



**BLUE ROCK MEDIA CORP.  
SAFE RETURN TO WORK GUIDELINES  
FOR GRIP EQUIPMENT, VEHICLES, & RENTAL  
OPERATIONS**

**V 1.2 SEPTEMBER 29, 2020**

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The ultimate judgment regarding the propriety of any of the recommendations contained herein must be made by each operator or facility in light of all the circumstances and conditions related to each individual operator and facility.

These Guidelines and the conclusions and recommendations contained herein reflect the best available information at the time the Guidelines were prepared. All users of these Guidelines acknowledge and agree that information regarding the novel COVID-19 virus, its transmission and prevention and safe return to work protocols are constantly evolving based on ongoing and future research and data and that these Guidelines and their recommendations and protocols will likely change over time to reflect new research and data.

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# 1. Scope and Purpose

This guidance document recommends measures to be taken to prevent the spread of coronavirus for grip and lighting equipment rental operations, facilities that rent sound stages, and for trucks and vehicles used or owned by rental companies. These Guidelines apply the principles recommended by the CDC and public health officials (as of the date of these Guidelines) to the tasks, equipment, and facilities of the professional rental community.

In order to reopen, local health departments may require employers to adhere to reopening protocols such as:

- Protecting and supporting worker and customer health
- Ensuring appropriate physical distancing
- Ensuring proper infection control
- Communicating with the public
- Ensuring equitable access to services for vulnerable populations

The rental community is dedicated to safely supporting productions. In order to return to work safely while there is still risk of community spread, the rental community recognizes the need to have safety procedures in place to minimize risk of transmission in the course of rental operations. The objective of this document is to provide a unified set of guidelines for the rental industry that address health and safety challenges related to the rental of production equipment and minimize risks to production companies, studios, and customers as well as rental company employees.

## 2. Definitions

**60% alcohol.** 60% isopropyl alcohol and 40% water and other ingredients by volume. The CDC recommends that when soap and water are not available to wash hands, a hand sanitizer that contains a 60% solution of isopropyl alcohol can be effective for disinfecting hands.

**70% alcohol.** 70% isopropyl alcohol and 30% water by volume. OSHA recommends cleaning surfaces with a 70% solution. In this concentration, alcohol kills microorganisms. However, the water is also necessary because it acts as a catalyst to destroy the cell membranes and it increases the contact time by reducing the rate of evaporation.

**camera department or camera personnel.** Refers to the production's camera crew members (as opposed to the camera department of the rental company).

**Centers for Disease Control and Prevention (CDC).** Part of the US Department of Health and Human Services, the CDC protects America from health, safety, and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same.

**close contact. A)** Being within six feet of a COVID-19 case such as while caring for, living with, visiting, or sharing a room with a COVID-19 case, or **B)** having direct contact with infectious secretions of a COVID-19 case, such as being coughed on. (CDC)

**cleaning vs. disinfecting.** Cleaning removes soil from a surface such as a countertop or piece of equipment. Sanitizing is the application of a sanitizing agent that reduces the number of pathogens on that clean surface. A sanitizer like an alcohol (isopropyl alcohol, propanol, ethanol) destroys disease-causing agents, or pathogens, by breaking apart proteins, splitting cells into pieces or disrupting a cell's metabolism. To sanitize surfaces and equipment: 1) clean, 2) rinse, 3) sanitize, 4) air-dry or wipe after necessary dwell time.

**donning and doffing.** Donning and doffing is the practice of employees putting on and removing work-related protective gear, clothing, and uniforms.

**contact tracing.** Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and people who they came in contact with (contacts) and working with them to interrupt disease spread. This includes asking people with COVID-19 to [isolate](#) and their contacts to [quarantine](#) at home voluntarily.

**dwell time. A)** Dwell time of disinfectant (also called contact time or kill time) is the amount of time disinfectants need to remain wet on surfaces to properly disinfect.

**B)** Sometimes the term is used to refer to the amount of time the virus survives on surfaces.

**electrostatic disinfection .** Electrostatic spray surface cleaning is the process of spraying an electrostatically charged mist that contains a sanitizing agent onto surfaces and objects. Because the particles in the spray are positively charged, they cling to and coat any surface they're aimed at, which is ideal for evenly coating awkwardly shaped objects or hard to reach places even if the mist is only sprayed from one side. After the spray is applied, the sanitizing agent works to disinfect the covered surfaces.

**expendables.** Disposable items, intended to be discarded after a brief use, used in the process of production, such as tape, black wrap, gels, and a million other things.

