



**PRODUCTION
HEALTH & SAFETY GUIDELINES**

**During The COVID-19 Pandemic
DRAFT V5 8.17.20**

BATTLEBOTS – SEASON 5

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GENERAL OVERVIEW & PRINCIPLES

The Film & Television industry has been severely impacted by the COVID-19 pandemic, raising new concerns about health & safety practices for the resumption of filming activity across the industry. Greetings Media and BattleBots Inc. (collectively referred to herein as "Production") have been diligently working with the unions and local authorities on new practices and protocols in order to provide a safe production environment for all individuals involved. These new guidelines are based on best practices outlined by a number of local, State and Federal governmental agencies as well as private organizations in the entertainment business. Particular emphasis was given to the guidelines provided by the U.S. Center of Disease Control ("CDC"), the Occupational Safety and Health Administration ("OSHA"), the Entertainment Union Joint Committees for Safety Guidelines (DGA, SAG-AFTRA, IATSE) and The Alliance of Motion Picture and Television Producers ("AMPTP"). Please note that these Production Health & Safety Guidelines may change as the facts related to COVID-19 and the guidelines and practices provided by the above organizations evolve. Production reserves the right to make changes to any material contained in these, and any future, Production Health & Safety Guidelines following, and consistent with, legal review.

The following principles were used as the foundation for these guidelines:

- The #1 priority at all times during the production is the health and safety of all Bot Builders, staff, crew, and any other individuals involved in the on-set production of BattleBots Season 5 (collectively referred to herein as "Cast and Crew").
- Established medical expertise will guide decision making with respect to the implementation of these guidelines or any other protocols used to ensure Cast and Crew health and safety.
- Production operations will be designed to allow Cast and Crew to adhere to social distancing guidelines. When social distancing is impracticable, other risk mitigating measures will be put in place as more fully described in this document (use of PPE, Plexiglass Dividers, etc.).
- Adequate amounts of the Personal Protection Equipment ("PPE") will be made available along with instructions for its proper use.
- Diagnostic testing for COVID-19 is an essential element of these health and safety guidelines and will be required of all Cast and Crew.
- Daily symptom monitoring, including temperature screening and health questionnaires will be utilized to further mitigate risk.
- Enhanced sanitation procedures will be implemented across the entirety of the

set including the use of electrostatic disinfection sprayers, regular disinfection of high touch areas and equipment, and increased access to hand washing/disinfection stations.

- One or more dedicated COVID-19 Safety Supervisor(s) with specialized training will be on set to ensure the proper implementation and adherence of these COVID-19 health and safety guidelines and will be available to and address any other related issues as they arise.
- All applicable state, local, and federal (CDC) public health requirements will be followed.

**Note on nomenclature: to maintain consistency with public health and medical guidelines, COVID-19 refers to the name of clinical syndrome caused by the virus referred to as SARS-CoV-2.*

SOCIAL DISTANCING

The CDC advises that limiting direct and/or close contact with others is the best way to reduce the spread of COVID-19. One of the most effective measures in accomplishing this task is through adherence to social distancing. Accordingly we are asking all individuals on set to adhere to the following social distancing guidelines:

- Maintaining a minimum distance of 6' between you and other individuals on set is required whenever feasible.
- There are a number of specific circumstances identified within these guidelines that provide for exceptions to the social distancing requirement when 6' social distancing is not possible. Separate precautions specific to the circumstance are to be taken as outlined herein.
- For events or circumstances that are not specifically identified as exceptions to the 6' social distancing requirements but that do also not allow for individuals to maintain a 6' distance apart, the following precautions are required:
 - Utilization of an approved face covering (as outlined in the PPE section below) as well as any other PPE that Production or the Health and Safety Supervisor deems necessary.
 - Time spent within 6' of another individual is to be kept to a minimum and generally should be limited to only the amount of time needed to complete the applicable task.
 - Enhanced sanitation procedures as outlined below should be followed.

TESTING PROCEDURES

We believe strategic testing for the presence of COVID-19 is critical to create a safe work environment for our Cast and Crew. Accordingly all Cast and Crew will be subject to the following Diagnostic testing procedures and guidelines.

CAST AND CREW TRAVELING TO LOCATION

❖ Test #1 - Prior to Travel

All Cast and Crew traveling from out of state or from in state via shared transportation (air, train, bus, etc.) must complete a CDC-based pre-screening protocol before final approval for travel. This will consist of a health and wellness questionnaire, as well as a COVID-19 nasopharyngeal test (or similar mouth swab test). Production will assist with outlining resources for free testing in local areas. In the event a free test is not available in a local area, Production will pre-approve and reimburse the testing fee. All cast and crew must provide evidence of a negative test result received within 48 hours of their estimated arrival time.

ARRIVAL ON LOCATION

❖ Test #2 – Arrival on Location

Upon initial arrival to set, all Cast and Crew will be required to check-in at the Boeing Building 52 security gate as soon as possible, and perform an additional COVID-19 rapid diagnostic test. A private 3rd party laboratory will provide all test kits and qualified medical staffing to administer all testing and handle notification of results. Note that for non-traveling Cast and Crew this will be their first test administered for the production. The testing results will be delivered within 60 minutes and final approval to enter the location will be issued to everyone with a negative result. In the event anyone tests positive COVID-19, the Safety Supervisor will be notified and the Symptomatic and Confirmed Positives action steps as outlined below will be followed.

DURING THE SHOOT

❖ Additional Testing: On Set Testing Every 3 Days

Provided that Cast and Crew results to Tests #1 and #2 were both negative, then each member of the Cast and Crew will be additionally tested no less than every three days that they remain working and/or otherwise actively involved in the on set production. Testing will occur on a scheduled rotation basis to avoid long test waiting periods and lines.

❖ Positive Test Result Procedure & Rapid Testing Procedure

In the event that any test comes back positive, the individual testing positive along with their functioning group will be immediately separated and transported to a quarantined testing facility and administered a PCR based COVID-19 rapid test. In the event that all rapid tests come back negative, a 2nd rapid test will be administered to the functioning group. In the event that all the 2nd rapid tests also come back negative a third test will be administered and the functioning group held at the testing facility until the results of that test are returned at which point, if negative, the entire group can return to their on-set activities. In the event that any individual tests positive a 2nd time with any of the three rounds of testing that individual will be considered to be a “confirmed positive” and removed from further participation and placed into quarantine as outlined below.

SYMPTOMATIC INDIVIDUALS

If a member of the Cast and Crew is feeling unwell and/or is symptomatic then the following procedure will be followed:

❖ Immediate Action

- The symptomatic individual should put on a mask if not already wearing one.
- The individual will be separated from the remainder of the production and transported to a quarantined testing facility.
- The remainder of the individual’s functioning group should put on masks if not already wearing them.
- The remainder of the individual’s functioning group will be separated and transported to a quarantined testing facility.
- The production’s COVID-19 Safety Supervisor will be informed.
- Window and doors will be opened to improve ventilation in the area that the affected may have visited.
- Clean and disinfect areas where the person and any close contacts were working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.

❖ Follow On Action

- The local health authorities will be informed and applicable local medical advice will be followed.
- The Rapid Testing procedures as outlined above will be administered to the symptomatic individual as well as the group.

- A series of rapid COVID-19 diagnostic tests will be administered to each group member pursuant to the Rapid Testing Procedure outlined above.

❖ Subsequent Action

- The Production will identify who at the workplace/location outside of the applicable functioning group had close contact with the symptomatic individual in the 48 hours before the person started to show symptoms and inform those Cast and Crew members they have been in contact with someone who is unwell.
- In consultation with the local health authority, the Production will determine those additional Cast and Crew members to undergo the Rapid Testing Procedures, if any.

CONFIRMED POSITIVE QUARANTINE

❖ Quarantine Arrangements

All members of the Cast and Crew who are confirmed positive with COVID-19 will be transported to a separate offsite quarantine facility (i.e one of a group of houses or apartments rented by Production for the purposes of quarantine) where they will stay until they can be safely returned home. Production will cover all costs related to room and board while an individual is in quarantine and cover the costs of the travel to safely return the individual home. While in quarantine Production will ensure the quarantined individual has regular access to trained medical personnel in consultation with local health authorities to ensure proper medical attention and quarantine procedures are being followed.

FUNCTIONING GROUPS AND ZONES

As all of you that have been involved in a previous season of BattleBots know, it is a big TV production combined with a big event which results in a constant beehive of activity across different working groups and areas of the set. In the past we have relied on cross functioning groups and individuals to bridge both communication and physical gaps on location. Under the current circumstances, we must implement a new approach to how the production and the event operate in terms of both functioning working groups and areas of the set. This is in order to better minimize the effect on all Cast and Crew in the event that one individual tests positive for COVID-19 during the production, and to provide for more effective contact tracing.

