



ERIC HEIMLICH
PHOTOGRAPHY

SOCIAL DISTANCING POLICY

As you return to work in the midst of the 2019 novel coronavirus disease (COVID-19) pandemic, Eric Heimlich Photography wants to assure you of its continued commitment to maintaining a safe and healthy workplace and that we are taking additional measures to protect you, your coworkers, and your families from the spread of COVID-19. As part of those efforts, we are implementing a new Social Distancing Policy. Please read this policy carefully.

Importance of Social Distancing

The Centers for Disease Control and Prevention (CDC) has found that one of the most effective ways of preventing the spread of COVID-19 is limiting face-to-face contact with others, known as social distancing or physical distancing. The Occupational Safety and Health Authority (OSHA) similarly recommends increased social distancing when preparing workplaces to respond to COVID-19.

This Social Distancing Policy is a key part of our overall strategy and commitment to maintaining a healthy workplace in light of the COVID-19 pandemic. Although knowledge about the virus and how it spreads are evolving, based on the information we have now, these measures will help curb its spread. Compliance with this policy is essential because current consensus on the virus suggests, among other things, that:

- COVID-19 is highly contagious.
- COVID-19 spreads mostly among people who are in close contact (within about 6 feet, or two arms' lengths) for a prolonged time period (between 10 and 30 minutes, depending on the distance).
- The virus generally spreads when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose get in the air and land in the mouths or noses of nearby people.
- A person who has the virus may not have any symptoms but may still spread COVID-19.
- A person can get COVID-19 by touching another person, such as with a handshake, or by touching another surface or object that has the virus on it and then touching their own mouth, nose, or eyes.
- The virus can live on surfaces for up to several days, depending on the surface and other conditions.

For these reasons, the CDC and other public health experts have recommended limiting contact with other people and common surfaces to limit the spread of COVID-19. We need your full cooperation and compliance with these measures to make them effective in this new work environment.

Social Distancing Measures

Following the CDC's guidance, Eric Heimlich Photography requires that you comply with the following protocols and procedures while on-set or on-location.

- Employees and team members of Eric Heimlich Photography (ETMs) will wear masks while on location.
- ETMs will maintain social distancing of six feet whenever possible.
- ETMs will bring hand sanitizer, wipes and or cleaning supplies and will practice good hand washing protocols during shoots.

- Professional equipment will be cleaned prior to every shoot.
- No ETMs will be allowed on location if they have knowingly been exposed to anyone with Covid-19 in the last 14 days, if they have traveled outside the country in the last 30 days or if they have shown any of the symptoms listed above in the last 14 days.
- No Physical Greetings. Do not shake hands or greet others in any manner that requires physical contact (such as fist or elbow bumps). In the “new normal” this is considered polite, not rude.
- Visitor Limitations. All personal visitors are prohibited until further notice, except in cases of emergency. All other visitors are prohibited unless they are essential to the performance of the job.

Policy Modification

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 are changing rapidly as new information becomes available and further research is conducted. Eric Heimlich Photography reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

Enforcement and Non-Retaliation

Failure to comply with these social distancing measures may result in discipline, up to and including termination of employment.

If you witness or become aware of any employees or other individuals violating this policy, you must report them to Eric Heimlich Photography immediately.

Eric Heimlich Photography prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern. Employees also have the right to report work-related injuries and illnesses, and Eric Heimlich Photography will not discharge, discriminate, or otherwise retaliate against employees for reporting work-related injuries or illnesses.

Continued At-Will Employment

Nothing in this policy alters the at-will nature of your employment.

Policy Administration

Eric Heimlich Photography is responsible for administering and enforcing this policy. If you have any questions regarding this policy, or if you have questions about health and safety that are not addressed in this policy, please contact the Eric Heimlich.

Acknowledgment of Receipt and Review

I, _____ (employee or contractor name), acknowledge that on _____ (date), I received and read a copy of Eric Heimlich’s Social Distancing Policy, dated (TBD) and understand that it is my responsibility to be familiar with and abide by its terms. [I understand that the information in this policy is intended to help Eric Heimlich’s employees and contractors to work together effectively on assigned job responsibilities. This policy is not promissory and does not set terms or conditions of employment or create an employment contract].