**face covering.** A face covering is a cloth material that covers the nose and mouth. New information suggests that a face cover may protect others from infection by helping to prevent some spread of droplets that might be infectious. A face covering can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarves, T-shirts, sweatshirts, or towels. Acceptable, reusable face covering options for the general public no longer include a bandana, neck gaiter, homemade face covering, scarf, tightly woven fabric such as cotton t-shirts and some types of towels. (LA County Department of Public Health).

Addendum 1: A face covering must be medical grade mask approved by the on set covid officer.

**face shield.** An item of personal protective equipment intended to protect the wearer's face from hazards including flying objects or splashes.

**gloves.** Synthetic (nitrile rubber, latex) disposable gloves. CDC recommends wearing gloves for people who are cleaning or caring for someone who is sick.

**hand sanitizer.** Alcohol-based gel that the CDC recommends using to disinfect hands if it is not possible to wash hands with soap and water. See also 60% alcohol.

**high touch surface.** Surfaces frequently touched by hands. High touch surfaces include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, and so on.

**lighting department (or personnel)** . Refers to the production's lighting technicians (as opposed to the rental houses lighting department staff).

**N95 respirator.** An N95 respirator is a respiratory protective device designed to achieve a very close facial fit and very efficient filtration of airborne particles. The 'N95' designation means that when subjected to careful testing, the respirator blocks at least 95 percent of very small (0.3 micron) test particles. Purchasing a respirator intended for the healthcare setting and health workers (including N95 respirators and surgical masks) is strongly discouraged. Medical respirators and surgical masks are worn for protection by healthcare staff and those workers who provide care to a person who might have COVID-19 or other communicable diseases. (FDA and LA County Department of Public Health).

**OEM.** Original Equipment Manufacturer.

**Safety Data Sheet (SDS)** . Formerly called a Material Safety Data Sheet (MSDS). The Hazard Communication Standard (HCS) (29 CFR 1910.1200(g)), requires that employers have SDS sheets available to their employees for all hazardous chemicals at the workplace. The SDS includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical.

**OSHA** . The Occupational Safety and Health Administration. Part of the US Department of Labor government, OSHA was created by Congress to ensure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.

**social distancing.** Per the CDC, social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home. To practice social or physical distancing: stay at least 6 feet (about 2 arms' length) from other people, do not gather in groups, and stay out of crowded places and avoid mass gatherings.

**surgical mask (face mask).** A surgical mask is a loose-fitting, disposable device intended as a physical barrier to help block large-particle droplets, or splatter that may contain viruses and bacteria, keeping it from reaching the wearer's mouth and nose (LA County Public Health Department). In the current pandemic, surgical masks are being used as face coverings, primarily to help prevent the wearer from spreading the virus. Surgical masks are often referred to as face masks, although not all face masks are regulated as surgical masks (CFR 878.4040).

**symptomatic vs. asymptomatic.** COVID-19 symptoms may appear 2-14 days after exposure to the virus including cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell. A person who is asymptomatic lacks any of these symptoms, including fever.

**underlying health condition.** A chronic or long-term illness, which weakens the immune system and puts people at greater risk of serious complications from infectious illness.

**UVC.** UVC is ultraviolet light radiation in the range from 100 to 280nm. UVC can be effective in killing infected aerosols (airborne droplets) as well as germs and viruses on surfaces. Germicidal ultraviolet light is typically at 254 nm, however, direct light at this frequency is a health hazard. It can burn skin and eyes. Far UVC (207-222nm) potentially has about the same effective germicidal properties of higher frequencies of UV light, but without the associated human health risk.

### **3. Brief Overview of the Challenge of COVID-19**

#### **3.1 Nature of Coronavirus Spread**

Coronavirus Disease 2019 (COVID-19), which is caused by a virus called Novel Coronavirus SARS-CoV-2, is a highly contagious disease that can be fatal.

Infected individuals may carry and shed the virus without having any symptoms themselves. An infected person may become symptomatic many days after being infected and becoming a transmitter for the disease. Some people remain asymptomatic or have only mild symptoms.

The virus is transmitted person-to-person via respiratory droplets from an infected person projected from the mouth or nose when they breathe, talk, cough, sneeze, laugh, sing, etc. If the airborne droplets enter another person's nose, mouth, or eyes, that person can become infected.

An infected person can spread the virus to others by working in close proximity. It is possible the virus could also be transmitted by people touching surfaces or equipment where viral droplets have settled and then touching their own nose, mouth, or eyes.