FUNCTIONING GROUPS

Accordingly, each member of the Cast and Crew will be assigned to a “functioning group” based on their required work location and/or their specific involvement with the production. These predefined groups will be assigned based on a number of factors including: an individual’s role on the production, the location where an individual will spend most of his/her time and the other individuals that they will be consistently interacting/working with on a daily basis. All Cast and Crew will be assigned a highly visible pass and/or wristband to be displayed at all times, which will help to clearly identify their functioning group.

As a result of this process, if a member of a group, following screening and approved entry into the set is identified as symptomatic or confirmed positive for COVID-19, additional steps recommended by medical personnel and/or the COVID-19 Safety Supervisor will be taken, including but not limited to, the re-testing of the entire functioning group and if necessary the removal and quarantine of the group.

Each member of the Cast and Crew will be provided the following information upon entering the set:

- Functioning group assignments and Screening Clearance Wristband
- Specific working spaces and arrangements
- Areas onsite where they are prohibited from entering (without pre-approval)
- Whom they may interact with and when
- Protocols for social distancing and PPE use
- Entry process when competitions begin
- Meal times and procedures for their functioning group
- Event schedule and overall site operating hours

Below is the current working model for defining functioning groups (see Appendix C):

- ❖ Group A1: Bot Builders Group 1
- ❖ Group A2: Bot Builders Group 2
- ❖ Group A3: Bot Builders Group 3
- ❖ Group A4: Bot Builders Group 4
- ❖ Group B: Broadcast Talent
- ❖ Group C: Master Control Room
- ❖ Group D: Producing Team
- ❖ Group E: Front of House Operations
- ❖ Group F: Camera Department
- ❖ Group G: Audio Department
- ❖ Group H: Lighting Department
- ❖ Group I: Staging Department
- ❖ Group J: Art Department
- ❖ Group K: Safety Team
- ❖ Group L: Casting Department
- ❖ Group M: Wardrobe / Hair & Makeup Team
- ❖ Group N: Production Office

- ❖ Group O: Catering & Craft Services
- ❖ Group P: Builder Support Staff (incl Haas/Lincoln etc.)
- ❖ Group Q: Digital Support Staff (e.g. social media/photographer)
- ❖ Group R: Janitorial Staff

ZONES

Each functioning group will be assigned specific zone(s) on set which they will be regularly operating within and have access to. This may include access to multiple zones for single groups and access to the same zone at different times for multiple groups (with proper disinfection procedures implemented between groups). The zones will be clearly marked based on the corresponding assignments of their functioning group and an event site map with all zones marked will be provided to everyone upon arrival. (see Appendix D).

PERSONAL PROTECTIVE EQUIPMENT (“PPE”)

FACE COVERINGS

- ❖ Face Coverings are required at all times for Cast and Crew

Production will require the use of face coverings/masks at all times when on set, except when not feasible as noted below (see PPE REQUIREMENTS Page 19). These will be provided by Production to all cast and crew at no cost and meet applicable regulatory guidelines (CDC, Public Health, NIOSH) as appropriate. Face coverings will be provided to all individuals and should not be shared with others. Cast and Crew (other than on-camera crew) may bring and use their own face covering provided such face covering is approved for use by the Safety Supervisor prior to use. Some members of the cast may not be able to wear face coverings at all times while on the job site (e.g. during hair/makeup, on-camera, eating). As soon as it is feasible, those who are temporarily prevented by their job duties from wearing a face covering should resume wearing one (e.g. after hair/makeup completed, off-camera).

GLOVES

- ❖ Glove use is not recommended

The AMPTP recommends against universal glove use by all cast and crew. Gloves may lead to a false sense of security and may actually increase risk, particularly due to self-contamination while doffing. Instead, effective and frequent hand hygiene with soap and water or alcohol-based hand rub is essential, along with avoidance of touching the eyes, nose and mouth.

ENHANCED SANITIZATION PROCEDURES

Given the potential concern about transmission of COVID-19 via contact, enhanced hand hygiene measures are critical. Hand washing stations with running water, soap and paper towels will be available and accessible in all working areas, and will be kept well-stocked and regularly disinfected to best avoid cross-contamination. There will be ample stations available to accommodate all cast and crew. Signage will be posted prominently with instructions on how to stop the spread of COVID-19, including hand hygiene and PPE instructions. Guidelines for hand sanitization are as follows:

- Cast and crew should avoid touching their eyes, nose, and mouth with unwashed hands.
- Cast and crew will be reminded upon arrival on hand hygiene practices (20 seconds of duration, scrubbing all surfaces).
- Regular production stop downs will occur to facilitate a break for hand hygiene and high-touch surface wipe downs.
- Local and wide area cleaning and disinfection will occur regularly
- Hands should be washed or sanitized upon the following:
 - Arrival on set every day
 - After blowing one's nose/coughing/sneezing
 - After using the restroom
 - Before eating or drinking
 - After handling shared equipment or objects
 - After cleaning or disinfecting equipment, tools or workspaces
 - At other appropriate times throughout the workday

Protocols to clean and disinfect surfaces and objects throughout the entire facility will be implemented in regular intervals. These protocols will include, but not be limited to:

- Procuring the services of a specialist 3rd party cleaning crew to regularly perform cleaning services for the duration of the shoot
- Requiring all cleaning crew to wear appropriate PPE
- Thorough disinfection of all areas and equipment on set with industrial electrostatic disinfectant sprayers daily
- Providing clear instructions on how to remove PPE carefully to avoid contamination of the wearer and surrounding area
- Cleaning all high-touch surfaces and areas
- Emptying all trash receptacles daily and removing any items deemed to be left behind

- Cleaning with cleaners approved by the CDC and/or EPA in accordance with the directions on the label
- Prohibiting the re-use of un-labeled generic containers (cups, plates), to avoid mistakenly using another person's container. Disposable catering cups and plates will be provided for single-use and immediate disposal afterwards.
- Daily disinfection of all vehicles, equipment, headsets, walkies, and tools

MEALS, CRAFT SERVICES & OTHER SUPPLIES

- ❖ Food & Supply distribution will be screened and sanitized

Dedicated runners, who will not enter the location or have contact with on-site personnel, will make any grocery runs for other food, supplies and other essential production-related items or supplies. These items will be dropped off outside the security checkpoint entrance, where they will be sanitized before being picked up and distributed to the recipient as quickly as possible. The same process will apply for all supplies and materials delivered for the Bot Builders (McMaster-Carr, etc.).

An on-site caterer will provide meals, which will be individually packaged and distributed to functioning groups in specifically designated areas at specified times to prevent a 'central pickup location' that requires convergence. We will eliminate communal buffet-style food service. Under certain circumstances meals can be delivered to set via delivery services (DoorDash), and will go through the same screening and sanitizing process. Craft service items will be individually packaged and distributed to each functioning group. Cast and Crew have the option to bring their own pre-packed meal, however under no circumstances are shared containers and/or open food containers/baskets to be used on set and in the event such items are found, they will be discarded immediately.

COVID-19 SAFETY DEPARTMENT

- ❖ A dedicated COVID-19 Safety Department will be created to supervise the overall operating procedures and production activities at all times.

A new dedicated safety department will be implemented, consisting of a certified COVID-19 Safety Supervisor, COVID-19 Safety Managers and a COVID-19 Medical Screening staff. This new department will oversee all aspects of compliance in regards to these health and safety guidelines approved by the Long Beach Health Department, and will communicate directly with our assigned Long Beach Health Department Safety Officer. The department will monitor compliance to all guidelines including: social distancing, symptoms, disinfecting protocols, and PPE education. In addition, the Long Beach Health Department will require their official Safety Officer to monitor all activities daily and will oversee the new COVID-19 Safety Team and the 3rd party onsite testing medical staff, to ensure procedures and protocols are being strictly followed. All cast

and crew will be reminded daily about proper hygiene, social distancing and proper PPE use during each day's safety meeting upon arrival. The COVID-19 Supervisor and Management Team will supervise all pit activities - in addition to the Long Beach Health Department Safety Officer, with dedicated medics for both the pit and stage areas. A separate dedicated screening medic team will be located at the entrance gate to facilitate the daily screening process, and will temperature check everyone who enters, providing them with a clearance credential/wristband each day. In the event that someone has symptoms or a fever, they must notify the COVID-19 Safety Supervisor and/or Manager immediately to get further guidance on how to appropriately respond to the symptoms.

SYMPTOM MONITORING

All Cast and Crew will be required to participate in daily symptom monitoring prior to arriving on set or workplace, as well as daily monitoring while on location. This monitoring includes a wellness questionnaire checklist and temperature check.

