

## OBLIGATORY CHECK LIST

Prevention Plan	<ul style="list-style-type: none"> <li>○ Have an on-site prevention and action plan [Requirement]               <ul style="list-style-type: none"> <li>– Action plan for confirmed COVID-19 patients, suspected patients, and people with relevant symptoms who are under observation                   <ul style="list-style-type: none"> <li>* Including extras and guest visitors</li> </ul> </li> <li>– Action plan on role replacement in case of COVID-19 confirmed patients, suspected patients, people with relevant symptoms who are under observation</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>○ Designate specific people to be in charge</li> </ul>
On-site hygiene control	<ul style="list-style-type: none"> <li>○ Manage production sites and keep them clean and sanitized               <ul style="list-style-type: none"> <li>* Main facilities to manage: public spaces and sinks, door knobs, staircase handrail.</li> <li>* Make-up trailer, video village, catering sites to be included</li> </ul> </li> <li>○ Set up sinks for hand washing</li> <li>○ Acquire and place protection gears and hygiene-related products               <ul style="list-style-type: none"> <li>* Masks, soaps, hand sanitizers, hand towels, toilet paper, sanitizing detergents, and thermometers according to the needs of the production sites</li> </ul> </li> </ul>
Personal hygiene control	<ul style="list-style-type: none"> <li>○ Educate cast and crew on how to prevent infectious diseases(e.g. washing hands, how to cough, etc.) and on action guidelines               <ul style="list-style-type: none"> <li>* Including extras and guest visitors</li> </ul> </li> <li>○ Communicate personal hygiene action plan to prevent the spread on-site(e.g. washing hands, how to cough, etc.)               <ul style="list-style-type: none"> <li>* Distribute the guidelines and place guideline posters, etc.</li> </ul> </li> </ul>

<p>Preventing spread of the disease</p>	<ul style="list-style-type: none"> <li>○ (Public and common spaces, including lodging sites) Monitor fever(37.5°C) and/or respiratory symptoms(e.g. coughing, difficulty in breathing, etc.) at all time</li> <li>○ Check if anyone from cast and crew came from abroad in the last fourteen days</li> <li>○ (In case anyone came from abroad) Check if the person has fever(37.5°C) or respiratory symptoms(e.g. coughing, showing difficulty breathing)</li> </ul>
<p>Miscellaneous</p>	<ul style="list-style-type: none"> <li>○ Check if any cast, crew, or guest visitor is a COVID-19 patient, suspected patient, or a person with relevant symptoms who is under observation. Check if they visited production sites.</li> </ul>

MONTH . DATE . 2020

Person in charge      Name      (Signature)

Line Producer      Name      (Signature)

Producer      Name      (Signature)