Factors for risk of transmission include how close a person is to an infected person, how long they are near the person, whether or not the infected person projects droplets in the direction of other people, whether the people are indoors or outdoors (freely ventilated areas like outdoors are lower risk).

Recent information has indicated that covering your nose and mouth can slow the spread of COVID-19 because a person may be contagious and not know it. The CDC cautions that cloth face coverings are not a substitute for physical distancing, washing hands, and staying home when ill, but they may be helpful when combined with these primary interventions.

Symptoms include fever, followed by dry cough, loss of taste or smell, chills, shaking, fatigue, body

aches, diarrhea, loss of oxygen level in blood, and shortness of breath.

According to the CDC, the primary and most important mode of transmission for COVID-19 is through close contact from person-to-person. Based on data from lab studies on COVID-19 and what we know about similar respiratory diseases, it may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this isn't thought to be the main way the virus spreads.

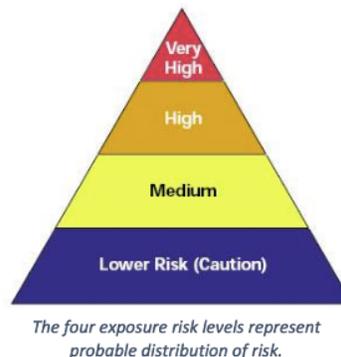
For the types of materials used in the manufacture of cameras and lighting equipment, a 72-hour quarantine period is considered to reduce the risk of transmission to a safe level by OSHA and the CDC.

### 3.2 Classifying Worker Exposure

According to OSHA, worker risk of occupational exposure to COVID-19 during an outbreak may vary from very high, high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, the need of contact within six feet of people known to be, or suspected of being infected with COVID-19, or requirement for the repeated or extended contact with persons known to be, or suspected of being, infected with COVID-19. To help employers determine appropriate precautions, OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk.

The Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent probable distribution of risk. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

Occupational Risk Pyramid for COVID-19



**Very High Exposure Risk** - Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians, laboratory personnel, etc.)

**High Exposure Risk** - Healthcare delivery and support staff, medical transport workers.

**Medium Exposure Risk** - Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within six feet of) people who may be infected with COVID-19 but who are not known or suspected COVID-19 patients. In areas where there is ongoing community transmission, workers have this level of exposure risk if their job involves contact with the general public (e.g., family members who attend schools, high-population-density work environments, some high-volume retail settings). In areas without ongoing community transmission, workers have this level of

exposure risk if their job involves frequent contact with travelers who may return from international locations with widespread COVID-19 transmission.

**Lower Exposure Risk (Caution)** - Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within six feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

OSHA provides recommendations for each of the risk categories above. Please see Section 6 of this document for more information.

## 4. Lighting & Grip Rental Operations

The intent of this section is to provide operational safety guidance and suggested protocols for lighting and grip rental companies, including information and guidelines for safe cleaning and sanitization of lighting and grip equipment used in the production marketplace. These Guidelines observe OSHA and CDC requirements.

Productions of all sizes require at least some type of lighting and grip equipment independent of the equipment provided specifically for camera. This equipment can be light fixtures, cable, portable power distribution, stands, clamps, textiles and much, much more. Often, this equipment can make up the largest amount of gear available on a set, and is handled by many members of the crew. Keeping the equipment clean and sanitized to the standards recommended by health and safety advisors and CDC recommendations is critical for the protection of talent, crews, production management and rental company personnel. It is the respective responsibility of the rental staff, vehicle drivers, and the production crew handling the equipment and other transported materials to follow all agreed safety procedures.

### 4.1 Employee Protective Measures

- Employees should practice safe physical distancing at all times while doing their jobs.
- Additional protective measures may be in order to encourage physical distancing in the warehouse, for example plexiglass “walls” or moving “racks” should be considered to separate employees who may be working in close quarters while pulling or returning equipment to racks..
- PPE for employees should be provided by the rental company and should be worn at all times while at work. This may be nothing more than an approved face covering or mask with gloves or may involve more extensive PPE depending on rental company or local and state guidelines.
- It is suggested employees should be asked to bring their own food from home or the rental company may elect to provide boxed, individual lunches and restrict employees from leaving during the day to avoid cross contamination.
- Floor markings and arrows may designate safe areas, safe distances, or a specific traffic pattern around the building and/or warehouse racks to ensure physical distancing is achieved as much as possible.
- Safety Data Sheets (SDS) should be made available for all cleaning and disinfecting products being used.
- Require employees to wash their hands often with soap and water for at least 20 seconds regularly, upon arrival to work, after using the restroom, any time they exit and re-enter your facility, before eating, as well as after blowing their nose, coughing, or sneezing.
- Work areas should be cleaned and sanitized before the start of the shift, during, and then again at the end of every shift.
- Shifts may be staggered to allow for a smaller number of people inside the building at any

one time.