Procedures include but are not limited to:

- A wellness questionnaire checklist will be emailed to Cast and Crew to complete prior to arriving on location. These questions may include a history of recent symptoms, contact with anyone known to have had tested positive for COVID-19, and any recent travel history.
- Manual screening and non-touch temperature check at the entrance/security gate at the beginning and end of each day.
- Any Cast and Crew that have chronic symptoms similar to the symptoms of COVID-19 due to other medical conditions (e.g. cough due to asthma or allergies), should discuss this with their personal physician and, if applicable, inform and discuss with the Set Medic and COVID-19 Safety Supervisor.
- Cast or Crew with risk factors for COVID-19 (i.e. advance age, comorbidities such as chronic lung disease, immunocompromised) should consult with their physician to discuss the risks and benefits in participating in production.

SOCIAL RESPONSIBILITY PLEDGE

As much as we feel confident that these guidelines will succeed in keeping everyone safe and healthy, as with any set of recommendations, they only work if people follow them. That's why we are asking everyone participating in the production to voluntarily sign a "Social Responsibility Pledge" ([see Appendix A](#)). The pledge is an explicit acknowledgement of your commitment to your health as well as the health of your fellow Cast and Crew. By signing this pledge you are agreeing to follow these guidelines and work together with other Cast and Crew to provide a safe and healthy production environment.

- All Cast and Crew will be required to sign the Social Responsibility Pledge before they will be allowed on-site.
- Any violations to the pledge, or to any of these guidelines will be addressed and discussed with the individual/s in order to rectify the issue.
- In addition to complying with all the terms in the Social Responsibility Pledge, and to ensure everyone's safety, all Cast and Crew will be asked to follow these social distancing guidelines while away from set and/or at their hotel/Airbnb.

BOT BUILDERS' PROCEDURES

TRAVEL TO LOCATION

Please see TESTING PROCEDURES section above (page 5)

❖ Unloading of Bots

All bots received via shipping will be unloaded and transported to each team's designated pit area. The surfaces of the containers will be sanitized and wiped down prior to the Bot Builders' arrival. For any bots that will be self-transported in a vehicle, and delivered to set directly, there will be a staggered arrival schedule and assigned time for each team to unload and transfer the bot to their pits to adhere to distancing measures.

❖ Pit Areas

The Pit will be strategically redesigned this season to provide ample distance for all the teams, and allow maximum airflow and circulation throughout the entire 3.7-acre space. All available entrance and floor-to-ceiling hangar doors will be opened, allowing increased ingress/egress and increased air circulation.

Each individual pit area will be arranged in a "U" shaped figure, with three tables forming a barrier, and ample space between each team. In addition, the overall layout of the entire pit area will be expanded and designated into two separate zones: "West Pit" and "East Pit".

All pit areas will be stocked with hand sanitizer and carefully disinfected at the end of each day, providing a clean environment for the teams when they arrive every morning. The process will consist of disinfecting wipe downs, and electrostatic disinfectant fogging systems. The Pit Staff will survey all teams in advance to assess any special considerations regarding tools and equipment that may be affected by the cleaning process, and all adjustments will be made accordingly. In addition, any further cleaning requirements requested by any team during the day, will be immediately addressed.

❖ Surrounding PPE Walkways

Designated PPE walkways have been designed to allow at least 6ft distancing for Bot Builders and cast and crew to navigate within the pit area. These PPE walkways will be the only route for safety inspectors and the production cast and crew to approach the Bot Builders at a distance. Food and supplies will also be delivered via these walkways. Everyone will be required to wear appropriate PPE at all times within these designated PPE walkways (see Appendix E).

❖ Photography

The photography booth will be centrally located, and only accessible via the PPE walkways noted above. The Casting Team and Pit Staff will schedule staggered times for all team/bot photographs, and only 1 team will be allowed in the photography area at a time. PPE may be removed during the photo shoot, but must be reapplied when completed and exiting back into the PPE walkway. The photographer will always wear PPE and shoot from at least 6 ft. away at all times.

❖ Travel To And From Set

All Bot Builder will be required to travel to and from set within their given functioning group/team. Ride sharing with others outside of your team is strongly discouraged, as close contact within vehicles can't be avoided and increases risk of transmission. Should there be any ground transportation needs or concerns throughout the duration of the event, Production will facilitate and provide a solution.

❖ Hotels/Airbnbs

The host hotels provided by Production in long beach are implementing enhanced cleaning and sanitization protocols as follows:

- Increased sanitation stations throughout the hotel including Guest Services, Dining Services and public areas.
- Hand sanitizer stations added to check-in areas.
- Proper hand washing and safety procedures with new signage for all employees.
- Adequate sanitation schedules of the hotel lobby, food service locations, public areas and entrances.
- Adequate use of PPE for staff members for front and back of the house.
- Bot Builders may rent Airbnbs.

INSPECTION PROCESS

❖ Internal Inspections

All Safety Inspectors will access each Bot Builder's pit via the PPE walkways and maintain distance while communicating during the inspection. PPE must be worn by the Bot Builder teams during this inspection, and Safety Inspectors will wear PPE at all times throughout the day.

❖ Functional Inspections & Test Box

Test Boxes will be designated into separate zones to accommodate the West and East pits separately. Once each Bot Builder team is ready for Functional Testing, teams will be required to line up in a designated PPE walkway area near their Test Box, keeping 8 feet distance between each team. PPE will be required at all times for everyone involved during the Functional Inspection/Test Box process.

❖ Battery Charging Tent

Battery Charging Tents will be designated into separate zones to accommodate the West and East pits separately. Each Bot Builder team will have a designated battery charging area with subdivided tables tagged for each team. Disinfectant wipes will be available for each team to wipe down their areas as needed.

A limited number of teams will be allowed to enter the battery tent at a time, and always under supervision of the dedicated battery tent Safety Inspector. Safety Inspectors will wear PPE at all times. The Safety Inspector will monitor the batteries throughout the day and deal with any issues or fires, and will notify the affected team immediately. Communication with teams will be via cell, text or app-based messaging (eg. Slack).

REPAIR PROCESS

❖ Lincoln Electric Welding Station

The Lincoln Electric welding station will be re-positioned this season to a central exterior location for both East & West Pits to access. Teams must line up 8 ft. apart and wear PPE, with only one team at a time allowed to enter. Teams will drop off repairs to a Lincoln Electric clerk, who will be positioned behind a Plexiglas barrier for added protection during communications. Once repairs are completed, either a Lincoln Electric personnel or Pit Staff will inform the team the part is ready for pickup. Communication with teams will be via cell, text or app-based messaging (i.e. Slack).

❖ Haas Machine Shop

The Haas Machine Shop will be set up in a central interior location for both East & West Pits to access. Teams must line up 8 ft. apart and wear PPE. Teams can only enter this

cordoned off space once a machine is available. Teams will be expected to do their own machining and clean up. Haas Technicians will be available on site wearing PPE and positioned behind a Plexiglas barrier to answer questions and provide assistance when needed. We will send out information on the type of Haas machines and CAD file requirements to all teams in advance. Note: Large tools brought by the Bot Builders may also be set up in this area with prior approval from Production.

◆ Paint Areas

The paint areas will be divided into two designated exterior areas for East & West Pits to access. Two 10x10 drop cloths will be provided for each area, and positioned at least 15 ft. apart. Teams must line up 8 ft. apart and can only enter the paint area when a space becomes available.

◆ Grinding Areas

The grinding areas will be divided into two designated exterior areas, and centrally located for East & West Pits to access. Each grinding area will have multiple zones divided with partitions to allow multiple Bot Builders to work at the same time, within distancing guidelines. Teams must line up 8 ft. apart while the grinding areas are in full use, and can only enter once a zone becomes available.

**Note: Numerous references have been made with regard to teams lining up in various areas and maintaining proper distancing. All references and areas mentioned will be clearly demarcated with visible markers on the floor. A limited number of teams will be allowed to line up at any given time. Teams should send one member of their pit crew to see if a space is available in any given line. Designated Pit Crew will be assigned to monitor lines to ensure proper distancing.*

FIGHT PROCESS

◆ Fight Schedule Announcements

Fight schedule announcements will now be presented via monitors and/or central speakers in the pits for all Bot Builders to hear collectively. There will no longer be large gatherings, as Bot Builders will be able to receive all the information from their individual pit areas.

◆ Fight Queuing Zones

As in previous seasons, the Casting Team and Pit Staff will manage Pre-Fight queuing. However, each pit side (West/East) will now have a separate Fight Queuing Zone to ensure proper distancing from each other at all times prior to the fight. Teams will line up at least 8 ft. apart in their designated zones, and be directed by the Pit Staff to move forward one team at a time.

◆ Microphone Zones

Each team will be directed to enter the Microphone Zone, one team at a time. Teams will grab their pre-cleaned microphones (using a UV sanitizer) and self-attach them. An audio technician wearing PPE will supervise at a distance, and test the audio signal for final approval. Once the audio technician gives clearance, the teams will be allowed to proceed to the final isolated zone before entering the BattleBox.

