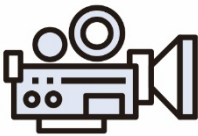
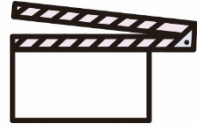
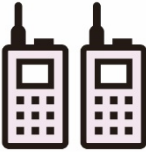


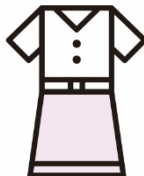
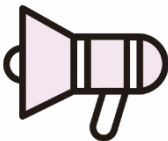
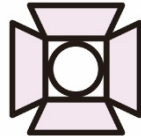
Infection Prevention and Control Measures for COVID-19 A Handbook for Shoots & Production

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DENTSU CREATIVE X INC.



DCRX



The Basics of Infection Prevention

Avoiding the three Cs: “closed spaces,” “crowded places” and “close-contact settings”,
handwashing, disinfecting, and ventilating.



Masks to be worn by all participants

Masks must be worn at all times by all participants, including staff, cast and extras. Social distancing will be maintained even when masks are worn.



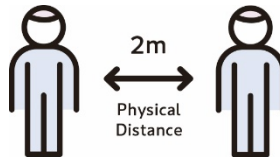
Conduct temperature checks and health screenings before commencing

Management will ensure that participants undergo temperature checks and complete health screenings as well as confirm that there are no participants who are feeling unwell and have had close contact with a person who has a confirmed case of COVID-19 in the past two weeks. Those with a fever will have their temperature re-taken.



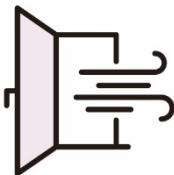
Wash hands and disinfect

All participants must disinfect their hands, and hand sanitizers will be placed in vehicles, waiting rooms, at the entrances of filming locations, base areas, bathrooms, etc. Equipment and vehicles will also be disinfected.



Physical distancing

The number of participants will be limited, and measures will be taken to ensure that meetings and base areas do not become crowded. Meetings will be conducted remotely whenever possible.



Ventilate

Studio doors and windows will be left open to allow ventilation, except for when cameras are rolling. Vehicles will also always be driven with the windows open to bring in fresh air.



Disinfect equipment accordingly, especially when drinking/eating

As a general rule, using mobile phones/computers while eating and drinking is prohibited. Always be mindful of hygiene and cross-contamination; hands and any objects that have been handled will be disinfected afterwards.

10-Point Checklist for Staff

During shoots, editing sessions, auditions and meetings

[Ahead of Time]

- 1) **Staff to notify team in advance if a participant feels unwell or has a temperature over 37.5°C.**
→ Ask the participant to withdraw from the shoot, editing session, audition, meeting, etc. and announce their withdrawal in advance.
- 2) **Check their overseas travel history for the past two weeks and whether or not they have had close contact with a person who has a confirmed case of COVID-19 and/or someone who has had close contact with a person who has a confirmed case of COVID-19.**
→ Those applicable may be asked to refrain from participating.
- 3) **Make arrangements so that the number of participants are kept to a minimum wherever possible.**
→ Encourage remote participation using file sharing services, etc.

[Shoot Day]

- 4) **All participants will undergo temperature checks at the beginning of the shoot.**
→ Staff to inform participants that they will not be able to take part if they have a temperature over 37.5°C and/or if they feel unwell.
- 5) **Ensure participants are informed that they are to report to staff if they start feeling unwell after arriving on set.**
→ Staff to check on their condition and conduct a temperature check.
- 6) **Ensure masks are worn to prevent transmission through droplets.**
→ Face away from others and try to stay at least 2 meters away from other people when coughing or sneezing. Everyone is responsible for their own safety.
- 7) **Encourage frequent handwashing, gargling and disinfecting.**
→ Especially before meals, after coughing and/or sneezing and after using the bathroom.
- 8) **Devise ways of managing the site to prevent cast and staff from lingering and crowding in one place.**
→ Rotate staff, stagger shifts and ensure people always stay at least 2 meters away from each other wherever possible.
→ Reduce the number of personnel by splitting people into smaller teams if the task requires working in enclosed spaces, such as when cameras are rolling.
- 9) **Ventilate spaces thoroughly.**
→ Ventilate spaces using blower fans, etc., at least once every hour to let in fresh air.
→ Work in open, ventilated areas wherever possible when preparing for the shoot or undertaking other tasks when cameras are not rolling.
- 10) **Avoid talking, speaking and/or singing loudly in close proximity.**
→ Avoid speaking loudly by using loudspeakers and other equipment when making announcements. Be extra wary during mealtimes.