- Acrylic or plexiglass shields may be placed in office or work areas where employees talk to one another or come in contact with crew.
- Provide a logbook or digital log for both employees and crew to log in and log out when entering and leaving the building. If pens are used, they should be sanitized after each use or kept with the employee.
- Consider thermal scanning or other technologies in order to identify employees or customers that may be ill upon arrival. A Health Declaration Document may need to be filled out daily or weekly, depending on state or local guidelines.

## **4.2 Equipment Pickup and Returns**

The primary challenge during an equipment pickup or return is to minimize the interaction between the rental company's employees and the customer or courier while ensuring a safe transfer of equipment.

Equipment pickups should take place either outside the facility or in a neutral and controlled area like a loading dock. Precautions should be taken to control the entry of non-essential personnel into the building.

It is recommended that all rental paperwork be reviewed and "signed" digitally.

If non-employees must enter the rental area to collect equipment, or review a rental order, then proper PPE should be worn, and safe physical distancing should be practiced.

Pickup or Will Call desk should have acrylic or plexi protective shields in place, and employees should be able to conduct their job while maintaining safe physical distancing. Floor markings should indicate the proper distance, and floor traffic patterns should be in place.

When delivering to a location, the driver should remain properly distanced from crew at all times. Equipment should be taken to the gate, or the back of the truck, where the crew can collect with the driver at a safe distance.

Employee drivers should wear recommended PPE at all times when working around crew or other set personnel, at minimum a face covering or mask. Gloves should be worn for handling non-sterilized or contaminated equipment.

Only rental company and/or essential personnel should load equipment into vehicles on check out. For delivery by rental company,, only a minimal number of personnel should load the sanitized equipment into the vehicle at the facility's loading dock and maintain physical distancing and wear appropriate PPE.

On return, it is recommended that production crew, appropriately suited with PPE, bring the equipment to the vehicle liftgate or tailgate after the cargo is sanitized at the location or stage. On return to the rental facility only rental company and/or essential personnel should unload the vehicle while maintaining physical distancing and wearing appropriate PPE.

If feasible, all paperwork should be digitized to eliminate an additional touch point both with the paper and pen. If a pen is used, it should be sanitized after use.

## **4.3 Disinfecting and Cleaning Equipment**

It is important to understand that disinfecting and cleaning are two separate processes. Disinfecting

is a process that uses a chemical designed to destroy microorganisms like viruses and bacteria. Cleaning removes dirt, grease, dust and other contaminants.

All equipment should be sanitized per manufacturer's recommendation before being placed back on the shelf, so that everything on the shelf is clean and ready.

Rental companies should create a work-flow that does not allow incoming "used" equipment from production to be cross-contaminated with sterilized equipment that is being pulled for an order. If time permits, designate a quarantine area for "used" or non-sterilized equipment.

It is recommended that equipment either be appropriately sanitized or be quarantined for up to 72 hours by the rental company before being checked in and put away. If quarantined, the production should be advised that there will be a delay in determining if there was loss or damage on a rental.

In addition to wiping equipment with an appropriate solution like isopropyl alcohol, and/or other approved disinfectants, the rental company may also use an electrostatic sprayer to disinfect the equipment. Section 5.6.3 lists EPA-recommended disinfectants safe for electronics, but see also the appendices of these Guidelines or check with the original equipment manufacturer (OEM).

When there isn't a sufficient method to sanitize a piece of equipment, like a textile for example, the equipment should be quarantined for at least 72 hours.

When applicable, once equipment is sanitized, a tag or sticker should be placed on the gear to indicate that it was cleaned and when. In addition, certain items may be sealed in bags, and dated to further indicate that cleaning has taken place. Large quantities of equipment can be marked clean in bulk, like clamps or hardware in a milk-crate.

Prior to cleaning the various surfaces of the equipment with sanitization products, it is recommended that the manufacturers SDS product sheet be reviewed. Certain surfaces may require different sanitizing products to protect from damage.

There are wipes that do not contain bleach that may disinfect without surface damage.

Disinfecting solution dwell times vary by product and should be based upon OEM recommendations. It is important not to wipe sanitizing products until full dwell time has been met.

If aerosolized disinfectants or electrostatic sprayers are used, caution should be taken with globes and electronic components. Check with manufacturer recommendations prior to using.