◆ Pete Abrahamson/Strategy Discussion Zone

After receiving microphone approval, each team will advance one team at a time to have private fight strategy discussions with Pete Abrahamson. Pete will be located near the BattleBox entrance, and will wear PPE behind a Plexiglas barrier during all communications. After the discussions are complete, each team will be given instructions to move forward and prepare for final clearance to enter the BattleBox.

◆ Entering the BattleBox

Teams will enter the box as directed by the Stage Managers, who will wear ample PPE and keep a minimum of 6' distance at all times. Team will also use separate ramps to enter. At this time, teams may remove their PPE, as they will now be on-camera and their entrance will be announced and recorded.

◆ Robot Activation

Teams will enter the box through separate doors corresponding to their Red/Blue side, and will activate their robots one at a time under the supervision of Trey. After successful activation, teams will move to their corresponding battle positions on the Bot Builder Stage and prepare for battle.

◆ Bot Builder Stage

Teams will stand in the respective Red/Blue areas with a Plexiglas barrier between the two sides. Referees will be positioned on the outer perimeter of the box, also with a Plexiglas barrier separating them from the teams and tournament staff. Remote cameras (GoPros) will replace the handheld camera operators on the immediate deck, and strategically positioned to capture all the Bot Builder action on stage. The long-arm jib camera will also be utilized more to capture close-up coverage on the stage and during interviews.

◆ Post Fight

After completion of the fight, Bot Builders will be directed by Trey to deactivate their robots one at a time. Once deactivation is completed and approved, each team will move on to their post fight interview positions on stage. CrewBots will transport the robots for each team to separate designated exterior cool-down areas, properly distanced from one another. When batteries are cooled, teams will be able to move their batteries back to their respective charging areas for re-charging.

INTERVIEW PROCESS

We understand that as more is learned about COVID-19 and how it is spread, best practices in regards to how interviews are conducted may change. We will keep track of the latest scientific findings around the spread of COVID-19 and update the interview guidelines accordingly as this new information becomes available.

◆ Pit Interviews

Pit interviews will be conducted with at least 6 ft. distancing at all times between the Bot Builders and Pit Reporter/Camera Crew. Bot Builders will stay within their "U" designed pit areas, with their main workshop table between them and the Pit Reporter conducting the interview. Zoom lenses and boom mics will be utilized to maintain distancing.

◆ Post Fight Interviews

As in past seasons, Bot Builders will be interviewed on the stage after each fight. Our host will conduct the interviews, keeping at least a 6 ft. distance from the Bot Builders at all times. Jib camera arms will help provide coverage for these interviews, allowing for tighter shots of the Bot Builders, while maintaining ample distance between the camera operator and Bot Builders.

◆ Hero Interviews

Individual Hero Interviews will be performed from a safe distance, utilizing long lenses and an expanded set design area. The crew and producer will wear PPE at all times. After each interview, the room and equipment will be sanitized. The microphone process for each interview will work the same as the stage entrance process, with pre-UV sanitized mics available for each Bot Builder to personally attach.

FOOD, SUPPLIES, BREAK AREAS & DELIVERIES

◆ Catering & Craft Service

Catering meals will be prepared and individually packaged by a reputable 3rd party catering company, who will adhere to PPE and sanitary requirements at all times. Meals will be distributed to each team's pit area on a pre-sanitized cart. Pit Staff will also deliver individual bins of craft service snacks to each team at the beginning of each day. All food items, beverages and utensils are required to be individually packed and sanitized before distributing.

◆ Break Areas

Tables will be made available outside in the West and East pit areas for teams to take a break or have lunch. These areas will be regularly disinfected, and tables will be adequately distanced. Tables will be available on a first come first served basis.

◆ Supply Deliveries

All supplies and delivery packages received at the front gate will be thoroughly sanitized before entering the location as a protocol. The front guard will inform a pit runner each time a package arrives. Separate receiving tables and bins will be designated for West and East pits. The pit runner will immediately inform the Casting Team once a package is delivered, and the corresponding team will be notified. Bot Builders will be allowed to make emergency runs for robot parts, food and other essential items. Entrance screening will apply always.

PPE REQUIREMENTS

Given the complexity of the new PPE workflow spaces and overall operating procedures, below is a list of areas for clarity on when PPE is a requirement or optional:

Required:

- Individual Team Pits (during inspection)
- PPE Walkways
- Battery Charging Tent
- Internal Inspections
- Functional Inspections/Test Box
- Haas Machine Shop/Lincoln
- Pre Fight Queuing Zones
- Microphone Zones
- Pete Zone
- Security Gate Entrance

Optional:

- Parking Lots (observing social distancing)
- Outdoors (observing social distancing)
- Outdoor Restrooms & Wash Stations
- Paint Zones
- Grinding Zones
- BattleBox Stage*
- Interview Room*
- Team Pit Interviews*
- Individual Team Pits (no inspection)*
- Photography Booth*

* Subject to approval by Long Beach Health Department.

COMMUNICATIONS

◆ Builder Meetings

Builder meetings will now be conducted via the monitor system described in the Fight Announcement process. The casting team, Pete and Greg will be available to answer any questions while maintaining appropriate social distancing.

❖ Fight Match Monitors

Bot Builders will be able to view every fight from their respective pit area via the new monitor system. There will no longer be a lounge area where the monitors previously existed.

❖ Wifi & Internet Access

In order to provide ample Wi-Fi access to all Bot Builders for work-from-home scenarios, and online ordering of parts, the stage Wi-Fi system will be enhanced in the pits and available for each team to use. We will not allow streaming video content and music, as this will greatly impact the bandwidth and limit accessibility for all teams. This will require a collective team effort to ensure all Wi-Fi access is limited to essential needs, allowing fair access for everyone.

❖ Communications with Casting Team/Safety Team/Producing Team

We realize the importance of clear communication with the casting, safety and producing teams while in the pits. Due to the new pit layout and expanded distancing for everyone, we will implement an app-based messaging channel (i.e. Slack), which will provide Bot Builders with direct communications with all necessary teams and staff.

MINORS

❖ Minor Team Members

All minor team members must be pre-approved by Production to attend and must be an essential part of the team. Non essential minors will not be allowed to attend.

RESTROOMS

❖ Cleaning & Monitoring

There will be a significant increase to the Cleaning Crew staff, as well as new cleaning protocols implemented, based on EPA recommendations. A specialty janitorial company will facilitate all disinfecting and cleaning procedures regularly. The process will include rigorous disinfectant spray wipe downs of all restroom areas, both interior and exterior during the day (using EPA approved solutions). Each night, electrostatic disinfectant systems will be applied to every restroom stall (interior/exterior), as well as utilizing UV blacklight inspection lamps to validate the quality control. Supplies will be closely monitored and quickly replenished as needed, and cleaning crews will be readily available to address any immediate concerns.

◆ Restrooms & Hand Washing Stations

Interior Restrooms will be separately designated for the West and East pit areas, and include a dedicated cleaning crew member for each restroom to regularly monitor supplies and clean throughout the day. We will also supplement these with a number of portable, exterior units to sufficiently serve the total number of Bot Builders. Disinfectant wipes will be available for everyone to use when entering a restroom and having to touch handles or doors. Wipes should be discarded immediately after use, and are recommended during the exiting process as well. Hand sanitizers will be available at hand washing stations. Trash bins will be located directly in front of each restroom and hand washing station.

Given the unique setup of the exterior trailer toilets, we kindly remind everyone on how the flushing mechanism works: Low flush – press down on the foot pedal / High flush – lift the foot pedal up to fill the bowl with water, then press down to flush. Please remember to close toilet lids (interior/exterior) before flushing to prevent splashing exposure. In addition, there will be an increased number of hand washing stations designated for West and East pit/work areas, and will be located directly outside the pit building for easy access. The hand wash stations require pumping the foot pedals to start the water flow and continuing to pump throughout the recommended 20-second hand wash process, until fully rinsed.

INSURANCE

Although not required as a condition of my participation in the Series, I acknowledge that I, alone, am responsible for maintaining medical and other insurance policies to cover any harm I may suffer in or in connection with the Series. However, production will maintain full commercial insurance for this show, which includes general liability, auto liability, location & third party property liability and workers compensation for all employees. In addition, production has obtained an emergency health policy for all talent and Bot Builders which includes emergency accident medical coverage of up to \$500,000 and sickness expenses of up to \$250,000 per person.

SIGNATURE

By signing below, I hereby certify, confirm and acknowledge that (i) my participation in BattleBots Season 5 is voluntary, (ii) I have read and fully understand the Production Health & Safety Guidelines contained herein, (iii) I have been notified of, and hereby consent to, the fact that as part of my compliance with the Production Health & Safety Guidelines, I will be providing, and BattleBots Inc., Greetings Media, LLC and/or their agents will be collecting, reviewing and storing, the types of personal information, including health and biometric data, described in the these guidelines, (iv) I agree with and am willing to follow and comply with all guidelines, rules and health protocols provided to me now or in the future by BattleBots Inc., Greetings Media, LLC and their staff in order to maintain the safety and health of myself and others.

