

Spring

Spring 2021

NY | Shoots

Spring On: What It Means

The health and safety of our employees, clients, vendors, and all our families is our highest priority.

As government restrictions are gradually lifted and we are able to welcome more productions, Spring is committed to providing a safe workplace for all.

Over the following pages are some protocols and procedures we have in place to benefit all of us as we return to work.

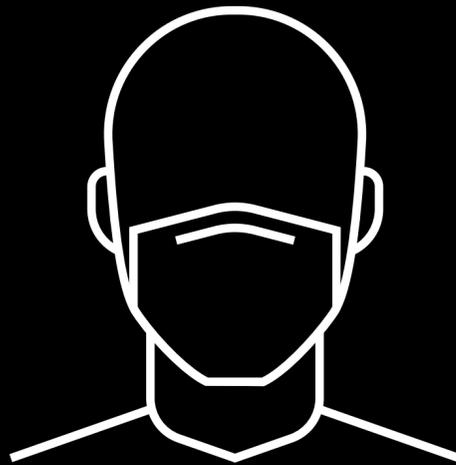
The following is in no way exhaustive but advisory in nature. Teams should use this document as a framework to help identify risk levels and help determine which control measures to implement.

We know every production is different but everyone will need to bring a sense of personal responsibility to the workplace, encourage others to do the same and speak up if/when there are concerns or worries.

This document is a work in progress. Overtime we hope to be able to lessen the restrictions within.

Thank you and let's stay safe!

Practice Common Sense



- Spring asks that anyone entering the building follow CDC guidelines regarding social distancing (remain six feet apart whenever possible) and the wearing of personal protective equipment* (masks/face shields, gloves, etc.) while on premise.
- Anyone who is sick or showing signs or symptoms of Covid-19 should remain at home.
- PPE products will be offered to all parties of the production while on set who do not have their own.

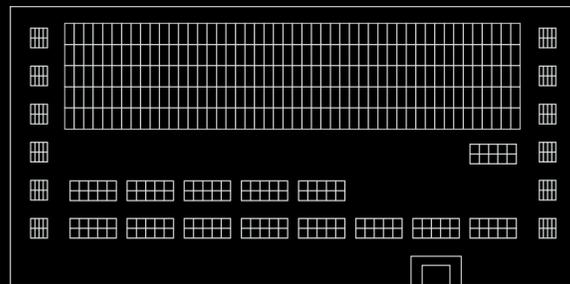
Cleanliness Is Everything



- Wash your hands thoroughly and use hand sanitizer as frequently as possible.
- Do not use other people's personal work tools, mobile phones, or kit.
- Please observe respiratory etiquette, including covering coughs and sneezes.
- Use disposable tissues and discard after each use in proper bin.
- Use your elbow or knuckle as opposed to fingers to open doors when you can.

The Building

Spring Studios offers some of the largest studio spaces in New York City. Larger spaces allow for easier social distancing practices—therefore, we believe bigger is better. For that reason, we absolutely encourage the use of our studios when available for any in-studio production needs. We have put in place the following procedures to offer a clean, safe environment for everyone who enters the building:



- Masks are mandatory.
- All guests enter the building through the 6 St. John's Lane entrance where you will be asked to sign a waiver of potential exposure or at risk activities in addition to having your temperature taken.
- All deliveries will be directed to the loading docks just north of the pedestrian entrance on St Johns Lane.
- All doors within Spring, unless requested by a client, will be propped open to avoid needing to come in contact with high-touch point areas.
- The building's HVAC system has been upgraded with Merv-13 filters to provide cleaner airflow throughout the facility.
- Additional hand sanitizer dispensers have been placed throughout the building.
- To reduce foot traffic Spring has reduced employees in the building to only essential personnel onsite.



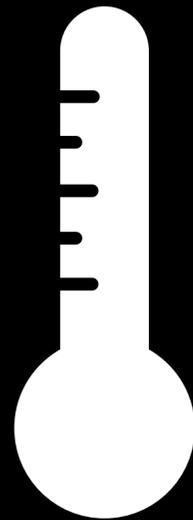
We will not be permitting walk throughs or tech scouts on any day that another client has contracted the studio space to limit opportunity for cross contamination between crews.