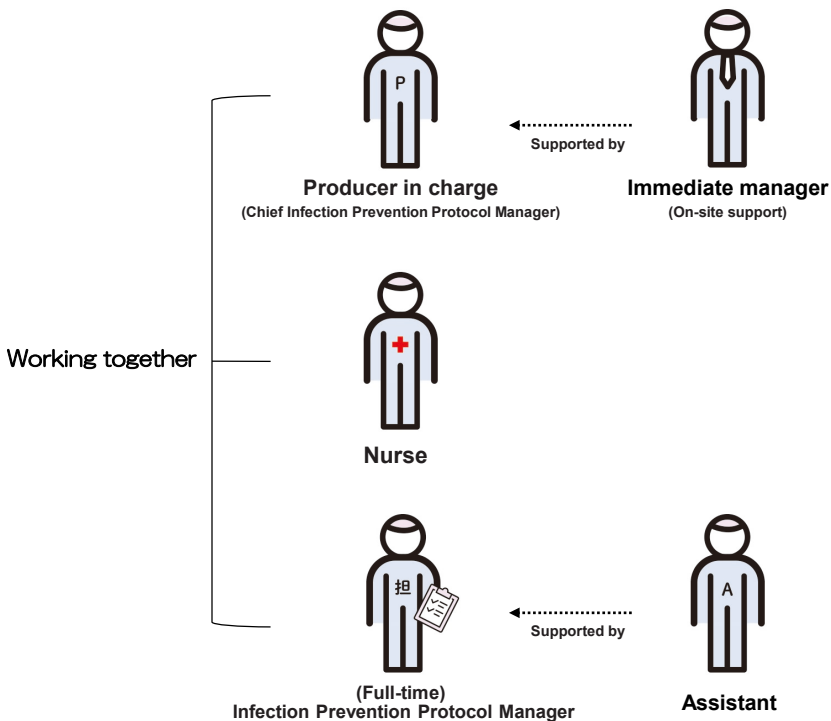
Explain that these measures are being taken to prevent the spread of COVID-19 and infection as well as to protect the health and safety of all staff.

Basic Guidelines for Shoots

The producer in charge of the site must consider safety first.

As the Chief Infection Prevention Protocol Manager, they are responsible for implementing prevention and control measures.

They must respect the nurse's and the Infection Prevention Protocol Manager's judgement when making any final decisions.



A nurse will always be on site regardless of the scale of the shoot.

The immediate manager will be on site to support the producer in charge while the nurse and the designated Infection Prevention Protocol Manager will oversee health and safety.

Pre-shoot Preparation Checklist

The following will be confirmed with the Infection Prevention Protocol Manager and nurse:

- The producer (Chief Infection Prevention Protocol Manager) will go over the details of the shoot, shooting schedule, number of participants, staff placement, waiting areas and all safety measures, etc. with the Infection Prevention Protocol Manager and the nurse.

- | | |
|--|--|
| <input type="checkbox"/> Location of the Medic Gate | <input type="checkbox"/> Laminate warning signs |
| <input type="checkbox"/> How disinfectants and masks will be distributed | <input type="checkbox"/> Set up clear acrylic partitions |
| <input type="checkbox"/> Placement of disinfectants | <input type="checkbox"/> Prepare stickers for staff |

*Staff will check beforehand if the shooting location has been disinfected and how many days it has been since it was last used.