NAME: _____ SIGNATURE: _____

PRINT FULL NAME: _____

FOR USE BY CUSTODIAL PARENT AND/OR LEGAL GUARDIAN OF
GUEST/PERFORMER UNDER 18 YEARS OF AGE

I represent that I am the custodial parent or legal guardian of the minor named above and I affirm these Production Health & Safety Guidelines and agree that the certification, confirmation and acknowledgement contained herein binds me and said minor to all of the terms hereof. In addition, as the Custodial Parent and/or Legal Guardian, I agree that I will be directly responsible for ensuring that the minor named above follows all the guidelines, rules and health protocols describe herein which are provided now or in the future. I will indemnify, save and hold harmless BattleBots Inc., Greetings Media, LLC and their employees and affiliates from any litigation expenses, attorney fees, loss liability, damage or cost that may incur as a result of any and all claims arising out of or related to the failure to follow the Production Health & Safety Guidelines and/or the event.

NAME: _____ SIGNATURE: _____

SOCIAL RESPONSIBILITY PLEDGE

Health & Safety Commitment

The current COVID-19 (Coronavirus) pandemic has created an unprecedented health crisis for our nation and planet. The impact and direct toll on humanity from the loss of life due to COVID-19, as well as the indirect impact due to economic and other factors, will be felt for years to come. As we are all living through these difficult and unpredictable times, it will require a uniformly concerted effort and commitment to personal responsibility by every person to stop the spread of coronavirus and mitigate its devastating impact.

Now more than ever, as we begin down the road to the 2020 championship, it's imperative that we all pledge to do our part to keep our community in good health while returning to the sport that we love. We must understand that each of us have a role in the fight against COVID-19 and commit not only to responsible actions, but also to be an accountable member of the BattleBots family. Our mission is to help everyone get home safe every single day. Therefore, we must consider our co-workers, our fellow competitors, and our friends' safety in every decision that we make throughout our participation in this year's event whether it be inside or outside the venue, during any travel to and from the event activities, or while we're in our lodging or home.

The Safety of our community is truly a shared responsibility, and each of our actions can put ourselves and others at risk. We must all understand and agree that our inclusion in this event is conditioned upon compliance with a set of guidelines designated for the personal and collective health and safety of ourselves and all who are included in the event.

Please read and fully understand the special mandatory health guidelines created for use in connection with the event and in compliance with the guidance of CDC and Long Beach, CA.

Any violations of this pledge or the guidelines, will be discussed and addressed directly with the individuals involved by WRI/BB. Individuals or groups of individuals that are unable and/or unwilling to adhere to safety guidelines may be removed from the premises to ensure safety for everyone else following the guidelines.

By signing this document, I pledge to follow all guidelines, rules and health protocols provided to me now or in the future in order to maintain the safety and health of myself and others.

(Signature)

(Date)

(Print full name)

BOEING BUILDING 52
2400 EAST WARDLOW ROAD
LONG BEACH, CA 90807

TOTAL EXTERIOR LOT SPACE
All Surrounding Lots (approx) = 405,443 sq. ft.

Bot Builder Pits - Exterior Work Areas / Test Box / Restrooms

TOTAL INTERIOR STAGE SPACE
807' X 540' = 469,800 sq. ft. (10.75 acres)
Each Stage = 234,900 sq. ft. (5.38 acres)

Bot Builder Parking (West Pits)

Bot Builder Parking (East Pits)

Stage 2 (Pits) = 5.38 acres (approx.)

Stage 1 (Arena) = 5.38 acres (approx.)

