



CENTERSTAGING™

CENTERSTAGING COVID-19 Rental Safety Procedures

Introduction:

CENTERSTAGING has enacted the following policies to mitigate the exposure of coronavirus, COVID-19, to its employees and customers. We believe that by implementing proper administrative policies, safe practices, education, use of PPE and adherence to WHO and CDC guidelines that we can help to prevent the spread of this Novel Virus.

General Information:

Due to the COVID-19 pandemic, CENTERSTAGING has moved to limiting the amount of staff on site daily. We have also closed our doors to the general public to limit exposure (Customers and Vendors will be allowed in the facility by appointment only).

All Crews are now required to wear masks while at work. In addition, we are practicing social distancing guidelines whenever possible. Any team members that are showing symptoms are asked to stay home from work. Guidelines have been enacted if employees show symptoms at work to immediately send the employee home and conduct a risk assessment of potential exposure if the employee tests positive for the virus.

In addition, we have increased our regularly scheduled cleaning and are now taking additional steps to provide cleanliness on high touch surfaces. Employees have also been instructed to clean their work areas, surrounding high touch surfaces and communal surfaces multiple times a day in addition to our regular cleaning program. All cleaners being used are cleaners approved by the CDC to disinfect surfaces from Coronavirus.

CENTERSTAGING uses BactiBarrier which is EPA approved "List N". The BactiBarrier EPA Registration Number is 10324-59-89067.

[Approved Cleaners](#)

[https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf?mod=article inline](https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf?mod=article_inline)

Procedures have also been put in place for deep cleaning and sanitizing of any office, warehouse or piece of equipment that has come in contact with a person/person(s) who have a confirmed case of coronavirus, including but not limited to, third party sanitation and/or 14 day quarantine of the area or equipment exposed.

Offices and Rentals: 2517 N. Ontario St, Burbank CA 91504
Studio Campus: 3406 Winona Ave, Burbank CA 91504



CENTERSTAGING™

Guidelines for Disinfecting Equipment:

All personnel handling or cleaning equipment will wear appropriate PPE including masks. All equipment will be cleaned in an appropriate manner as to ensure the safety of our employees and clients while still protecting the equipment's functionality. We are cleaning and disinfecting all road case touch points (handles, lids, etc.), as well as, cleaning and disinfecting all equipment during testing

Any equipment returning from a show site or area deemed high risk by Operations Managers (i.e. hospital, event with confirmed cases of Covid-19, etc.) will be quarantined for 14 days upon return prior to being cleaned.

Shipping and Receiving:

Upon receipt of any equipment, it is required that the equipment be cleaned for added protection. These procedures are enacted for all equipment returning to inventory or being received from another company or manufacturer.

While under social distancing guidelines, contactless shipping and receiving is recommended. All drivers from CENTERSTAGING are to wear masks and practice social distancing whenever possible. We encourage door step and dock drop offs when possible. We will ensure that a receiving party is present and that we log their name on the paperwork when receiving gear/packages.

All CENTERSTAGING owned trucks will be disinfected regularly. The driver's high touch surfaces will be cleaned and disinfected to protect other drivers and the freight holding area will be cleaned using a spray solution.



CENTERSTAGING™

Summary:

CENTERSTAGING is taking necessary steps to protect both our employees and customers during this unprecedented time. We acknowledge that sending and receiving equipment from our buildings may potentially pose a risk of transmitting the virus since it is able to live on different surfaces for varying amounts of time. Cleaning and sanitizing these items after each use with approved products is the best method for mitigating the spread.

Employees are reminded to wear appropriate PPE and regularly wash their hands for a minimum of 20 seconds multiple times throughout the day. Hand sanitizer can be used when soap and water is not available.

We are holding weekly operations meetings with our staff and doing weekly coronavirus updates to keep our employees informed of any changes or updates in policies. Operations and facilities managers are also working daily to be certain we always have the appropriate cleaners and PPE available to keep our employees safe.



CENTERSTAGING™

COVID-19 Facility Protocols

We are committed to providing a safe and clean facility and have adopted new protocols. We ask that you join us in protecting yourself and our staff.

Please familiarize yourself with our new safety protocols below.

Overall Facility Changes

- ✓ All guests are required to wear a face covering on the property at all times. Exception is in studios when practicing 6 feet or more distancing, or when on air or rehearsing/streaming.
- ✓ Social distancing of at least 6 feet must always be maintained when on the property.
- ✓ Do not congregate in the parking lot or surrounding areas.
- ✓ Bring your own water/coffee. Community water coolers and coffee pots have been removed. The café remains closed at this time.
- ✓ Restrooms will be open, cleaned, and sanitized.
- ✓ Prior to arrival client must submit their guest list info each day to vip@centerstaging.com. Please put the subject line as follows: (“Guest”- [production name] – [date]).
- ✓ Once client is in the studio, client will be responsible for maintaining a log of everyone that enters and leaves (including name, phone number, email address, time entered and time left, and the date).
- ✓ Touchpoints will be cleaned and sanitized throughout the day.
- ✓ See Social Distancing Information posted at main entrances.
- ✓ Accepting contactless payment only. Credit/debit card, ACH, or Wire are acceptable.
- ✓ Nightly sanitizing service is available using Bactakleen Anti-Bacterial Systems for an added fee.



HOW IT WORKS. Bactakleen combines the best of the 21st century technology from Japan and the USA to offer a complete anti-bacterial treatment that is customizable. This combination encompasses a specially designed fumigation device to atomize our concentrated anti-bacterial solution into an ultra fine mist containing hundreds of millions of microscopic “nano-sized” cleaning particles.

Strict social distancing protocols are required by guests and monitored by staff

WELCOME TO



CENTERSTAGING™

We are committed to a safe facility and your health is important to us. Your participation is vital.

- **Please DO NOT enter if you are sick or not feeling well**
 - **Please sign-in at your studio entrance before entering**
 - **Please follow the steps below to help prevent the spread of COVID-19**
1. **Wash hands or use hand sanitizer frequently**
 2. **Avoid touching face**
 3. **Cover your cough using the bend of your elbow or a tissue**
 4. **Avoid crowded places and close contact with anyone that has a fever or a cough**
 5. **Stay at home if you don't feel well**
 6. **If you have a fever, cough or difficulty breathing, seek immediate medical care**

Thank you!

WELCOME TO



CENTERSTAGING™

We are committed to a safe facility and your health is important to us. Your participation is vital. Please observe LA County Health Dept guidance.

Studio Guidance

- 1. Observe Social Distancing – min 6’ when possible**
- 2. Wear Facial Covering/Masks**
- 3. Wash Hands or Use Hand Sanitizer frequently**
- 4. Avoid touching face**
- 5. Use Check In/Out sheets and when session is complete email a copy to vip@centerstaging.com**
- 6. Production should provide facial coverings and hand sanitizer for your staff**
- 7. Report any supply issues in bathrooms to: (818) 559-4333**

Thank you for your cooperation during these challenging times.

Any questions/concerns please call us (818) 559-4333