



# Crane Photography Studios

## Renters Pandemic Policy Agreement

*Updated as of Nov 19th, 2020*

*All public health adapted recommendations are current to this date.*

This document was created in response to the COVID-19 pandemic to help keep the staff and the renters of Crane Photography Studios safe, and in line with provincial health regulations. Renters will be expected to sign off on their understanding of the policies before entering the space.

As there are offices above the studio, others may be present in the building on your shooting day. It is important to remember that we are all in this together, and our individual actions create a safe space for all. The entire building is not open to the public, so if you are in the building you are considered to be a worker.

**Assess the health of your team and make sure they do not have any of the following:**

- Been in contact with someone known, or suspected to have COVID-19
- Have travelled outside Canada within the last 14 days
- A positive test for COVID-19
- Any related symptoms, however mild, even if they have received a negative COVID-19 test. These include:
  - Fever, dry cough, fatigue, aches and pains
  - Sore throat, nausea/vomiting, diarrhea, conjunctivitis, headache
  - Shortness of breath, loss of taste or smell,
  - Rash on skin, or discoloration of fingers or toes

It is expected that you screen your crew before coming into the building, and can supply Crane with screening documentation upon request. At the time of your booking we will collect one contact for your rental group in case we need to notify *you* of any possible exposures from the building. In return we ask that you contact us if any of your team members at the shoot test positive for COVID-19 in the 2 weeks following your rental.

As physical distancing is still required, the number of people who can come at one time for the studio rental is currently restricted. Please keep the flow of people in the studio in mind when booking. We recommend that you keep your teams to six or less, to ensure that you can maintain physical distancing, maximum capacity at this time is eight.

### Maximum capacity

The following capacity chart is for maximum capacity separately, not combined.

Location	Sitting capacity (persons)	Standing capacity (persons)
<b>Main studio space</b>	N/A	6
<b>Kitchen</b>	4	4
<b>Kitchen and photography studio</b>	N/A	8

### Building entry

If you need to be let in, ring the buzzer and someone will assist you. Stand two metres from the door and wait for them to unlock it, and retreat from the entry before coming in. At no point should there be more than one person in the entry hallway.

Upon entering the building, wash your hands in the kitchen or bathroom sink, without touching anything on your way there. Proper hand washing is essential in combating viruses, so please refer to the Hand Hygiene posters located in the studio when doing so.

Private offices are located upstairs and workers access them through a set of stairs on the side that do not go through the shooting space. Workers upstairs will, however, need to access the downstairs washroom during the day and will sanitize after each use.

Studio renters are restricted from coming upstairs for any reason. If assistance is required, please contact the studio support staff by calling whomever is your contact for the day:

Emily cell: 778.994.3916

Brandy cell: 778.863.6070

David cell: 604.313.2514

## Use of common spaces

### Bathroom guidance

- One person at a time. If someone is in the washroom, wait at a distance for it to open.
- Do not cross paths with anyone upon entering or exiting the washroom.
- After washing your hands (use a paper towel to turn off the tap), use the 70% alcohol solution to spray down the toilet handle, countertop, sink, and door knob before exiting the washroom.

### Kitchen guidance

- It is recommended that you bring your own containers and cutlery with which to shoot, and/or eat from. However, if you need to use the building's dishes or cutlery, please thoroughly wash your dishes, dry them off, and place them in the cupboards instead of letting them sit out to dry in the open.
- Spray down surfaces and appliances after each use with the 70% alcohol solution.
- If someone enters the kitchen when you are there, keep at least two metres apart from each other.
- If a renter has included the kitchen in their booking no building staff will be allowed into the kitchen during the duration of the shoot.

### Cleaning and disinfecting

Our cleaning and disinfection protocol is based on health care standards and materials that are as good as we can get. Using these specific products will help keep Crane Studios and the building as safe as possible.

Before and after a renter comes, building staff will do a full disinfection with **Saber, a hydrogen peroxide disinfectant** that takes 5 minutes to properly set.

Additionally, there will be a 70% alcohol solution for people to spray things after use, such as the kitchen or washroom. **ISO Alcool (70% Alcohol)** is a no-rinse, alcohol-based sanitizer used for quick cleaning of surfaces (including those in contact with food) that are **NOT VISIBLY SOILED**. Renters are encouraged to spray down surfaces and do a quick wipe-down with a paper towel after use.

*If you have any questions or concerns about Crane Studios Pandemic Policy please contact us prior to confirming your booking at [info@cranestudios.com](mailto:info@cranestudios.com).*