Available Lot for Mobile Testing

Production Crew - Parking / Restrooms / Trailers / Catering Tent

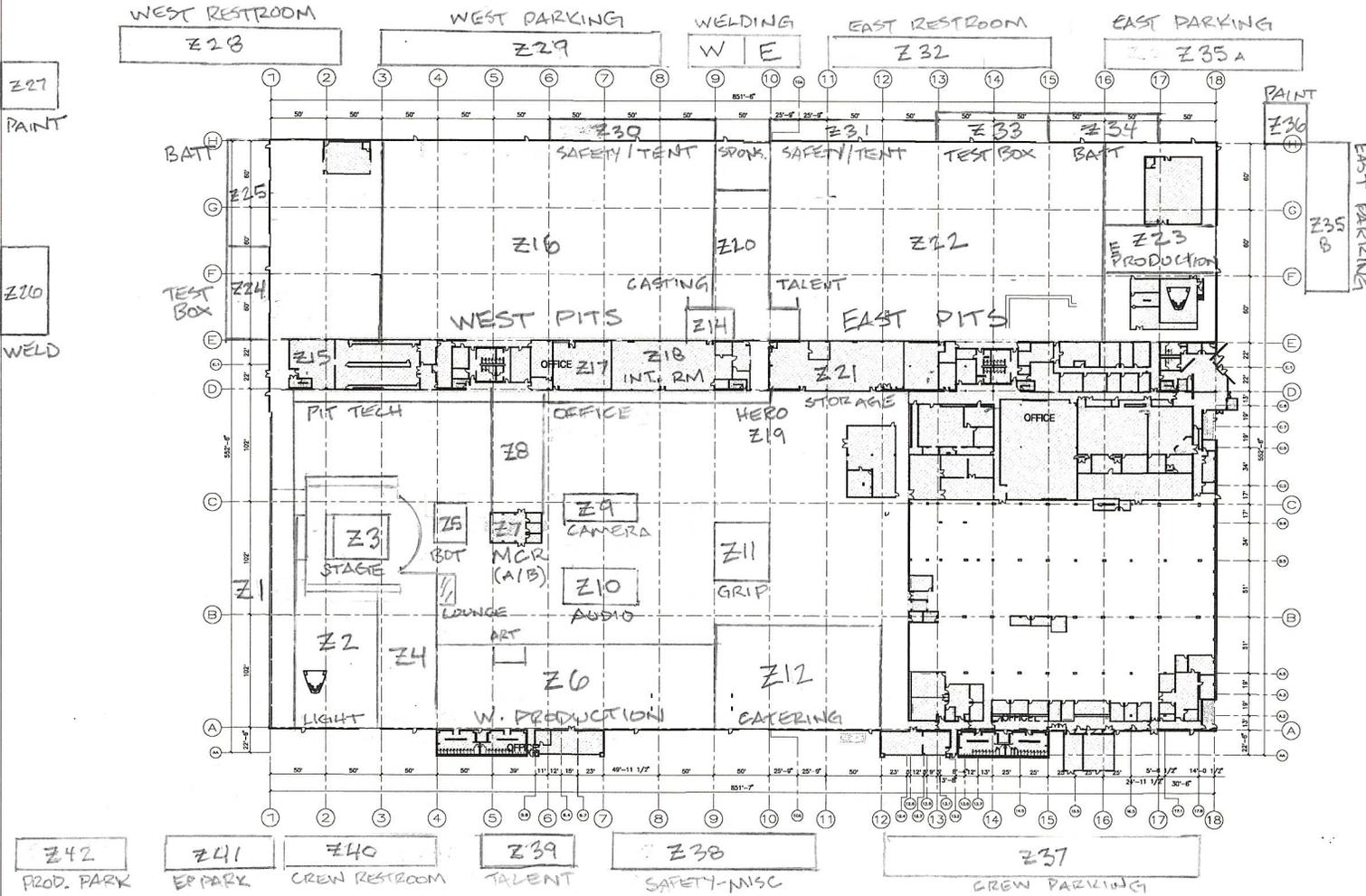
Security Entrance & Exit

| FUNCTIONING GROUPS / ROLE | # OF PERSONS | ZONES ACCESSED |
|--|---------------------|------------------------------|
| GROUP A1 - BOT BUILDERS | | |
| Bot Builders (North/West Pits) | 65 | 1, 3, 16, 18, 19, 24-30 |
| GROUP A2 - BOT BUILDERS | | |
| Bot Builders (South/West Pits) | 65 | 1, 3, 18, 19, 22, 31-35 |
| GROUP A3 - BOT BUILDERS | | |
| Bot Builders (North/East Pits) | 65 | 1, 3, 18, 19, 22, 31-35 |
| GROUP A4 - BOT BUILDERS | | |
| Bot Builders (South/East Pits) | 65 | 1, 3, 18, 19, 22, 31-35 |
| GROUP B - BROADCAST TALENT | | |
| Chris Rose - Play-by-Play Host | 1 | 3, 4, 12, 38 |
| Kenny Florian - Color Commentator | 1 | 3, 4, 12, 38 |
| Faruq Tauheed - Ring Announcer | 1 | 3, 4, 12, 38 |
| Pit Reporter (TBD) | 1 | 3, 4, 12, 38 |
| Bot Builder Commentator | 1 | 3, 4, 12, 38 |
| Arena Judges | 3 | 3, 4, 12, 38 |
| VIP Reaction Audience (TBD) | 10 | 3, 4, 12, 38 |
| GROUP C - MASTER CONTROL ROOM | | |
| Executive Producers | 4 | 4, 7a, 8, 12, 17, 39, 40 |
| Format Producer | 1 | 4, 7a, 8, 12, 17, 39, 40 |
| Bot Producer | 1 | 4, 7a, 8, 12, 17, 39, 40 |
| Director | 1 | 4, 7a, 12, 39, 40 |
| Associate Director | 1 | 4, 7a, 12, 36, 39 |
| Technical Director | 1 | 4, 7a, 12, 36, 39 |
| Technical Supervisor | 1 | 4, 7a, 9, 12, 36, 39 |
| Technical Manager | 1 | 4, 7a, 9, 12, 36, 39 |
| Technical Utilities | 5 | 4, 7a, 9, 12, 15, 18, 36, 39 |
| Digital Imaging Technician | 1 | 4, 9, 12, 36, 39 |
| Digital Media Manager | 1 | 4, 9, 12, 36, 39 |
| Video Controller | 1 | 4, 7a, 12, 36, 39 |
| EVS Operator | 1 | 4, 7a, 12, 36, 39 |
| Teleprompter Operator | 1 | 4, 9, 12, 36, 39 |
| GROUP D - PRODUCING TEAM | | |
| Talent Producers | 6 | 4, 7b, 12, 39, 41 |
| Supervising Story Producer | 1 | 4, 7b, 12, 15, 18-20, 39, 41 |
| Supervising Field Producer | 1 | 4, 7b, 12, 15, 18-20, 39, 41 |
| Story Producers | 3 | 4, 7b, 12, 15, 18-20, 39, 41 |
| Story Associate Producers | 3 | 4, 7b, 12, 15, 18-20, 39, 41 |
| GROUP E - FRONT OF HOUSE OPERATIONS | | |
| Executive in Charge of Production | 1 | All Zones |
| Stage Managers | 3 | 3, 4, 12, 36, 39 |
| Competition Producer | 1 | 4, 7a, 8, 12, 17, 39, 40 |
| Tournament Director | 1 | 3, 4, 12, 36, 39 |
| Referees | 3 | 3, 4, 12, 36, 39 |
| Safety Crew Bots | 5 | 3, 4, 12, 35, 36, 39 |

| | | |
|---|---|-----------------------------|
| Arena Weapons Operators | 2 | 3, 4, 12, 35, 36, 39 |
| GROUP F - CAMERA DEPARTMENT | | |
| Stage - Camera Operators | 5 | 1, 3, 4, 12, 36, 39 |
| Stage - Jib Operator | 1 | 3, 4, 12, 36, 39 |
| Stage - Steadicam Operator | 1 | 1, 3, 4, 12, 36, 39 |
| Stage - Hothead Operators | 2 | 3, 4, 12, 36, 39 |
| Stage Camera Utilities | 2 | 3, 4, 9, 12, 36, 39 |
| Specialty Camera Operators | 2 | 1, 3, 4, 12, 19, 20, 36, 39 |
| Pit - Camera Operators (West Pits) | 3 | 36, 1, 16, 18, 20, 24-30 |
| Pit - Camera Operators (East Pits) | 2 | 36, 20, 22, 31-35 |
| Pit - Camera Utilities (West Pits) | 2 | 36, 1, 16, 18, 20, 24-30 |
| Pit - Camera Utilities (East Pits) | 1 | 36, 20, 22, 31-35 |
| GROUP G - AUDIO DEPARTMENT | | |
| Audio Engineer | 1 | 4, 7, 10, 12, 36, 39 |
| Audio Mixer | 1 | 4, 7, 10, 12, 36, 39 |
| RFPL Engineer | 1 | 4, 7, 10, 12, 36, 39 |
| Stage - House Mixer | 1 | 1, 3, 4, 10, 12, 36, 39 |
| Stage - A1 | 3 | 1, 3, 4, 10, 12, 36, 39 |
| Stage - A2 | 4 | 1, 3, 4, 10, 12, 36, 39 |
| Pit - A1 (West Pits) | 1 | 1, 15, 16, 18, 20, 24-30 |
| GROUP H - LIGHTING DEPARTMENT | | |
| Lighting Designer | 1 | 2, 3, 4, 7, 12, 36, 39 |
| Gaffer | 1 | 2, 3, 4, 12, 36, 39 |
| Best Boy | 1 | 2, 3, 4, 12, 36, 39 |
| Board Operator | 1 | 2, 3, 4, 12, 36, 39 |
| Electricians | 3 | 2, 3, 4, 12, 36, 39 |
| GROUP I - STAGING DEPARTMENT | | |
| Staging Supervisor | 1 | 3, 4, 11, 12, 36, 39 |
| Key Grip | 1 | 3, 4, 11, 12, 36, 39 |
| Best Boy Grip | 1 | 3, 4, 11, 12, 36, 39 |
| GROUP J - ART DEPARTMENT | | |
| Art Director | 1 | 3, 4, 6, 12, 36, 39 |
| Art Coordinator | 1 | 3, 4, 6, 12, 36, 39 |
| GROUP K - SAFETY TEAM | | |
| Long Beach Fire Department Safety Officer | 1 | All Zones |
| COVID Safety Supervisor | 1 | All Zones |
| Set Medic | 1 | All Zones |
| SFX Supervisor | 1 | 1, 3, 12, 16, 24, 25, 39 |
| Robot Safety Inspectors | 9 | 12, 24-30, 31-35, 39 |
| COVID Cleaning Crew | 4 | All Zones |
| Janitorial Services | 4 | 12, 28, 32, 38, 39 |
| Entrance Security & Screening Guards | 2 | Main Entrance Only |
| GROUP L - CASTING DEPARTMENT | | |
| Casting Director | 1 | 1, 12, 14, 36, 39 |
| Casting Producer | 1 | 1, 12, 14, 36, 39 |

| | | |
|--|----|---------------------------|
| Casting Associate Producer | 1 | 1, 12, 14, 36, 39 |
| Casting Assistants (West Pits) | 4 | 1, 12, 14, 16, 36, 39 |
| Casting Assistants (East Pits) | 4 | 1, 12, 14, 22, 36, 39 |
| GROUP M - WARDROBE / HAIR & MAKEUP | | |
| Wardrobe Supervisor | 1 | 3, 4, 12, 36, 38, 39 |
| Wardrobe Assistant | 1 | 3, 4, 12, 36, 38, 39 |
| Key Makeup Artist | 1 | 3, 4, 12, 36, 38, 39 |
| Makeup Assistant | 1 | 3, 4, 12, 36, 38, 39 |
| Hair Stylist | 1 | 3, 4, 12, 36, 38, 39 |
| GROUP N - PRODUCTION OFFICE | | |
| Line Producer | 1 | 6, 12, 36, 39 |
| Production Supervisor | 1 | 6, 12, 36, 39 |
| Production Coordinator | 1 | 6, 12, 36, 39 |
| Production Managers | 2 | 6, 12, 36, 39 |
| Production Coordinator | 1 | 6, 12, 36, 39 |
| Key Accountant | 1 | Remote |
| Payroll Accountant | 1 | Remote |
| Accounting Clerk | 1 | 6, 12, 36, 39 |
| Production Assistants | 10 | Designated Zones |
| Executive Assistant | 1 | 6, 12, 36, 39 |
| GROUP O - CATERING & CRAFT SERVICES | | |
| Crew Catering | 2 | 12, 36, 39 |
| Pit Catering | 2 | 30, 31, 32 |
| Craft Services | 2 | 12, 36, 39 |
| GROUP P - BUILDER SUPPORT STAFF | | |
| Sponsorship Booths | 6 | 20, 29, 32 |
| Welding Crew | 4 | 26, 28, 29 |
| GROUP Q - DIGITAL SUPPORT STAFF | | |
| Builder/Bot Photographers | 2 | TBD |
| Social Media Producer | 1 | TBD |
| Sponsorship | 4 | TBD |
| GROUP R - JANITORIAL STAFF | | |
| Restroom Janitorial & Sanitation Staff | 10 | Restroom Units Only - TBD |

*Please note: Final zone numbers and access assignments are a work in progress and subject to change.



