



COVID-19 Policies and Protocol - June 1, 2020

Due to the 2019-2020 outbreak of the novel Coronavirus (COVID-19), we are taking extra precautions with the care of every client, employee and associate to include new policies, a health history review and enhanced sanitation /disinfecting procedures in compliance with CDC guidance.

In these unprecedented times, we want to assure clients that we are taking this situation seriously, and we have outlined protocol that relates specifically to photography. Each project is different and will require additional thought as to how to proceed, but these guidelines should help you understand how our work will be impacted. Interior photography, for instance, will require more consideration than exterior photography. We will certainly be able to provide the same level of photography to our clients as we have in the past, and we look forward to working with you. Thank you for your patience and support.

Damianos Photography & Publishing wants to assure you of its continued commitment to maintaining a safe and healthy workplace and that we are taking additional measures to protect you from the spread of COVID-19. As part of those efforts, we are implementing the following policies. Please read this document carefully and the guidelines that follow specific to photography.

COVID-19 is highly contagious.

- COVID-19 spreads among people who are in close contact (within about 6 feet, or two arm lengths) for a prolonged period (between 10 and 30 minutes, depending on the distance).
- The virus generally spreads when an infected person coughs, sneezes, or talks; droplets from their mouth or nose get in the air and land in the mouths or noses of nearby people.
- A person who has the virus may not have any symptoms but may still spread COVID-19.
- A person can get COVID-19 by touching another person, such as with a handshake, touching another surface or object that has the virus on it and then touching their mouth, nose, or eyes.
- The virus can live on surfaces for up to several days, depending on the surface and other conditions.

Importance of Social Distancing

The Centers for Disease Control and Prevention (CDC) has found that one of the most effective ways of preventing the spread of COVID-19 is limiting face-to-face contact with others, known as social distancing or physical distancing. The Occupational Safety and Health Authority (OSHA) similarly recommends increased social distancing when preparing workplaces to respond to COVID-19.

This Social Distancing Policy is a vital part of our overall strategy and commitment to maintaining a healthy workplace in light of the COVID-19 pandemic. Although knowledge about the virus and how it spreads is evolving, based on the information we have now, these measures will help curb its spread. Compliance with this policy is essential because the current consensus on the virus suggests, among other things, that:

Social Distancing Measures

Following the CDC's guidance, Damianos Photography & Publishing requires that you comply with the following protocols and procedures while on-set or on-location:

- All participants should travel separately to and from the shoot location to limit exposure.
- The photographer only will handle cameras and camera equipment.
- The assistant only will handle all lighting and grip equipment.
- When it comes time to clean and de-clutter, one person should work in a specific area rather than multiple people working in the same area.
- Proofs will be available online.
- Often, we work with an assistant, but to limit the number of people at the shoot, we will consider working without an assistant if we think it is possible to achieve quality photographs in a timely manner.
- Large Gatherings Prohibited. Large in-person gatherings and in-person meetings of more than ten people are prohibited during the shoot.
- Maintain a six-foot distance from others when crossing paths, walking near others or waiting to use equipment.



- No Physical Greetings. Do not shake hands or greet others in any manner that requires physical contact (fist or elbow bumps). In the “new normal,” this is considered polite, not rude.
- Visitor Limitations. Unexpected visitors to the shoot location may result in delays to the shoot or complete shut-down of the shoot.
- Shared Supplies and Equipment. Do not share supplies and equipment. Limit the use of shared photo, video, and other equipment, such as cameras and lights, to the extent consistent with necessity. If you need to use this equipment:
 - Use hand sanitizer before and after each equipment use;
 - Use disposable gloves when using shared equipment; and,
 - Disinfect equipment with wipes before and after each use on all touch surfaces.
- Be flexible. Adhere to new guidelines as they emerge, as this issue is new and evolving.

Personal Protective Equipment (PPE)

Clients, assistants, and tenants of the spaces where we are photographing should provide their PPE; however, Damianos Photography & Publishing will have masks and hand sanitizer on hand if needed.