Schedule your scout as early as possible to allow time to address any potential issues that may become apparent for the upcoming shoot day.

Self-drive when possible. If utilizing a van/minibus for group transportation, allow for multiple vehicles to ensure safe social distance practices between seats.

When designating work areas of the production, maximize space and keep air flow in consideration (i.e., video village, lunch, equipment staging, placement of monitors, etc.). Limit, if not altogether avoid, relocating work areas throughout during the day.

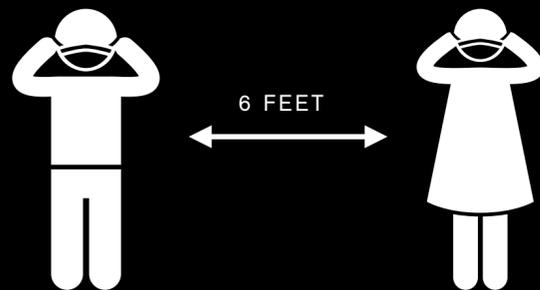
Guest Arrival



A call sheet and production schedule is required prior to your shoot date. Spring Studios will assess call times and propose alternative schedules to minimize client overlap, allow for proper social distancing and make for as efficient loading in and out.

Guests will have their temperature taken at the time of arrival. Anyone with a temperature over 100.4 degrees Fahrenheit will not be permitted to enter the building.

Common Areas



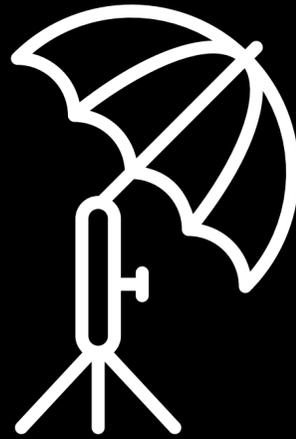
Signage has been placed on common area floors throughout the building to promote safe distancing. Guests are encouraged to remain in their designated studio spaces and avoid congregating in any of the common areas while on the premises.

Per CDC recommendation, elevator capacities have been reduced to single use only at the discretion of clients and guests. Spring Studios has four fire stairwells available for guests to access all floors of the building as well as the roof terrace.

Studio 1, Studio 2, Studio 3 and the South Mezzanine have private bathrooms within the studio spaces respectively.

Our bathrooms are equipped with contactless sinks, soap dispensers and hand dryers.

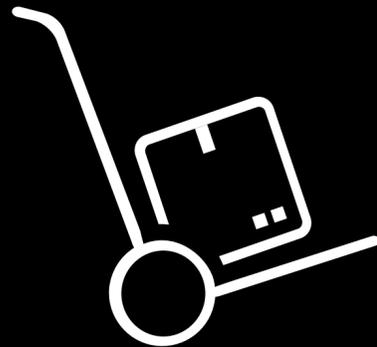
Equipment Rental



All rented grip and lighting equipment must be provided by Spring Studios. Spring Studios will ensure all equipment placed on set has been disinfected prior to being handed off to production to use. Production teams are welcome to bring in personally owned equipment as well as any rented digital gear at their own discretion.

Spring Studios staff are required to wear protective equipment including face coverings and gloves while within the building. In addition to safety and functionality checks, our equipment team will be regularly disinfecting the equipment room, surfaces and gear throughout the day.

Product, equipment, and/or other delivery items must be announced in advance and will be received by our team on the loading dock. Items should be clearly labeled as below to ensure they are received properly:



Spring Studios

6 St Johns Lane

New York, NY 10013

Attn: Job #, Photographer / Director Name, Client Reference

Items arriving prior to your production date(s) will be received by Spring Studios and separated in secured designated client storage areas. These items will be pre-installed within your studio space(s) the evening prior to your contract start date.

Items arriving the same day as your production will be received by Spring Studios. Our team will wipe all items clean and deliver them to your studio.

Spring

Resources

[New York City Information](#)

[New York City Department of Health Information](#)

[New York City Resources for New Yorkers](#)

[New York State Updates & Resources](#)

[NYC & Company Information & Resources](#)

[AICP Workplace Guidelines](#)

[The New York Times Live Updates](#)

Spring On

shoots-ny@springstudios.com