Tabulation

| BLDG. 52 | |
|----------------------------------|-------------------|
| BUILDING AREA | |
| 1st Floor Office / Manufacturing | 99,367 sf |
| 2nd Floor Office | 40,173 sf |
| 3rd Floor Office | 38,871 sf |
| 4th Floor Office | |
| 5th Floor Office | |
| 2nd Floor Mezzanine | 88,073 sf |
| 3rd Floor Mezzanine | 16,235 sf |
| Warehouse | 364,155 sf |
| TOTAL | 646,874 sf |



Building 52 - 1st Floor As Built
Wardlow and Cherry Ave

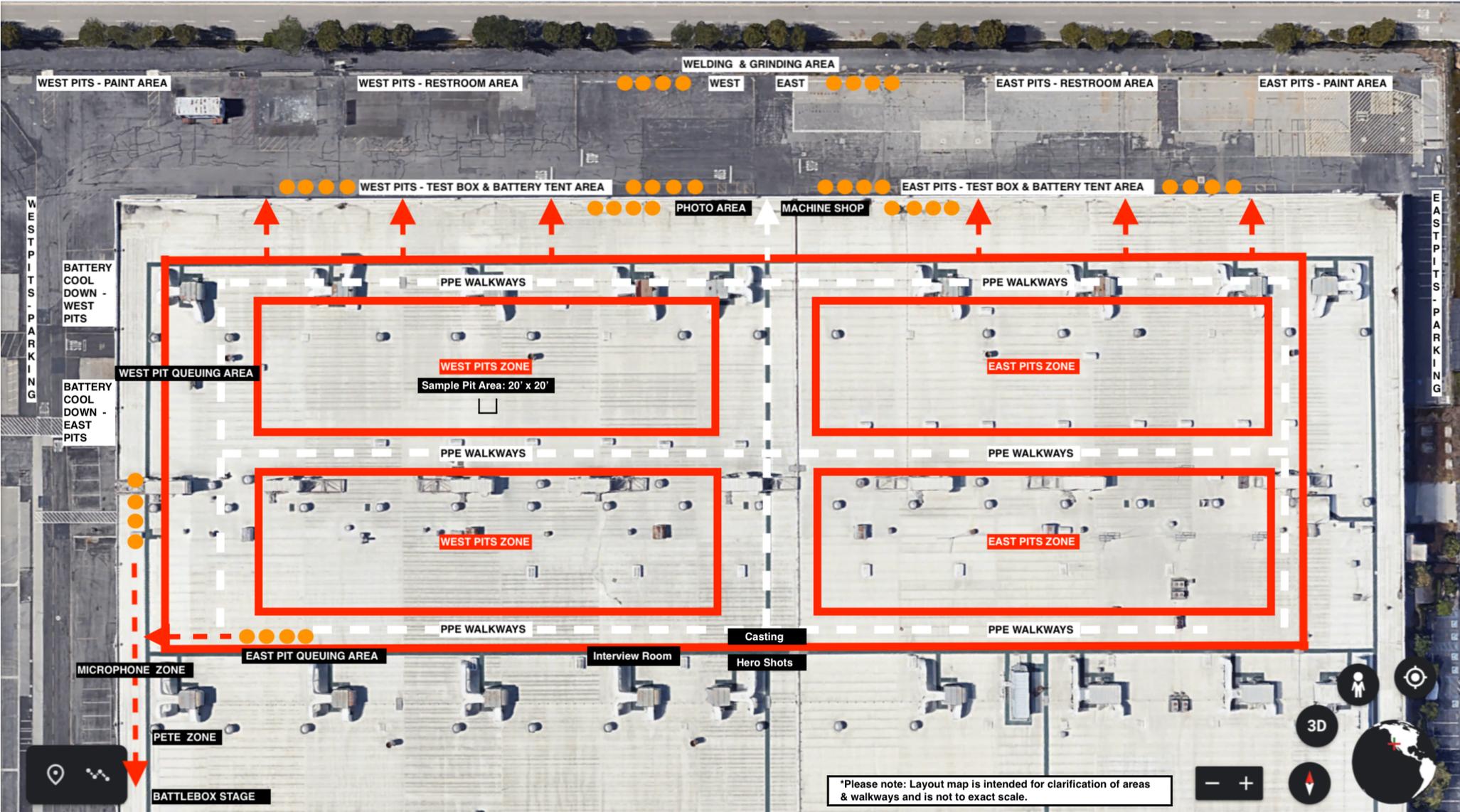
Long Beach, CA

18831 Bardeen Ave. - Ste. #100
 Irvine, CA 92612
 (949) 863-1770
 www.hparchs.com

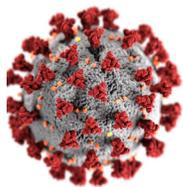
August 07, 2019 / Job #18633



Bot Builders Pit Layout & PPE Walkways Plan



What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

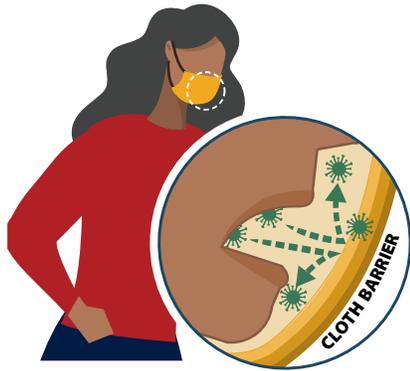


How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

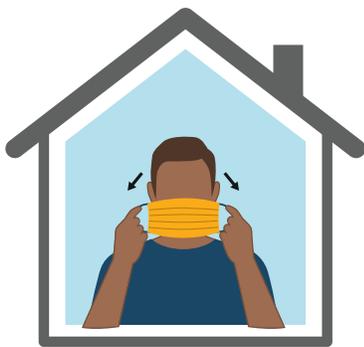


USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

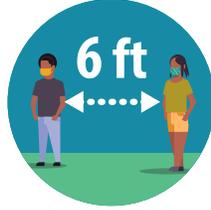
Important Information About Your Cloth Face Coverings

Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:



Stay at home as much as possible



Practice social distancing (remaining at least 6 feet away from others)



Clean your hands often



In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you. Face coverings worn by others may protect you from getting the virus from people carrying the virus.



General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping



Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution. Allow it to completely dry.

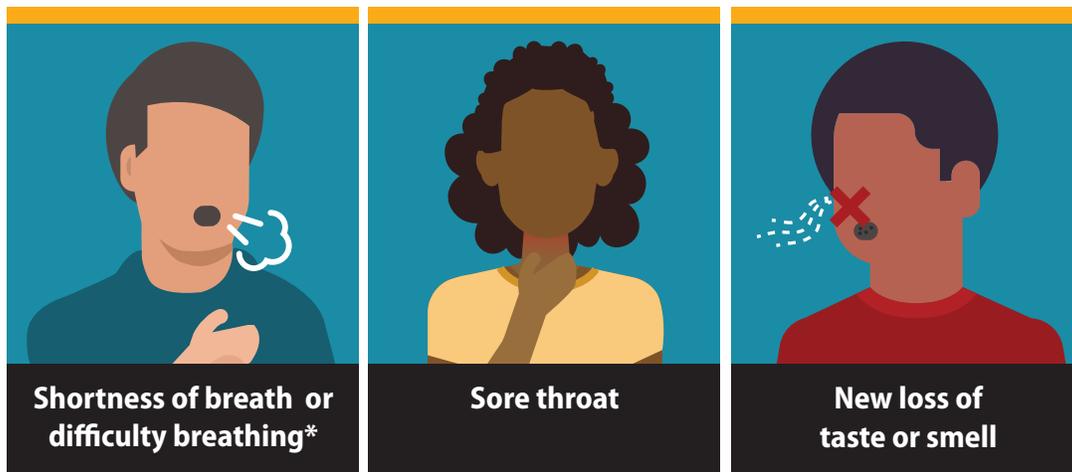
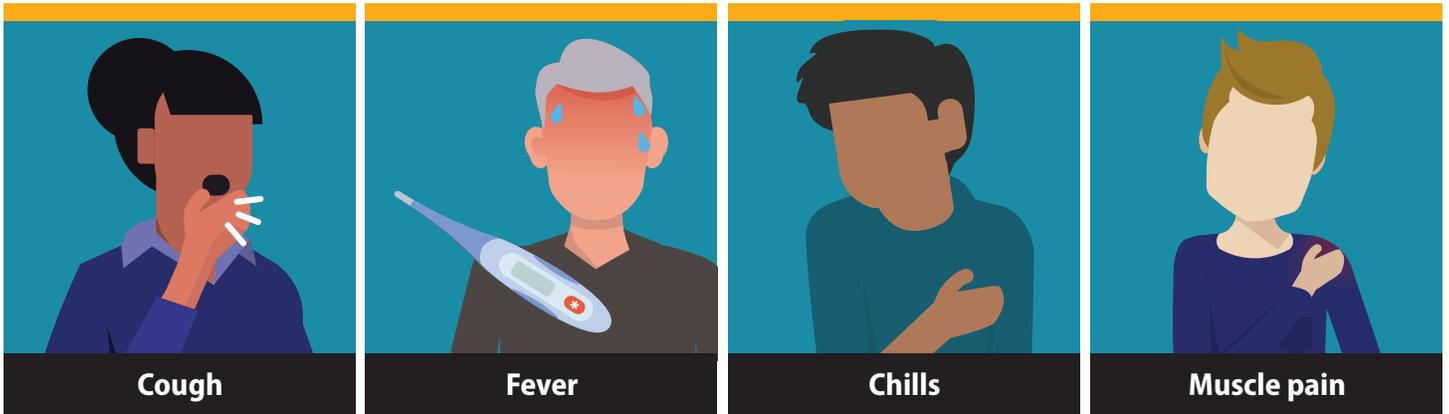
For more information, go to: <https://wwwdev.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



HEALTH ALERT: Coronavirus Disease 2019 (COVID-19)

You have traveled internationally and are at higher risk.

