



# SHELTER PREPAREDNESS PLAN

Shelter Studio's goal is to establish safety guidelines that abide with the CDC and Minnesota's Covid-19 regulations in order to create the safest work environment for our staff and Shelter customers. It is subject to change as the pandemic progresses.

## CONTACT INFO

**612-877-4377**

### **Studio Rental**

Anna Purtle  
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### **Equipment Rental**

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## OVERVIEW

### **Personal Responsibility**

- Renters and staff should self check temperatures and symptoms daily
- Sick individuals must stay home
- Don't show up if someone in your family is sick
- Wash hands and keep your social distance
- Gloves and Mask. If a renter lacks these items, Shelter will provide them

## STUDIO RENTAL

### **Social Distancing**

- Shelter will be partitioned into two separate shooting spaces (721 and 727), each with their own entrances, kitchens, and bathrooms
- Each space will be limited to 10 people in accordance with current CDC recommendations. (Shelter strongly encourages limiting the number of participants whenever possible)
- Adequate spacing of individuals including renters and Shelter Staff (6-10ft) at all times

### **Sanitization and Isolation**

- Individual studio rental spaces will be sanitized and isolated 3 days prior to occupancy
- In cases where three days of isolation is not possible, Shelter will hire an authorized vendor to sanitize the studio. This cost is estimated to be \$300 and will be added to the invoice.
- Sanitizing stations will be located at the entrances, bathrooms, and kitchens of each space.

## GEAR RENTAL

### **Sanitization and Isolation**

- All gear will be sanitized and isolated for 3 days prior to use

### **Curbside Pick-up**

- Staff and renters will be wearing gloves and mask during pick-up
- Shelter Staff will set gear outside of entrance of studio once renter has arrived, all required forms must be fill out and emailed
- Renter will be responsible for loading their own vehicles with the gear.

### **Curbside Returns**

- Staff and renters should be wearing gloves and mask during drop-off
- Renters will notify staff that they arrive at Shelter's parking lot
- Renter will be responsible for unloading their own vehicles
- Shelter Staff will move gear into Shelter

### **Location Drop Off and Returns**

- Staff will be wearing gloves and masks
- Gear will be dropped off outside, near an entrance or inside a dock entrance with a member of the crew
- Returns will be picked up at the drop off location, if possible.