

ARRI RENTAL DEUTSCHLAND GMBH – GUIDELINES FOR THE PREVENTION AND CONTROL OF COVID-19

These Guidelines are intended to provide measures that can prevent and control infections with COVID-19. Their goal is to prevent contamination at ARRI Rental and the spread of COVID-19 by ARRI Rental. The ARRI Rental Guidelines will be regularly updated as the Coronavirus situation changes, on the basis of the latest recommendations from the World Health Organization (WHO) and the Robert Koch Institute.

This document describes all the measures that ARRI Rental takes to keep the risks related to COVID-19 as minimal as possible during everyday working activities. It does not replace any government directives or statutory regulations. All other statutory health and safety regulations, safety standards and protocols remain in effect. Due to the nature of the pandemic, its proliferation and global migration pattern, the number of people whom the control measures are designed to protect is extremely large. It includes all employees and business partners of ARRI and ARRI Rental, their families and all customers that use ARRI Rental equipment.

To all ARRI Rental customers and visitors!

Your wellbeing is important to us. We do everything in our power to ensure that your health is protected during your time at ARRI Rental, and have established the following precautions for dealing with Covid-19.

1. Our staff assist you during your visit to ARRI Rental.
2. We do not make physical contact with one another, such as shaking hands or hugging. The protocols for coughing and sneezing are to be observed at all times.
3. At ARRI Rental a mask covering mouth and nose must be worn at all times in communal areas. You can decide whether you wish to remove this protection while your team is testing equipment in the testing room.
4. Please always keep the recommended distance of 1.5 meters between yourself and others.
5. Please use the disinfectant dispenser in the foyer and the washbasins in the bathrooms to clean your hands.
6. There are signs on all of our rooms stating the maximum number of people who may occupy that room at one time. For this reason, customers and visitors to ARRI Rental cannot move around our premises freely, and must observe the access restrictions of each room.
7. There are clearly marked quarantine areas in all departments. They are for our technicians to isolate and clean equipment. Please do not enter these areas.
8. To prevent the spread of liquid in aerosol form, it is forbidden to use pressurized air cans within the building, except in the testing rooms, where their use is your responsibility and subject to your assessment of the risk.
9. Please keep your movements between departments to a minimum.

We are very happy to welcome you back to ARRI Rental. These preventative measures are designed to make it a safe place for all of us. Thank you for your understanding and cooperation.

Your ARRI Rental team

Dealing with COVID-19

Health and wellbeing

- All employees are aware of the issues and only come to work when they feel well and are free of symptoms.
- People exhibiting symptoms of the virus may not enter ARRI Rental premises. Symptoms include a light fever and persistent coughing. A body's normal temperature is below 37.8 ° C / 100.04 ° F.
- Information from the Robert Koch Institute website: The virus is predominantly transmitted by direct contact between people (e.g. speaking, coughing or sneezing, see the fact sheet on COVID-19, Methods of Transmission). Droplets and aerosols play a role in the transmission. By keeping a distance of more than 1.5 m between people and wearing a mask over the mouth and nose, you can reduce your exposure to droplets, and to a certain extent to aerosols.
- The probability of becoming infected with COVID-19 is high if you do not take precautionary measures.
- Wash your hands thoroughly with soap or disinfectant after removing your mask or gloves.

Declaration of Good Health

- We obtain a written declaration from all visitors before they enter the ARRI Rental company premises. They declare,
 - That they are not suffering or exhibiting, and have for the last 14 days not suffered or exhibited, any symptoms of an illness (flu or common cold, etc.).
 - That as far as they are aware they have not been in contact with anybody exhibiting COVID-19 symptoms during the last 14 days.
 - That they will immediately report any symptoms they display or contact with people who are showing Coronavirus symptoms.
- We archive these declarations so we can contact you if necessary, but destroy them after an appropriate period, subject to data protection rules.
- Any employee or visitor developing symptoms while at ARRI Rental will be sent home immediately.

Social distancing rules

- All staff must observe the statutory social distancing rules.
- Communal areas (e.g. kitchens, smoking zones, etc.) should only be used when absolutely necessary, and not in groups where possible.
- Smoking is allowed with a distance of 1.5 meters between people, and only in the smoking zones provided.
- All communal areas such as kitchens, corridors and bathrooms have signs showing the maximum number of people allowed in them at any given time.