- Ensure that there is enough personal protective equipment for infection control.

- | | | |
|--|---|--|
| <input type="checkbox"/> Disinfectants and hand sanitizers | <input type="checkbox"/> Sodium hypochlorite solution (for non-metal equipment) | |
| <input type="checkbox"/> Masks | <input type="checkbox"/> Face shields | <input type="checkbox"/> Infrared thermometers |
| <input type="checkbox"/> Trash bags | <input type="checkbox"/> Alcohol wipes | <input type="checkbox"/> Underarm thermometers |
| <input type="checkbox"/> Soap | <input type="checkbox"/> Disposable gloves | <input type="checkbox"/> Paper towels |
| <input type="checkbox"/> Zipper storage bags | <input type="checkbox"/> Small bottles | <input type="checkbox"/> Spray bottles |

*General Affairs Dept. has prepared kits with the necessary equipment.

Disinfection of high-touch surfaces

- | | |
|---|--|
| <input type="checkbox"/> Dressing rooms, make-up rooms, meeting rooms, client seats, bathrooms, handwashing areas, etc. | |
| <input type="checkbox"/> Doorknobs, desks, etc. | <input type="checkbox"/> Disinfect transceivers before use <input type="checkbox"/> Monitors and surrounding areas |

Locations for disinfectants and hand sanitizers

- | | | |
|--|---|--|
| <input type="checkbox"/> Studio entrances | <input type="checkbox"/> Make-up rooms | <input type="checkbox"/> Client tables |
| <input type="checkbox"/> Production bases | <input type="checkbox"/> Vehicles | <input type="checkbox"/> Eating/resting/smoking areas |
| <input type="checkbox"/> Bathrooms | <input type="checkbox"/> Handwashing areas | <input type="checkbox"/> Meeting rooms for various tasks |
| <input type="checkbox"/> Areas in front of and around cameras/director chair | <input type="checkbox"/> Shooting/lighting/art department/recording areas | |
| <input type="checkbox"/> Areas in front of video assist monitors | <input type="checkbox"/> Waiting areas for staff other than studios | |

A Medic Gate will be set up in front of the studio or location set

Arriving on Set - Staff

Entering shooting locations

- Conduct temperature checks and check for symptoms at the Medic Gate and record results on the provided sheets. (retake temperature after 8 hours)
- Distribute new masks and face shields.
(Face shields will be given to all staff working within 2 meters of others, such as the cast, stylists, hair and make-up, direction, production and camera staff.)
- Distribute staff stickers. Ensure that they are worn and that entrances are managed strictly.
- Distribute disinfected transceivers.
- Distribute bottled water and zipper storage bags in bulk.
- Communicate and send documents and contracts ahead of time via email.
As a general rule, paper copies should not be distributed.
- All participants must wash and disinfect their hands, gargle, replace their masks and disinfect their belongings (especially mobile phones) at gate check.

Risk of infection will be prevented by scheduling and staggering participants' entrances in advance.

- ! Anyone with a temperature over 37.5°C and/or who is feeling unwell will immediately be taken to a separate area, isolated and sent home even if it is in the middle of a shoot. The same applies to clients, advertising companies, main staff and cast members. Participants will generally be requested to leave as a precaution.
- ! Those asked to leave the shoot must seek medical attention at a healthcare facility or GP near their home and consult the Call Centers for Japanese Returnees and Potential Contacts in their residential area if it is deemed necessary by a medical practitioner.
- ! In the unlikely event that a participant requires PCR testing, the company will report to public health authorities and respond accordingly.

Before the shoot (masks, disinfection, avoiding the three Cs)

All staff to do the following:

- Wash and disinfect hands every time you enter and exit the site.
*Disinfect your hands frequently for every task, roughly once every 20-30 minutes.
- Avoid close contact and stay at least 2 meters away from others (including during set/lighting changes).
- Always wear a mask and replace it immediately if contaminated.
- Refrain from talking loudly.
- Follow the advice of medical staff when disinfecting equipment.
- Immediately consult the nurse or Infection Prevention Protocol Manager if you start feeling unwell.
- Get all participants to write their names on their own drink bottles. *no paper cups or 2-liter bottles allowed
- Tell all participants that they are not to touch others' belongings and are responsible for their own personal belongings only.
- Disinfect and wipe toilets before use >>> Flush the toilet with the lid closed >>>
Spray disinfectant on the toilet seat, lid, locks and all other areas that you touched once you have finished.

*Ideally, spray disinfectant twice – once before wiping the surface and once after.

*Have paper towels ready in case there are none in the bathroom. Prepare signs with bathroom do's and don'ts.

Key points when wearing a mask



Bend the wire in the non-woven mask so that it fits the shape of your nose and pinch the top edge around the bridge of your nose. There should be no gaps between your face and the mask, and your entire mouth and nose should be covered. If there is a gap, adjust the mask by tying a string to the straps. Once you have put it on, try and avoid touching your face whenever possible. Do not leave the mask hanging down around your chin.

◆Health Check Sheet

Date: ____ / ____ / 2020

| | | | |
|------|-------------------|----------------|--|
| Time | ① : ② : ③ : | Project Title: | |
|------|-------------------|----------------|--|

| | | | |
|---|--|--|-----|
| Chief Infection Prevention Protocol Manager (P) | | Infection Prevention Protocol Manager (assigned) | () |
|---|--|--|-----|

| | | | | | | |
|---|--|-----------|--|---|---|---|
| | Name | Job Title | Temp. | ① | ② | ③ |
| 1 | Do you have any symptoms? <input type="checkbox"/> No <input type="checkbox"/> Yes | | Are any of your family members and/or people in your household experiencing a fever or displaying any symptoms? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| | Obs | | | | | |
| | Name | Job Title | Temp. | ① | ② | ③ |
| 2 | Do you have any symptoms? <input type="checkbox"/> No <input type="checkbox"/> Yes | | Are any of your family members and/or people in your household experiencing a fever or displaying any symptoms? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| | Obs | | | | | |
| | Name | Job Title | Temp. | ① | ② | ③ |
| 3 | Do you have any symptoms? <input type="checkbox"/> No <input type="checkbox"/> Yes | | Are any of your family members and/or people in your household experiencing a fever or displaying any symptoms? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| | Obs | | | | | |
| | Name | Job Title | Temp. | ① | ② | ③ |
| 4 | Do you have any symptoms? <input type="checkbox"/> No <input type="checkbox"/> Yes | | Are any of your family members and/or people in your household experiencing a fever or displaying any symptoms? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| | Obs | | | | | |
| | Name | Job Title | Temp. | ① | ② | ③ |
| 5 | Do you have any symptoms? <input type="checkbox"/> No <input type="checkbox"/> Yes | | Are any of your family members and/or people in your household experiencing a fever or displaying any symptoms? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| | Obs | | | | | |

When someone involved in the shoot arrives at the location, the nurse or the infection prevention protocol manager will take the participant's temperature, fill out the health check sheet and confirm the following:

Staff will check the following during health checks:

June 4, 2020
Dentsu Creative X Inc.

- ◆ Name/Job Title
- ◆ Normal body temperature
- ◆ Temperature (temperature will be taken)
- ◆ [Fever above 37.5°C] Currently experiencing/experienced in the past 3 days
- ◆ [Fever 1 °C above normal temperature] Currently experiencing/experienced in the past 3 days
- ◆ [Frequent coughing and/or difficulty breathing] Currently experiencing/experienced in the past 3 days
- ◆ [Altered sense of taste and/or smell] Currently experiencing/experienced in the past 3 days
- ◆ [Skin symptoms, such as rashes] Currently experiencing/experienced in the past 3 days
- ◆ [Headaches, chills, fatigue, sore throat] Currently experiencing/experienced in the past 3 days
- ◆ [Eye discharge, red eye or other misc. symptoms] Currently experiencing/experienced in the past 3 days
- ◆ [Pre-existing conditions (especially respiratory conditions)] yes/no
- ◆ [Overseas travel history (past two weeks)] yes/no
- ◆ [Is anyone in your household or anyone you have come in close contact with displaying any of the above symptoms?] yes/no

