studios.com. We will follow EEOC confidentiality guidelines.**
- **K2 Studios guidelines for craft services:**
 - No community food & beverage buffet set ups. Eliminate self service for all food and beverages. (Clients must provide K2 with their craft service plan)
 - All meals and beverages will be handed out by one designated individual. Call buttons will be provided to request service.
 - Snacks must be individually wrapped. All meals and beverages must be single serve.
 - Do not bring any personal food, beverage containers, thermos, straws, or utensils. If you have dietary restrictions and prefer to bring your own food please talk to the studio manager in advance for arrangements.
 - All serveware must be disposable (ideally compostable and/ or recyclable)
 - Designated individual will wipe down all deliveries with disinfectant wipes prior to distributing.
 - Lunch, please eat 6ft apart. If you have been in the same general vicinity throughout the day, we request you eat in this area
 - Outdoor or peripheral room provided for dining to allow eating at tables 6 feet apart

What K2 has done for our guests

K2 Studios has always taken pride in having a clean space, but now we are stepping up our game even more. We are working hard investing time and money to make this an even healthier, cleaner and safer place to work during these uncertain times.

- **Covid-19 Signage**
 - Reminders throughout the studio to keep safety top of mind
 - Individuals provided reminder tip sheets
- **Promotion of frequent hand washing:**
 - Signage to remind individuals to wash hands frequently
 - Hand washing instructions posted by all sinks
 - Portable sinks for easy access to wash hands
 - Touchless soap dispensers by all sinks
 - Individual disposable hand towels

- We will have gloves available upon request. However we would like to promote frequent handwashing as this is more effective.
- **Promotion of social distancing:**
 - Friendly signage to remind everyone to maintain 6 ft. (Because we know it is hard to remember)
 - Assistance in setting up virtual attendees, computers available for rental
 - We will work with the crew to make sure the flow of the room allows people to maintain 6 feet apart. Each person needs their individual work space
 - Plastic dividers available upon request
 - Designated pathways
 - Multiple video villages, if purchased
 - Designate entrance and exit door on shoot days
 - Package delivery signage to drop in designated area in the outside entrance
- **Isolation room:**
 - Isolation room created down stairs, away from workspace for anyone with symptoms or exposed, until they can go home.
- **High traffic areas & walkways:**
 - Floor plan map provided to help provide attention to layout and designated walkways
 - Touchless trash containers
 - Additional touchless trash cans dispersed throughout room
 - Touchless auto-dispensing hand alcohol based sanitizers by high traffic doors
 - Touch free doors with foot pulls and signage added to each door to minimize touching door handles
- **Cleaning of K2 Studios:**
 - On site cleaning attendant during shoot, if purchased (cleaning bathroom between uses and high traffic areas)
 - Disinfecting routine throughout the day, on top of our current cleaning regiment. Including regular bathroom cleanings.
 - Ensure adequate stock of paper products; including toilet paper, paper towels, etc.
 - Disinfectant cleaning supply will be available.. Please ring the call button at any time if you need something cleaned.
 - Before every shoot a local cleaning company specializing in strengthened cleaning methods approved by the CDC will disinfect the studio.
 - 24 hours between rentals to allow for cleaning
 - Increased HVAC and filtration maintenance schedule
 - Options for outdoor air circulation with large fans and screen doors

Please let me know if you have any questions. We understand this is a stressful time and people are nervous. We are available and open to hearing all your additional safety suggestions. If you have concerns please email them to hello@k2-studios.com. Thank you for working with us to keep our teams safe and stop the spread.