

COVID-19 RESPONSE



DEAR CLIENTS,

After successfully reopening Øutpost Studio, we want to emphasize our commitment to your health, safety, and comfort. Our employees will continue to focus on providing the highest level of service to enable a seamless and stress-free production environment.

We look forward to welcoming you and gathering around the love of photography.

Marcus Montenegro
Co-Founder

As a 100% private space, Øutpost Studio is naturally set as one of the safest locations for photoshoots. At ground level with direct access to the studio, no elevators, and no common areas, your crew will be isolated from all unnecessary contact during production.

Please take a moment to get familiar with our COVID-19 response plan, safety measures, and production procedures.

PROTOCOLS IN PLACE

As we navigate the new normal, we are committed to following all CDC, OSHA, Local, and Federal Government guidelines on developing our Infectious Disease Prevention and Response (IDPR) Plan for controlling COVID-19.



SAFETY HYGIENE, CLEANING,
AND SANITATION



SAFETY MEASURES AND
PRODUCTION PROCEDURES



RECOMMENDATIONS

01

SAFETY HYGIENE, CLEANING, AND SANITATION

STAFF SAFETY & HYGIENE

The proactive steps we are taking to protect the health of our clients and employees.



TRAINING AND CERTIFICATION

All our employees are trained and certified in Adult and Pediatric First Aid/CPR/AED by the American Red Cross. Our manager has an OSHA Academy Covid-19 workplace preparedness certificate and is a certified CCO (COVID Compliance Officer).



PERSONAL PROTECTIVE EQUIPMENT (PPE)

Our team wears face covering and gloves at all times.



HYGIENE REGIME

We practice a strict hygiene regime, including washing our hands frequently and using hand sanitizer that contains at least 60% alcohol.



SOCIAL DISTANCE

We are here to help, from a safe distance. We put distance between our staff and your crews.



STAFF HEALTH CHECK

We monitor our health closely and check every staff member's body temperature before their shift. We stay home if we feel sick or experience a fever, cough, cold or any other symptoms as provided by CDC.

ENHANCED CLEANING AND SANITATION

The proactive steps we have in place for cleaning and sanitizing our studio and equipment.



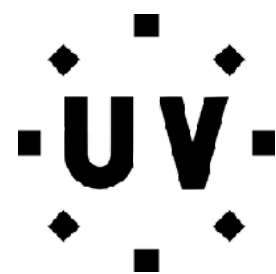
STUDIO CLEANING

We clean and disinfect surfaces, touchpoints, fabrics, and floors nightly with detergent before disinfection. We employ electrostatic spraying technology for disinfection after each shoot.



FREQUENT CLEANING

We routinely sanitize all high-touch surfaces with heightened attention throughout the studio.



EQUIPMENT DISINFECTION

We clean and disinfect all equipment by using UVC Light technology.

GROUND RULES

How to protect yourself and others from COVID-19,
as per CDC's Guidelines.



MONITOR YOUR HEALTH & STAY HOME IF SICK

Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. Stay home if you feel sick and follow CDC guidance if symptoms develop.



WEAR A FACE MASK

We ask that **everyone on set wear a face mask at all times**. Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.



SOCIAL DISTANCE

Avoid close contact with others and maintain at least 6 feet (1,5 meters) between yourself and others.



WASH HANDS FREQUENTLY

Regularly and thoroughly wash your hands for at least 20 seconds with soap and water, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.



DON'T SHAKE HANDS OR EXCHANGE HUGS

Greetings look different now; we ask you not to shake hands or hug.

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SAFETY MEASURES AND PRODUCTION PROCEDURES



SAFETY MEASURES

These are the steps and protocols in place to further minimize risk and exposure within the studio.

- **Staff Shifts:** We are staggering shifts to limit the number of staff within the studio at a time.
- **HVAC:** All our HVAC units have recently been replaced, fitted with the highest quality filters, and we have increased the systems to maximum ventilation rates and disabled DCV controls.
- **Communication:** CDC signage is posted throughout the space reminding employees and clients of hygiene and safety guidelines.
- **Minimizing Contact:** Dedicated touchless trashcans for PPE and cloth mask disposal. We also have touchless soap dispensers in the bathrooms.
- **Sanitizing stations:** We provide touchless hand sanitizing stations throughout the studio.
- **Delivery:** Any packages or items that are delivered to the studio will be accepted outside the main entrance by our staff, who will place them in a dedicated drop off zone inside the equipment room to be disinfected before being delivered to production.
- **PPE:** Will be available at the studio in case somebody within your crew forgets theirs.



PRODUCTION PROTOCOLS

These are the steps and protocols in place to further minimize risk and exposure within the studio.

- All deliveries must be made on the day of your shoot to minimize the interaction with your items.
- Wearing a face mask is required for accessing the studio. Please ensure that your team has all the appropriate PPE upon arrival.
- Limit your crew to essential personal only.
- We are following the official guidelines concerning maximum capacity and will adjust accordingly as new guidelines are announced.
- Equipment orders must be placed at the latest 24h before your shoot. Please ensure your orders are as complete as possible to minimize interactions during your production.



RECOMMENDATIONS

- Booking the full studio (studio 1 and studio 2) is ideal for putting distance between your crews.
- Schedule pre-light and prep day for set builds or more involving set-ups.
- Staggering production, clients, and crews call times.
- As bathrooms are high contact areas, we recommend assigning and dividing specific bathrooms between crew members. *E.g., Hair and Makeup can use bathroom #1, styling and talent use bathroom #2, client and production use bathroom #3. etc.*
- *Please feel free to discuss any special requests or concerns with our manager before your shoot.*

As we prepared this document and developed our response to the current situation, no official recommendations specific to our industry were available. We are following the official guidelines as they are announced and will update our protocols accordingly.