Soft surfaces such as cloth, vinyl, leather, and nonwoven materials should be cleaned with the appropriate solutions following manufacturers procedures.

#### **4.4 Equipment Check-Out/Check-In Procedures**

It is highly recommended at this time that all non-essential personnel be restricted from entering the rental facility. A strict no-contact rule should be in place where employees are not to come in contact with crew.

In situations where crew is allowed in the building, the following is recommended:

- It is recommended that face coverings or masks be worn at all times, as well as

appropriate PPE for the task at hand which may include gloves, face shields, and protective eyewear. PPE may be made available by the rental company and/or sold through their expendable channels.

- Safe physical distance should be practiced between crew and employees as well as crew with other crew members.
- Crew quantity may be limited by the rental company, and it is recommended that any crew be kept to the absolute minimum for the task.
- Wash and sanitization stations should be present for crew.
- Crew should only work in their designated check-out area, and should not be allowed access to the rest of the facility.
- Crew should sign in upon entering the facility, and sign out when leaving. This may be a digital or paper log. If paper, then the pen should be sanitized after each use.
- It is suggested that crew should be asked to bring their own food from home or the rental company may elect to provide boxed, individual lunches and restrict crew from leaving during the day to avoid cross contamination.

Equipment may be checked out and/or delivered so that a minimum 72-hour quarantine window can be achieved.

For larger shows requiring drop loads, equipment may be requested for those locations well in advance, minimally one week, with multiple drop loads being requested with a single delivery. Crew areas may be separated from other areas or other crews by movable acrylic or plexiglass “walls” or other barriers.

#### **4.5 Sub-Rental / Crew equipment**

The pickup or delivery of sub-rentals by rental companies should be scheduled for a specific time window to minimize contact with other people.

Outgoing sub-rented equipment should come to the rental company first and go through the appropriate cleaning protocol before it is made available to the crew or be marked for pick up or delivery.

It is recommended that rental houses recognize the liability being accepted when billing for equipment being provided from outside sources and it is suggested communication with any third party sub rental vendors take place prior to start of rental to ensure all safety protocols are agreed in advance.

### **5. Production Vehicles / GRIP TRUCKS**

The intent of this section is to provide information and guidelines for safe cleaning and sanitization of transportation vehicles used in the production marketplace while observing all OSHA, CDC, Union and other national, state or county relevant governing bodies’ regulations.

Vehicles of many sizes and configurations are used to transport talent, camera, lighting, grip and various other related production equipment from rental company facilities to production locations or stages and then for returning equipment to the rental facility or otherwise designated destination.

Keeping the equipment trucks, motor homes, trailers, cargo vans and alternate vehicles clean and sanitized to the standards recommended by health and safety advisors and CDC recommendations is critical for the protection of talent, crews, production management and rental company personnel. It is the respective responsibility of the rental staff, vehicle drivers, and the production crew handling the equipment and other transported materials to follow all agreed safety procedures.

## 5.1 Limiting Access to Vehicles

- It is highly recommended passengers should never be allowed in the cab or driver's compartment, only the vehicle driver.
- Personnel loading, driving, and cleaning each vehicle should be kept to the absolute minimum adhering to physical distancing requirements while following all industry safety practices.
- It is recommended to have only one designated driver per truck, whenever possible.
- It is recommended when delivering or picking up equipment at the production's location that face masks be required to be worn by the production crew to protect the rental company's delivery drivers/ Teamsters. It is recommended face masks and protective gloves be required of any production crew assisting driver loading equipment.
- After the cargo is fully sanitized, minimal rental-company personnel should load the vehicle at the loading dock. Recommended PPE for handling and loading equipment includes face masks and protective gloves. All delivery personnel should maintain physical distancing as much as possible while loading equipment inside the truck box. At the delivery point, the driver and/or essential personnel will open the truck and bring equipment to the lift gate. Receiving production crew, suited with appropriate PPE and face masks, may then unload equipment while maintaining physical distancing.
- On return, after the cargo is sanitized at the location or stage it is recommended only a minimal production crew, also appropriately suited with PPE, bring equipment to the truck keeping appropriate distances. The driver will load the truck for return and if needed a production crew member may be asked to assist in which case appropriate PPE and social distancing protocols should be observed. On return to the rental facility the rental company personnel should unload the vehicle.
- It is recommended equipment be appropriately sanitized or quarantined by the rental company before being checked in and stored to avoid cross contamination with other equipment in the facility.
- It is recommended prior to loading and after unloading, the trailer or truck box should be sanitized with attention given to high touch points. Additionally prior to unloading, the holding storage area should be completely sanitized.

A checklist of cleaning procedures may be signed by the driver confirming sanitization of all touch points and any other required cleaning. If possible, it is preferable the checklist be signed using a touchless procedure. This can be part of the required DOT vehicle pre-trip inspection to be performed by the driver prior to leaving the rental facility's loading dock and again post-trip upon returning the vehicle.

It is highly recommended all paperwork such as the DOT truck inspection log-book, be digitized to eliminate additional items that potentially may contain viral microbes.

## **5.2 Sanitizing the Driver's Compartment**

It is suggested only the driver may sanitize the driver's compartment; no other personnel should enter the cab.

While cleaning the cab, it is recommended PPE be worn by the driver, minimally including a face covering and gloves and possibly protective eye wear if spraying or splashing may occur.

Many surfaces may require different sanitizing products to avoid damage; for example, vinyl, leather, steel, plastic, painted and aluminum surfaces. For suggestions of possible sanitization products please Section 9. Be aware all products may have different dwell times and before wiping please refer to manufacturer's instructions to insure effectiveness.

After touching elements such as doorknobs, tailgate latches, mirrors or other high-touch contact points it is recommended to wash your hands as stated in Section 9 of this document. Although preferred, if handwashing facilities are not available, an alcohol-based sanitizer with a minimum of 60% alcohol may be used.

Surfaces to be cleaned include the steering wheel, gear shift or selector, all driver switches and controls, door handles (interior and exterior), glass, seatbelts and the sleeper. Gearshifts or selectors need to be wiped down frequently as per manufacturer instructions.

After sanitization it is recommended to leave windows partially open for ventilation prior to driving to ensure all sanitization fumes have dissipated and to insure fresh air flow for the cab interior.

It is recommended to avoid using the recirculated air option for ventilation during transport; use the vents to bring in fresh outside air and/or lower the vehicle windows.

Prior to cleaning the various surfaces in the truck cab with sanitization products, it is recommended that the manufacturers SDS product sheet be reviewed.

There are wipes that do not use bleach or hydrogen peroxide that would disinfect without surface damage. See Section 9.

Cleaning solutions dwell times vary by product and should be based upon OEM recommendations. It is important not to wipe sanitizing products until full dwell time has been met.

Soft surfaces such as cloth, vinyl, leather, and nonwoven materials should be cleaned with the appropriate solutions following manufacturers procedures.

Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning; wash hands immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 70% alcohol if soap and water are not available. If a disposable gown was not worn, work uniforms/clothes worn during cleaning and disinfecting should be laundered afterwards using the warmest appropriate water setting and dry items completely. Wash hands after handling laundry.

## **5.3 Sanitizing the Truck Box and Trailer**

Trailer and cargo compartments including jockey boxes, handles, latches, and all other touch points should be sanitized before and after loading for delivery and upon returning to the rental facility as part of the drivers responsibility of pre and post trip inspections.

## 5.4 Driver and Technicians Hygiene

It is recommended while on site or location performing vehicle maintenance, rental company technicians will be required to wear proper PPE and strictly follow their employer's protocol.

If multiple drivers will use the same truck it is suggested drivers wear face masks in the cab.

Each truck should have a driver's PPE Kit, with additional masks or face coverings, gloves and other replenishable items that may be used if original PPE equipment needs replaced.

## 5.5 Vehicle Log

It is recommended that each truck and driver will have a sanitization log schedule in digital format with dates, times, products and sanitizing methods used while the truck was in their possession.

Rental companies should retain records of drivers, crew, and visitors who were in the shop for future reference if a person thereafter contracts the COVID-19 disease.

## 6. CDC and OSHA Provisions for Reducing the Spread of Coronavirus

This section contains recommendations of the Center for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) that may apply generally to rental operations with regard to preventing the spread of the coronavirus. See Sections 5-8 of this document for precautions specific to rental operations, sound stages, and trucks.

The CDC recommends before resuming your business operations, consider how much the disease is spreading in your community and the readiness of workplace management to protect the safety and health of employees and the public. See the CDC website for complete [Resuming Business Toolkit for Coronavirus Disease 2019 \(COVID-19\)](#). CDC's decision tools [2-3] can help with determining if it is time. For information about conditions in your community, contact your local health department [5].

### 6.1 OSHA Exposure Risk Pyramid

OSHA spells out hazard control protocols for four levels of exposure risk.