Other Photography Considerations

- Expect to get fewer views in a given timeframe so since everything may take longer under these conditions.
- Clients who choose not to attend the shoot can receive updates. Fewer people helping during photography will further reduce the number of shots in a day.
- Scouting in advance will be even more useful now. We can develop the shot list and also review protocol for client, crew, and tenant safety.
- Thought should be given to having people (models) in the photos. Who will they be, and is it safe to have more people at the shoot? Can we maintain all safety protocols while not having masks on models?
- Clients should verify that bathrooms will be available to all attendees.
- Thought should be given to where meals are coming from and where a lunch break will be taken.
- We will adapt to specific rules at the location if they are different than ours.

Policy Modification

Government and public health guidelines, restrictions, business, and industry best practices regarding COVID-19 change as new information becomes available, and further research is conducted. Damianos Photography & Publishing reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

Enforcement and Non-Retaliation

Failure to comply with these social distancing measures may result in discipline, up to and including termination of employment (for assistants and others hired by Damianos Photography & Publishing). If you witness or become aware of any individuals violating this policy, you must report them to Damianos Photography & Publishing immediately.

Damianos Photography & Publishing prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern. Employees also have the right to report work-related injuries and illnesses. Damianos Photography & Publishing will not discharge, discriminate, or otherwise retaliate against employees for reporting work-related injuries or illnesses.

Policy Administration

Damianos Photography & Publishing is responsible for administering and enforcing this policy. If you have any questions about this policy or have questions about health and safety that are not addressed in this policy, please contact Lynne Damianos.



COVID-19 Policies and Protocol Summary with Waiver - June 1, 2020

Due to the 2019-2020 outbreak of the novel Coronavirus (COVID-19), we are taking extra precautions with the care of every client, employee and associate to include health history review and enhanced sanitation /disinfecting procedures in compliance with CDC guidance.

We are following these enhanced procedures to prevent the spread of COVID-19:

- No physical greetings allowed
- Visitors prohibited unless scheduled, and who have agreed to the statement below*
- Individuals should provide their PPE; however, Damianos Photography & Publishing will have masks and hand sanitizer on hand if needed.
- Maintain a minimum six-foot distance from others; otherwise wear a mask
- Photograph individuals with the longest lens possible to maintain distance
- Wash hands with soap & water for 20+ seconds or use hand sanitizer ($\geq 60\%$ alcohol) after using restroom, after coughing/sneezing, and before/after eating and/or each equipment use
- Disinfect touch surfaces and equipment before and after each use
- Keep personal objects out of reach
- Avoid sharing equipment; otherwise use disposable gloves
- Gatherings of 10 or more are prohibited
- Stay home when sick, at least 3 days after recovery and at least 7 days since first symptoms
- Individuals bring their own food or drinks

Policy Modification

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 are changing rapidly as new information becomes available and further research is conducted. Lynne Damianos/Damianos Photography & Publishing reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

Symptoms of COVID-19 include:

- Fever
- Fatigue
- Dry Cough
- Difficulty Breathing

***I agree to the following:**

- I have read Damianos Photography & Publishing's COVID-19 Policies and Protocol.
- I understand the above symptoms and affirm that I, as well as all household members, do not currently have, nor have experienced the symptoms listed above within the last 14 days.
- I affirm that I, as well as all household members, have not been diagnosed and also have not knowingly been exposed to anyone diagnosed with COVID-19 within the past 30 days.
- I affirm that I, as well as all household members, have not traveled outside of the country or to any city considered to be a "hot spot" for COVID-19 infections within the past 30-days.
- I understand that Lynne Damianos/Damianos Photography & Publishing cannot be held liable for any exposure to the COVID-19 virus caused by misinformation on this form or the health history provided by each client.

By signing below, I agree to each statement above and release Lynne Damianos / Damianos Photography & Publishing from any and all liability for unintentional exposure or harm due to COVID-19.

Printed Name

Company Name , if applicable

Signature

Date