*The personal information submitted in the health check sheet will only be used to check the physical health of staff members at work or in case of an emergency and is intended for the purpose of preventing the spread of COVID-19 during the shoot. Your personal information will be managed securely for one month in accordance with our privacy policy before being destroyed and will not be provided to any third party without your consent. However, exceptions will be made in certain circumstances, such as if disclosure is requested and compelled by law or if there has been a breach of law. (Dentsu Creative X Inc.)

During the Shoot

How to ventilate shooting locations

- Open entrances and windows of studios/sets/locations when preparing for shoots and/or during set and lighting changes.
- Leave fans running by angling them towards windows or doors.
(allows air in the room to circulate faster and facilitates ventilation)

Wash and disinfect hands after touching objects and others

- Always be mindful to wash and disinfect your hands after touching objects and/or other people.
- Instruct staff to disinfect equipment accordingly.
- Follow the established staff distribution plan for the studio and waiting areas so that staff do not crowd in one place during set-up and filming.
- Do not sit on the ground.
- Do not use face shields as fans.

Disinfect high-touch surfaces during the shoot

- | | | |
|--|---|--|
| <input type="checkbox"/> Doorknobs | <input type="checkbox"/> Doors (areas above the doorknob) | <input type="checkbox"/> Desks/chairs |
| <input type="checkbox"/> Toilets | <input type="checkbox"/> Windows (parts touched when opening for ventilation) | <input type="checkbox"/> Drinking and eating/resting/smoking areas |
| <input type="checkbox"/> Monitor areas | <input type="checkbox"/> Personal belongings (phones, pens, etc.) | <input type="checkbox"/> Personal equipment |

Preventing heatstroke on site

- Drink water frequently.
- Take electrolyte tablets.
- Get enough rest and sleep.
- Rest in cool or shady areas.
- Eat healthy and balanced meals.
- Ask participants in the afternoon and evening to report to staff immediately if they are feeling unwell.
- If the shoot happens over two consecutive days, conduct a health check at the end of first day.
- Allow staff to take off masks during breaks so long as they are outside or in other well-ventilated places and physical distancing is maintained.

Staff Working with Cast

The Basics

- Carefully go over any areas of concern surrounding the cast with the medical staff etc., ahead of time in order to have a system in place.
- Keep the number of people in waiting rooms to a minimum and stagger if needed.
- Use a transparent partition if needed.
- Consult relevant staff members as soon as possible if there will be a cut involving eating, drinking and/or holding products.
- Wear a face shield in addition to a mask when approaching the cast.
This includes not only stylists and hair and make-up, but also directors and staff in front of the cameras.
- Use gloves when touching the cast. Gloves should be replaced with a new pair every time.
Always wash and disinfect your hands when touching cast members if wearing gloves is unfeasible.

Stylists/Hair and make-up

* Extra caution must be taken as they will be working in close proximity to the cast.

【For both】

- Distribute alcohol-based disinfectants for hands and objects to stylists and hair and make-up (including assistants).
- Set up the costume and make-up rooms in areas where air can be circulated as much as possible.

【Stylists】

- In general, only the wardrobe team may handle the costumes.
- Use goggles or face shields in addition to masks and gloves when handling costumes.
- Check if the costumes and other accessories are new or have been cleaned thoroughly.
- Disinfect glasses and other accessories after each use.
- If costumes, etc., are used past midnight, hang them in the sun and store them in a well-ventilated area.