We believe that the protocols in place will significantly reduce the risk of infection; however, we must disclaim liability in the event someone contracts COVID-19. Each person must take responsibility and assume the risk of participating in a production.

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STUDIOØ SPEC SHEET



STUDIO 1

5,000sf. total / 4,000sf. unobstructed shoot space
35' x 32' corner cove, top return cyclorama
14.5' high ceiling (13' within cyc)

STUDIO 2

1,700sf.
24' x 20' top return cyclorama
13' high ceiling

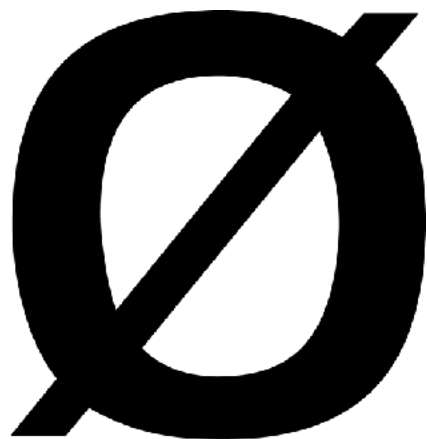
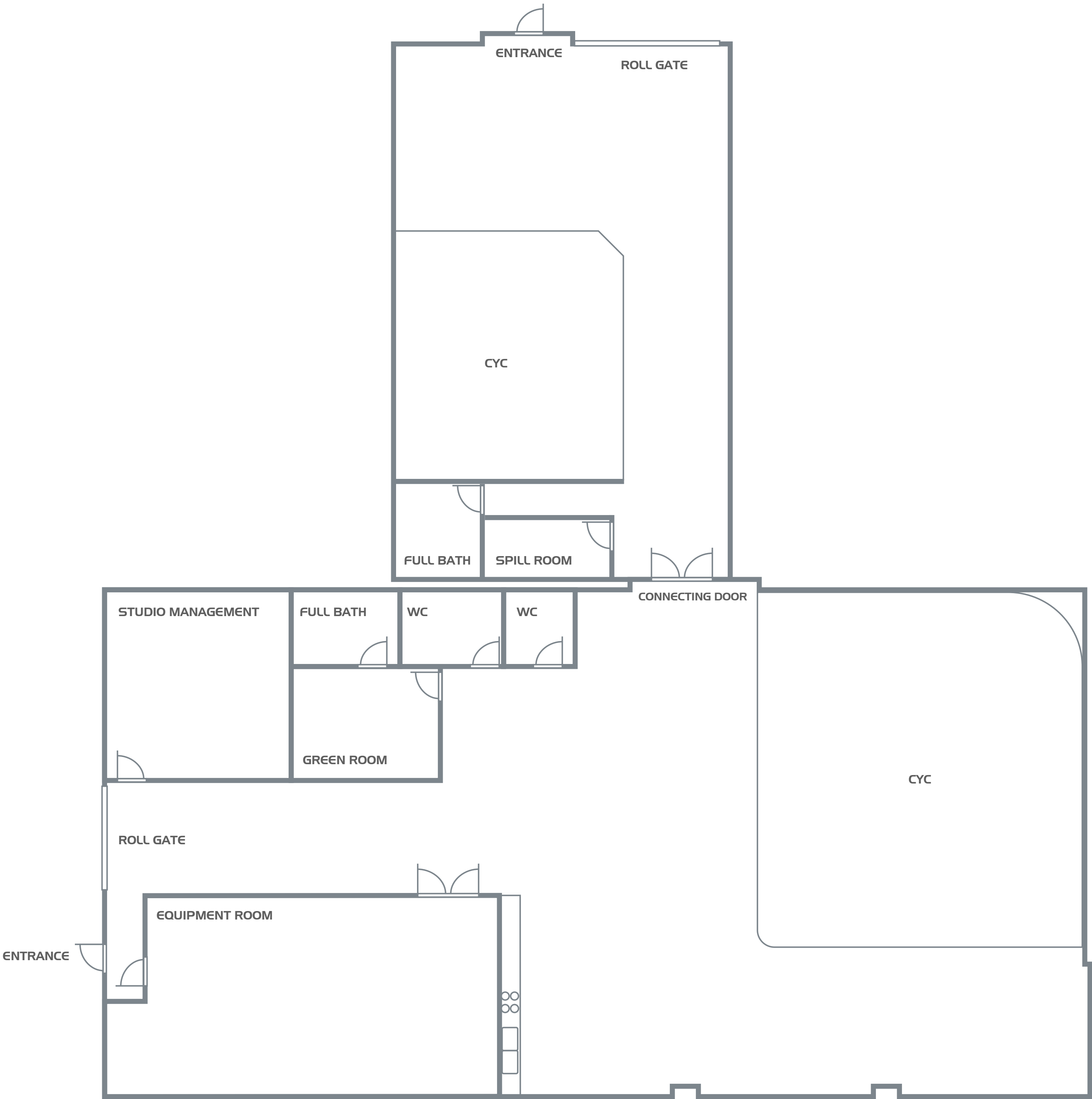


FULL STUDIO SPECIFICATIONS

- 6,700sf. total
- No columns
- 6 skylights
- Full blackout
- 1,000 amp power
- 13' high ceiling
- 35' x 32' corner cove, top return Cyclorama
- 24' x 20' top return cyclorama
- 10' x 12' rolling gate with drive-in access

FEATURES

- In-house equipment room
- Drive-in access
- Exposed and white painted brick walls
- Concrete floors
- 2 full baths & 2 WC
- Partial kitchen
- Private greenroom; AV system & Playstation
- 4 mobile hair/makeup stations
- Built-in sound system
- Dedicated wifi



THANK YOU



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