



Tell Studios
40 Engelwood Drive, Suite B
Lake Orion, MI 48359

May 18th, 2020

Partners and Friends,

The Coronavirus (COVID-19) has created a world of uncertainty, and Tell Studios is taking preventative measures to ensure that our production experience together runs smoothly and that we create a comfortable, safe, and enjoyable environment for us to collaborate. As a trusted partner, we are taking this situation seriously and want to make sure we are doing everything possible to instill confidence in the overall experience of working together in person, allowing for efficient and effective communication with one another, and maintaining the same creative and passionate approach that you can expect from our team.

We hope you find the following measures comforting in this time of unknown, and we look forward to seeing you soon.

Workplace Safety Measures

Our team will be following the CDC guidelines listed below in order to help prevent the spread of COVID-19, and we ask that everyone involved in production do the same:

- Clean your hands often, either with soap and water for 20 seconds or a hand sanitizer that contains at least 60% alcohol.
- Avoid close contact with people who are sick.
- Put distance between yourself and other people (at least 6 feet).
- Cover your mouth and nose with a cloth face cover when around others.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces daily.

These are the rules we will be adhering to at a very base level, in addition to any case by case precautions deemed necessary, for both your safety and ours. We have a very high standard of protecting the cleanliness and safety of your workplace, so please be sure to communicate if your team has any special requests or guidelines that you would like for us to acknowledge in advance of our arrival. This may include dedicated entry points, office screening process, maximum headcount threshold, or any other preferred safety measures.



Our team will plan on disinfecting all of our gear, equipment, vehicles, etc. before and after each filming session to ensure any possible contamination is avoided and terminated immediately. Along with that, we will aim to bring only our ideal crew to each shoot in order to minimize the number of people in your space, and we ask that your team assist us in this effort if possible (ie. segmenting shoots by department, in smaller intervals if multiple individuals are involved, etc).

In addition to the above, we would like to assure you that if anyone on our team has tested positive for the virus or has any confirmed symptoms, they will absolutely not be in attendance, and we ask the same standard of everyone involved in the production.

Personal Protective Equipment

As a team, we are working together to be proactive in avoiding the spread of the virus. We will do our absolute best to have the following PPE supplies available during our in-person interactions, and we ask that everyone involved in the production do the same if at all possible:

- Disposable rubber gloves
- Disposable masks
- Hand sanitizer
- Disinfectant spray

With many factors at play, we will approach each partnership and situation uniquely by applying the above-mentioned workplace safety measures, coming prepared with the necessary supplies, and using our best judgment as we work together in creating a safe, healthy, and collaborative production experience for everyone involved.

Please refer to the [CDC guidelines](#) and [Michigan.gov executive orders](#) for more information, and feel free to reach out to us with any questions or clarifications you may have at info@tellstudios.com.

We are in this together, and we look forward to bringing your brand's story to life!

Tyler Sharette

Director of Operations, Tell Studios