【Hair and make-up】

- Use face shields and gloves in addition to masks. Replace gloves every time.
- Cast and staff must wash hands before and after hair and make-up sessions. Hands must be washed especially thoroughly if touching the casts' faces.
- Keep the seats between cast members more than 2 meters apart during hair and make-up or use partitions.
- For make-up tools and brushes that will touch the skin, use new sets.
- Try to use palettes, make-up tools, hairbrushes and combs that are disposable.
- If the items are non-disposable, prepare a separate set for each cast member and do not use the same one for different cast members. Disinfect immediately after use with appropriate disinfectants.
- Try to keep contact to a minimum. All touch-ups should be kept to a minimum.
- Cast members requiring make-up should also be kept to a minimum.
- If possible, consider requesting cast members to do their own hair and make-up with their own tools before arriving on set.
- As a general rule, massages are prohibited.

Others

- Record with only a boom if possible. However, if using pin microphones, label them so that each cast member has a designated one (ideally, cast members will put them on themselves).
- Staff in charge of practical effects should follow similar precautions to hair and make-up if working closely with the cast.

Mealtimes & Breaks

Catering is prohibited as there is a risk of transmission through contact and droplets.

Visits and dropping off gifts are also prohibited.

- Consider a shooting schedule that staggers mealtimes as much as possible.
- Do not eat facing others. Use partitions and refrain from sitting close together.
- Talking/having meetings and the use of phones/computers while eating is not allowed.
- Arrange pre-packaged meals on tables and get people to choose from 1 meter away. Hands must be disinfected before receiving a meal. Do not touch pre-packaged meals other than your own.
- Do not provide refreshments on large platters as there is a high risk of infection.
- If providing refreshments, offer them in an individual serving size bag for each person.
- Keep all drinks and refreshments in one easy-to-manage location.
- As a general rule, drinks should be stored in fridges/cold boxes and managed by the medical team. Staff members must disinfect their hands before getting a drink (prepare reminder signs). The medical team must disinfect the fridges/cool boxes once every 30 minutes to an hour.
- Do not have magazines and/or newspapers in order to eliminate the risk of infection from being passed around and read in turn.
- Disinfect phones and computers before use.
- Make sure that smoking areas do not become crowded.
- Gifts, such as fresh flowers, should be covered in plastic and disinfected beforehand.

Extra caution must be taken during mealtimes when masks are removed and the risk of infection is higher.

The correct way to remove a mask



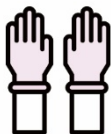
Use only the ear loops to remove and do not touch the surface of the mask as pathogens may have settled on the surface. Wash and disinfect your hands after touching masks and store them in zipper storage bags during meals.

After the Shoot

Gloves and masks to be worn and no belongings to be left behind on site, including essential items.

- ☐ Unused masks *Dispose of the mask on top. The rest should be placed in a bag and brought back in the original box.
- ☐ Disinfectants and hand sanitizers *Handle with care as the bottle may be contaminated.
- ☐ Unused face shields *Handle with care when disposing
- ☐ Unused disposable gloves ☐ Unused trash bags ☐ Unused paper towels
- ☐ Thermometers *Check for damage before packaging ☐ Wet wipes
- ☐ Health check sheets (submit to management) *Ensure that they are never left behind as they contain personal information.
- ☐ Desk partitions *Will be quickly disinfected on site and more thoroughly disinfected once returned.

Wear gloves when collecting trash



Wear gloves in addition to masks/face shields when handling trash. When taking gloves off, turn them inside out as you peel it from your wrist and never touch the outer surfaces of the gloves with your bare hands.

Disposing masks/face shields



Pathogens may have settled on the surface of used masks which may result in contamination. Do not touch the surface or inside when removing them and place them altogether in a large bag. Also wear masks/face shields/gloves when handling trash bags and keep the trash bag away from your body when tying it up. Double-bag the trash if disposing of it off-site.

Together with the nurse, the Infection Prevention Protocol Manager will health screen all staff and check for any forgotten items before reporting to the Chief Infection Prevention Protocol Manager.

Wash hands under running water with soap for 30 seconds and disinfect them at the end of the day.