COVID-19 is a respiratory illness that can spread from person to person.

Stay Home

- Stay home for the next 14 days, monitor your health, and practice social distancing.
- Take your temperature with a thermometer two times a day and watch for symptoms.
- Avoid contact with others. Do not go to work or school.
- Keep your distance from others (about 6 feet or 2 meters).

If you feel sick and have symptoms:

- Stay home. Avoid contact with others.
- You might have COVID-19; most people are able to recover at home without medical care.
- If you have trouble breathing or are worried about your symptoms, call or text a healthcare provider. Tell them about your recent travel and your symptoms.
- Call ahead before you go to a doctor's office or emergency room.

Symptoms

Illnesses have ranged from mild symptoms to severe illness and death. Symptoms may appear 2–14 days after exposure.

Symptoms can include:



Fever



Cough

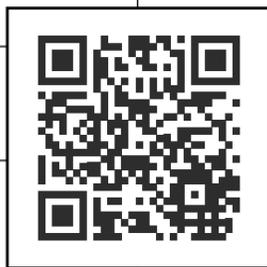


Trouble breathing

Visit the website for more information on monitoring your health and how to contact local public health officials. Visit: www.cdc.gov/COVIDtravel



Open your cell phone camera and **scan this code** for information on COVID-19, areas affected, and how to monitor your health after travel.



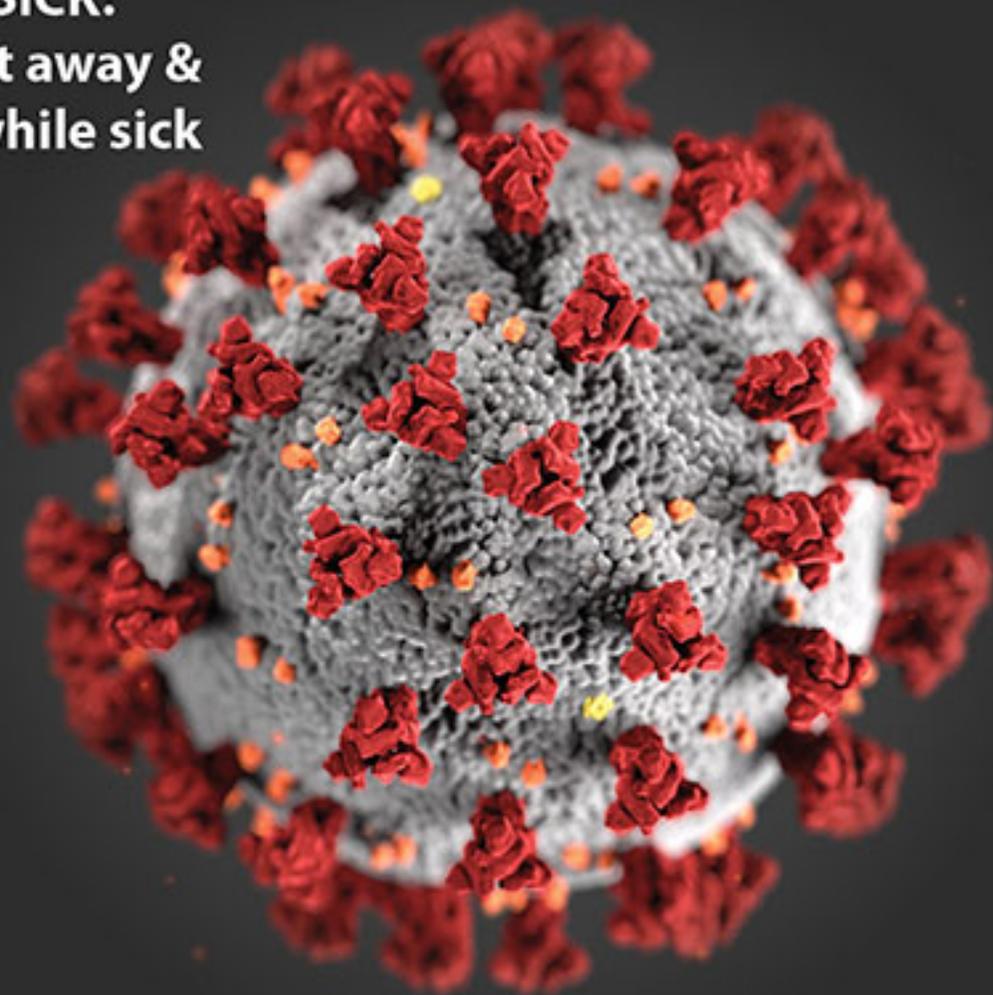
العربية | 中文 | فارسی | Français | हिंदी | Italiano | 日本語

한국어 | Melayu | Português | Русский | Español | ไทย

www.cdc.gov/COVIDtravel

IF YOU MUST TRAVEL TO AN OUTBREAK AREA:

- **GET TRAVEL INSURANCE FOR:**
medical care & evacuation
- **WATCH YOUR HEALTH FOR:**
fever, cough & trouble breathing
- **AND IF YOU GET SICK:**
call a doctor right away &
avoid traveling while sick



For more information, visit: www.cdc.gov/COVID19
Do Not Travel Advisory: <https://go.usa.gov/xdB57>

Please read before entering.

IF YOU HAVE



Please call our office before coming inside.

Clinic Phone # _____

The clinic staff may ask you to wear a mask or use tissues to cover your cough.

Thank you for helping us keep our patients and staff safe.



For more information: www.cdc.gov/COVID19

How to Protect Yourself and Others

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



cdc.gov/coronavirus

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

Share facts about COVID-19

Know the facts about coronavirus (COVID-19) and help stop the spread of rumors.

FACT
1

Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

FACT
2

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

FACT
3

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT
4

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- When in public, wear a cloth face covering that covers your mouth and nose.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

FACT
5

You can help stop COVID-19 by knowing the signs and symptoms, which can include:

- Fever
- Cough
- Shortness of breath

Seek medical attention immediately if you or someone you love has emergency warning signs, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



cdc.gov/coronavirus

Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
 - See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately.**

Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.



If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.



Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Most EPA-registered household disinfectants should be effective.

Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
 - **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)AND
 - other symptoms have improved (for example, when your cough or shortness of breath has improved)AND
 - at least 10 days have passed since your symptoms first appeared.
 - **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use of medicine that reduces fevers)AND
 - other symptoms have improved (for example, when your cough or shortness of breath has improved)AND
 - you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.



Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.



Clean all “high-touch” surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.



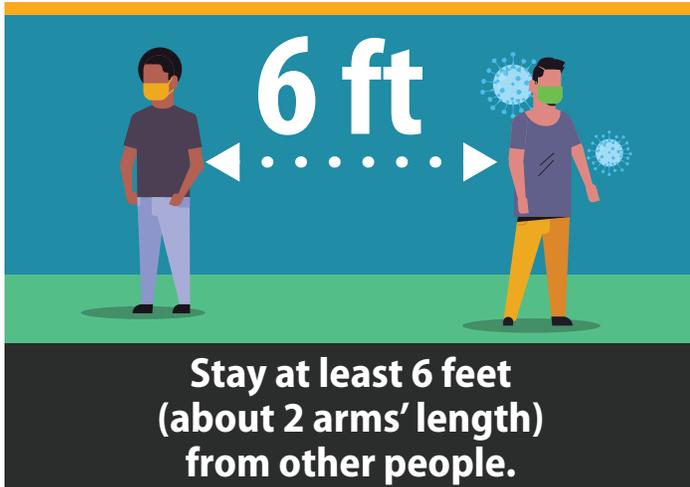
High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**

In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus

If you have these symptoms, please see the front desk immediately.

Patients with COVID-19 may have these symptoms:



We may ask you to wear a mask or use tissues to cover your cough,
and offer you a separate space to wait.

Thank you for helping us protect other patients and staff.



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For more information: [cdc.gov/COVID19](https://www.cdc.gov/COVID19)



Hands that look clean can still have icky germs!



WASH YOUR HANDS!



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention