

ON-SITE MANUAL TO PREVENT COVID-19 INFECTION AND SPREAD

1. If you have relevant symptoms of COVID-19, inform the production team or your department head in advance.
2. Refrain from contacting people who have fever and respiratory symptoms (coughing, sore throat, etc.). If you suspect you had contact with people with symptoms, please inform the production team or your department head in advance.
3. If you had contact with someone who is a confirmed COVID-19 patient in the past fourteen days, please inform the production team or your department head immediately.
4. If you have traveled abroad or had contact with someone who came back from abroad in the past fourteen days, please inform the production team or your department head.
5. On-site sanitization will take place one day before or on shooting day. If any department needs to set up before the shoot, please plan with the production team accordingly.
6. Upon arriving at the location, you can enter the site after your temperature has been checked and if you don't have high fever (over 37.5°C). If you have high fever, you will be asked to leave the site and return to your residence.
7. You can enter the shooting site after you have sanitized your hands with hand sanitizers on location. Upon returning from elsewhere, you can only enter the site after you have sanitized your hands.
8. You cannot enter the site if you are not wearing a mask.
9. You cannot take off your mask while on-site.
10. Visits from guests that have not been scheduled in advance must be highly restricted. If



anyone plans to visit the site, they must consult with the production team in advance.

11. The sharing of cups, utensils, and plates is banned. Immediately throw away any disposable products that have been used in the garbage bin.
12. If you had any contact with respiratory mucus (saliva, phlegm, etc.), wash your hands thoroughly.
13. Throw away the toilet paper or kleenex you have used in the garbage bin.
14. In the event of shooting in a confined space, only a minimum number of crew members can enter the site.
15. Ventilate the air often when shooting in a closed space.
16. You must fill out the self checklist daily to prevent COVID-19 infection and spread. Kindly cooperate with the production team on any requests concerning the check list.
17. Refrain from visiting public places with high traffic even after the production is over, and strictly manage personal hygiene(wearing mask, washing hands, etc.) at all time.