Hygiene

- A mask covering mouth and nose must be worn at all times in the communal areas.
- A mask covering mouth and nose must be worn at workstations if a distance of 1.5 meters to other people cannot be upheld.
- All customers, delivery people, drivers and visitors must wear a mask and disinfect their hands.
- You must always wash your hands thoroughly with soap or disinfectant after removing your mask or gloves. Avoid touching your face with your hands.
- All employees must always observe the hygiene rules, which are based on public directives.
- Always put used dishes into the dishwasher immediately.
- The cleaning staff are instructed to disinfect regularly during the ARRI Rental opening hours.

Cleaning

- Communal areas must be cleaned and disinfected on a regular basis.
- Jointly used workstations must be cleaned and disinfected before passing them on to the next user.
- Cloths and sponges in kitchens must be changed regularly.
- The disinfectant dispenser, mask dispenser and glove dispenser must be cleaned daily and refilled when necessary.
- Bathrooms must be cleaned thoroughly and disinfected once a day.
- **All** doors, grips and handrails, including the entrance door, must be completely disinfected once a day.
- Care, consideration and sufficient time are required to ensure that all equipment used is properly disinfected in advance.

Ventilation

- All rooms must be ventilated regularly with as much fresh air as possible.
- The share of fresh air in a room should be as high as possible and a regular exchange of air is recommended.
- Air conditioning devices that move the air in closed rooms without letting fresh air in are not to be operated at present.
- Ventilators are not to be used at all, except at an open window to move used air out of the room and promote an exchange of air.

Staff information

- This document has been made available to all staff, and they are familiar with the rules and safety precautions.
- We are installing signs to remind staff of the current requirements (number of people per room, social distancing, etc.).

Information – production and crew

- This document will be made available to all film and TV productions spending time at ARRI Rental.
- All customers and visitors must sign a Declaration of Good Health.

Immediate identification and isolation

- Identifying and isolating potentially infected people in good time is a key measure for protecting ARRI Rental staff, customers and visitors.
- If it is not possible for the potentially infected person to leave the premises immediately, take them somewhere that is separated from staff, customers and other visitors.
- Take measures to restrict the spread of the person's respiratory secretions. Provide them with a mask and ask them to wear it.

Summary of measures

Source of danger Transmission path	Measures
<p>Transmission from person to person</p> <p>The virus entering the building</p>	<p>Entry control measures</p> <ol style="list-style-type: none"> 1. Specific entrances to the building are defined. 2. Hand disinfectant is provided at these entrances, which all staff and visitors must use upon entering. 3. All visitors to the building must fill in the Declaration of Good Health. 4. Masks are provided at the entrances for all persons entering the building. 5. All communal areas (reception, corridors, kitchens, etc.) are disinfected regularly, including doorbells, door-opener buttons, handrails, work surfaces, etc.

Source of danger Transmission path	Measures
<p>Transmission from person to person</p> <p>Declaration of Good Health</p>	<p>A written declaration containing the following statements is to be obtained from all staff and visitors:</p> <ol style="list-style-type: none"> 1. You are not suffering or exhibiting, and have for the last 14 days not suffered or exhibited, any symptoms of an illness (flu or common cold, etc.). 2. As far as you are aware you have not been in contact with anybody exhibiting COVID-19 symptoms during the last 14 days. 3. You have not tested positive for COVID-19 in the last 14 days. 4. You agree to immediately report if you display any symptoms or have contact with people exhibiting Coronavirus symptoms. 5. We archive these declarations so we can contact you if necessary, but destroy them after an appropriate period, subject to data protection rules. 6. Anyone developing symptoms while at ARRI Rental will be sent home immediately and told to consult a physician.

Source of danger Transmission path	Measures
Transmission from person to person Hygiene	<ol style="list-style-type: none"> 1. Washbasins are provided with soap and paper towels for washing your hands. 2. Disinfectants are provided. 3. Employees should wash or disinfect their hands regularly and immediately after using kitchen or bathroom facilities or other objects or equipment that can transmit the virus. 4. There are signs explaining the right hand-washing techniques at all washbasins and hand disinfecting stations.