**Very High Exposure Risk** – Healthcare and morgue workers

**High Exposure Risk** - Jobs with a high potential for exposure to known or suspected sources of COVID-19. Healthcare delivery, healthcare support, medical transport, and mortuary workers

**Medium Exposure Risk** - Jobs that require frequent/close contact with people who may be infected, but who are not known or suspected patients. Those who may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings), including individuals returning from locations with widespread coronavirus transmission.

**Lower Exposure Risk** - Jobs that do not require contact with people known to be, or suspected of being, infected. Workers in this category have minimal occupational contact with the public and other coworkers

The exposure risk for workers in our industry is medium or lower risk.

### 6.1.1 OSHA Recommendations for Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within six feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.

Where there is ongoing community transmission, workers should be considered at medium risk exposure when their jobs involve:

- Contact with the general public
- High-population-density work environments like high-volume retail settings
- Frequent contact with travelers returning from international locations with widespread COVID-19 transmission.

**Engineering Controls.** Install physical barriers, such as clear plastic sneeze guards, where feasible.

**Administrative Controls.** Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home).

- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

**Personal Protective Equipment (PPE).** When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace.

Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job.

### 6.1.2 OSHA Recommendations for Lower Exposure Risk

**Lower exposure risk** (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within six feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

**Administrative Controls.** Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: [www.cdc.gov/coronavirus/2019-ncov](https://www.cdc.gov/coronavirus/2019-ncov).

Collaborate with workers to designate effective means of communicating important COVID-19 information.

**Personal Protective Equipment.** Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.

## 6.2 Health Declarations

Several industry production guidelines include obtaining a written declaration from all crew and other contacts stating:

- That they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 7 days.
- They have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days.
- That they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus.

Employees that may have an [underlying health condition](#) that might make them particularly vulnerable to coronavirus can make this known to the employer and request reasonable accommodation. The ADA does not allow the employer to exclude the employee, or take any other adverse action, solely because the employee has a disability.

Establish an in-house COVID-19 Identification and Isolation Policy to address instances when individuals begin experiencing symptoms while they are in your facility. The policy should address what an individual should do, where they should go, whom they should report to, what information should be obtained from the worker before they are sent home (such as employee interactions, movements, and activities throughout the facility), and the conditions under which they can return to the facility.

## 6.3 Identifying Symptoms of COVID-19

OSHA recommends that employers develop policies and procedures for prompt identification and isolation of sick people. Employers should inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Ask the employee to confirm that their temperature is less than 100.4 F (38.0°C), and confirm that they are not experiencing coughing or shortness of breath.

### 6.3.1 Screening People

Screening employees is an optional strategy that employers may use. There are several methods that employers can use to protect the employee conducting the temperature screening. The most protective methods incorporate physical distancing (maintaining a distance of six feet from others), or physical barriers to eliminate or minimize the screener's exposures due to close contact with a person who has symptoms during screening.

## 6.4 Physical Distancing

In accordance with CDC recommendations, when COVID-19 is spreading in your area, everyone should limit close contact with individuals outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Physical distancing is especially important for [people who are at higher risk of getting very sick](#).

Stay at least six feet (about two arms' length) from other people. Do not gather in groups. Stay out of crowded places and avoid mass gatherings.

In addition to [everyday steps to prevent COVID-19](#), keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

## 6.5 Hygiene

### 6.5.1 Hand Hygiene

CDC recommends employees protect themselves from respiratory illness with everyday preventive actions, including good [hand hygiene](#). Employees should wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% alcohol if soap and water are not readily available, especially during key times when persons are likely to be infected by or spread germs:

- After blowing one's nose, coughing, or sneezing
- After touching objects that have been handled by customers
- Before, during, and after preparing food
- After using the toilet
- After touching garbage
- Before and after the work shift
- Before and after work breaks

### 6.5.2 Hand Sanitizers

The [Centers for Disease Control and Prevention](#) advises that washing hands with plain soap and running water is one of the most important steps consumers can take to avoid getting sick and to prevent spreading infections to others. If soap and water are not available, the CDC recommends using an alcohol-based hand sanitizer that contains at least 60 percent alcohol.

### 6.5.3 Additional Measures

- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Provide tissues and no-touch disposal receptacles.
- Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that contains at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Place hand sanitizer in multiple locations to encourage good [hand hygiene](#) practices.
- Place [posters](#) that encourage staying home when sick, the importance of hand hygiene, and coughing and sneezing etiquette at the entrance to your workplace and in other workplace areas where employees are likely to see them.
- Discourage handshaking

## 6.6 Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. Employers should check the OSHA and CDC websites regularly for updates about recommended PPE.