Source of danger Transmission path	Measures
Transmission from person to person Person at work exhibits COVID-19 symptoms and spreads the virus	<ol style="list-style-type: none"> 1. If someone at ARRI Rental exhibits symptoms, their temperature is first to be taken using a non-contact fever thermometer. 2. Potentially infectious people must be identified and isolated immediately. 3. The person must wear a mask over their mouth and nose to limit the spread of the virus. 4. The person is to be immediately separated from all others. 5. The quarantine area and the infected person's place of work are to be cleaned and disinfected once the person is removed. 6. All people who have been in contact with the person are to be identified and informed. 7. Anyone developing symptoms while at work is to be sent home and told to see a physician

Source of danger Transmission path	Measures
Transmission from person to person Person has COVID-19 and visit to ARRI Rental is not more than 14 days ago.	<ol style="list-style-type: none"> 1. The person infected with COVID-19 must inform ARRI Rental immediately of their illness. 2. All people who have been in contact with the person are to be identified and informed. 3. People who have been in contact with the person must inform the public health authority immediately (link to responsible health authority: https://tools.rki.de/plztool/)

Handling equipment – camera, light and stage

Source of danger Transmission path	Measures
<p>Transmission through contact with equipment</p> <p>Equipment is delivered to ARRI Rental by other rental companies or film productions</p> <p>Categorized as “contaminated” upon arrival</p> <p>Storage in clearly marked areas for decontamination</p> <p>Then categorized as “sanitized”</p>	<ol style="list-style-type: none"> 1. Other rental companies and customers must ensure that all equipment is completely disinfected before passing it on to ARRI Rental. Despite this, ARRI Rental always initially categorizes and treats incoming equipment as “contaminated”. 2. Upon arrival, all equipment is to be unloaded in the clearly designated areas of each applicable department. 3. All employees must wear gloves and masks when dealing with incoming equipment. All equipment must be stored in quarantine for 72 hours before further use, to minimize the risk of transmitting the virus. This 72-hour time period is based on the WHO Q&A guidelines from 17 April 2020. 4. Equipment that is required before the end of this quarantine period must be cleaned and disinfected manually by a staff member wearing adequate protective clothing (mask, gloves). 5. Only ARRI Rental staff may clean the equipment. 6. Upon completion of these measures, the equipment will be categorized as sanitized and stored in the storeroom again.

Source of danger Transmission path	Measures
Transmission through contact with equipment Equipment in the ARRI Rental storeroom	1. Equipment stored on shelves does not have to be quarantined, as it has already been through this procedure (see above).
Transmission through contact with equipment Cross-contamination	1. The equipment must only be handled by the staff member in charge of it in the relevant department, to avoid cross-contamination. Staff from other departments must be prevented from touching equipment, unless the head of department authorizes them to do so.

Source of danger Transmission path	Measures
Transmission through contact with equipment Unnecessary contact with equipment	1. Staff must not touch equipment for which they are not personally responsible, nor enter a quarantine area without taking protective measures. 2. All visitors to ARRI Rental are asked to only touch the equipment that is allocated to them.

Transport

Source of danger Transmission path	Measures
Transmission from person to person Communally used company vehicles	<ol style="list-style-type: none"> 1. Where possible, business travel should be undertaken alone. 2. If more than one person is in the vehicle, all passengers must wear a mask covering their nose and mouth. 3. Every time the driver changes, the steering wheel, dashboard, gear stick and all handles must be cleaned with disinfectant (using paper towels). Materials for disinfecting must always be available in the vehicle. Please dispose of the used materials hygienically after their use. 4. A Declaration of Good Health (customer questionnaire) is to be filled in by every driver from outside the company.
Transmission from person to person Pick-up and delivery	<ol style="list-style-type: none"> 1. If the equipment is delivered or picked up at another predetermined location, social distancing must be observed. 2. A mask must be worn over mouth and nose for every delivery and pick-up. 3. With incoming orders, the customer is to be asked whether special procedures have to be followed when unloading, and/or if special routes have to be taken in order to be able to reach the location.
Transmission through contact with equipment Cross-contamination	<ol style="list-style-type: none"> 1. The equipment may only be loaded by the responsible department, to prevent cross-contamination. If additional assistance is required, gloves will be provided. 2. Staff should not touch equipment for which they are not personally responsible.