CDC recommends [wearing cloth face coverings](#) in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community transmission. Cloth face coverings may prevent people who don't know they have the virus from transmitting it to others. These face coverings are not surgical masks or respirators and are not appropriate substitutes for them in workplaces where masks or respirators are recommended or required.

When cleaning and disinfecting, employees should always wear gloves and gowns appropriate for the chemicals being used. Additional personal protective equipment (PPE) may be needed based on setting and product.

CDC does not recommend the use of PPE (N95 respirators, gloves) in workplaces where it is not routinely recommended.

## 6.7 Cleaning of Equipment

Current evidence, though still preliminary, suggests that SARS-CoV-2, the virus that causes COVID-19, may remain viable for hours to days on surfaces made from a variety of materials. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

If the machinery or equipment in question are not accessible to employees or have not been in contact with someone infected with COVID-19, they will not present an exposure hazard.

If machinery or equipment are thought to be contaminated and can be cleaned, follow the [CDC cleaning and disinfection recommendations](#). First clean dirty surfaces with soap and water. Second, disinfect surfaces using [products that meet EPA's criteria for use against SARS-Cov-2external](#) and are appropriate for the surface.

If machinery or equipment are thought to be contaminated and cannot be cleaned, they can be isolated. Isolate papers or any soft (porous) surfaces for a minimum of 24 hours before handling. After 24 hours, remove soft materials from the area and clean the hard (non-porous) surfaces per the cleaning and disinfection recommendations. Isolate hard (non-porous) surfaces that cannot be [cleaned and disinfected](#) for a minimum of 7 days before handling.

## 6.8 Sanitizing Facilities

The products on this list meet EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

<https://www.epa.gov/coronavirus/disinfectant-use-and-coronavirus-covid-19>

### 6.8.1 Disinfecting Surfaces

Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.

Recommend use of [EPA-registered household disinfectant](#) .

Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface.
- Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.

Unexpired household bleach will be effective against coronaviruses when properly diluted.

- Follow manufacturer's instructions for application and proper ventilation.
- Never mix household bleach with ammonia or any other cleanser.
- Leave solution on the surface for at least one minute.
- To make a bleach solution, mix: 5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water

Alcohol solutions with at least 70% alcohol may also be used.

### 6.8.2 Disinfecting Soft Surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered household disinfectant. [These disinfectants](#) meet EPA's criteria for use against the virus that causes COVID-19.

### 6.8.3 Electronics

High-touch electronics:

- Consider putting a wipeable cover on electronics.
- Follow manufacturer’s instructions for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

### 6.9 Sick Workers

Employees who have symptoms when they arrive at work or become sick during the day should immediately be separated from other employees, customers, and visitors and sent home. Employees who develop symptoms outside of work should notify their supervisor and stay home.

Sick employees should follow [CDC-recommended steps](#) . Employees should not return to work until they have met the criteria to [discontinue home isolation](#) and have consulted with a healthcare provider and state or local health department.

In most cases, you do not need to shut down your facility. But do close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

Follow the [CDC cleaning and disinfection recommendations](#) .

### 6.10 Contact with an Infected Person

#### 6.10.1 Recent Close Contact

People who feel healthy but [recently had close contact](#) with a person with COVID-19, or recently [traveled](#) from somewhere outside the U.S. or on a cruise ship or river boat should self-quarantine:

- Check your temperature twice a day and watch for symptoms.
- Stay home for 14 days and self-monitor.
- If possible, stay away from people who are [high-risk](#) for getting very sick from COVID-19.

#### 6.10.2 People with Symptoms or Diagnosed with COVID-19

If a person has been diagnosed with COVID-19, or is waiting for test results or has symptoms such as cough, fever, or shortness of breath, they should self-isolate.

- Stay in a specific “sick room” or area and away from other people or animals, including pets. If possible, use a separate bathroom.
- Read important information about [caring for yourself](#) or [someone else who is sick](#) .

## 9.11 Signage and Communications

Consider posting CDC approved posters and signage throughout the facility to encourage compliance with safe practices such as handwashing, physical distancing, and mask use. For links to signs and posters see Appendix J.

## 9.12 Training

Worker training should include:

- Educate workers on COVID-19 risk factors and protective behaviors.
- Educate workers performing to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop [symptoms](#) within 14 days after their last possible exposure to the virus.
- Develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks.
- Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ( [29 CFR 1910.1200](#) ).
- Comply with OSHA's standards on Bloodborne Pathogens ( [29 CFR 1910.1030](#) ), including proper disposal of regulated waste, and PPE ( [29 CFR 1910.132](#) ).

Training material should be easy to understand and available in the appropriate language and literacy level for all workers.