

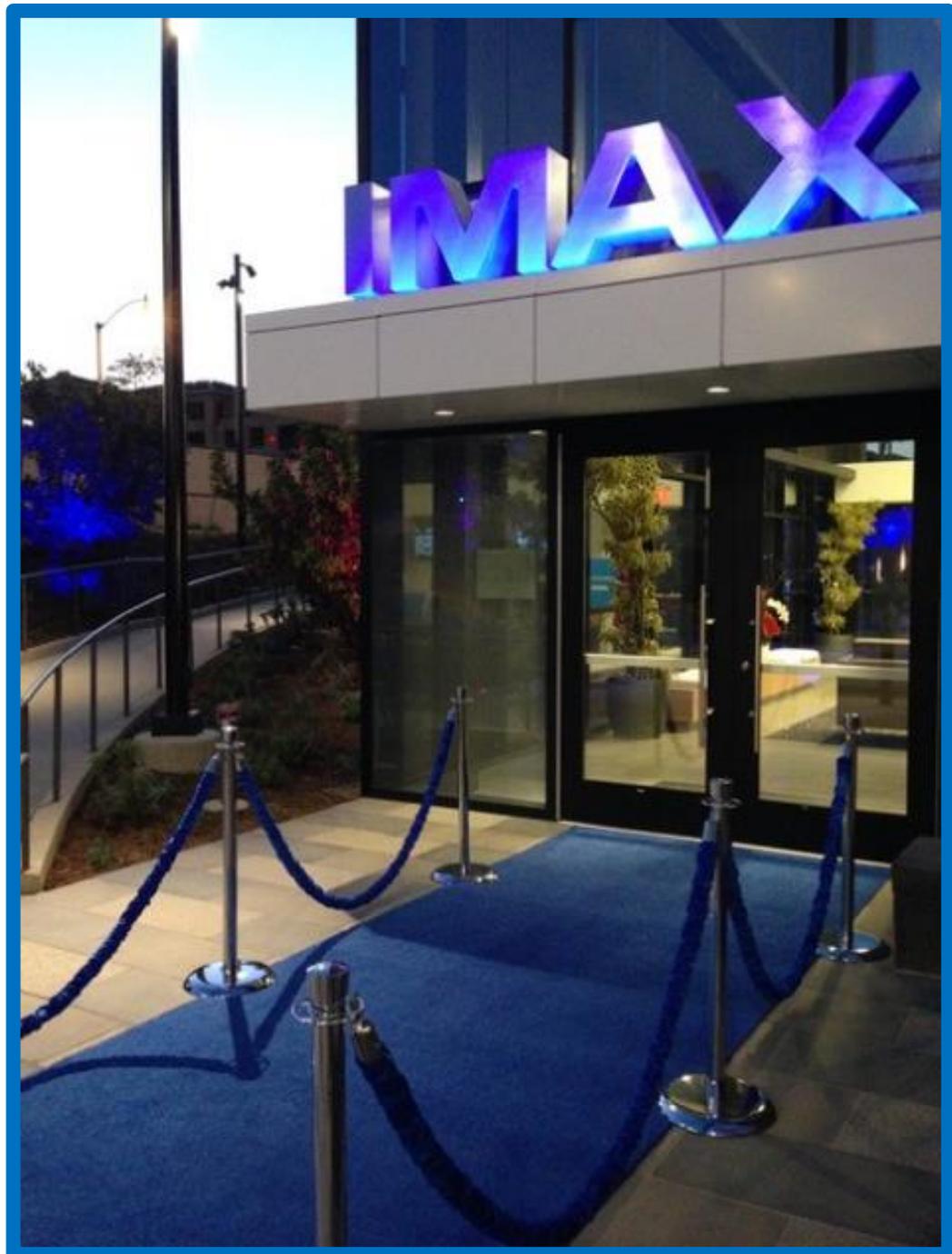


IMAX[®]

Playa Vista Local Office Guide 2020

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Phased Approach

Playa Vista will open in phases in response to state and local Government legislation and business need.

PHASE 1 – Respond & Sustain

- Office is *closed*
- Social distancing is maintained
- Essential services only
- Majority of Employees Working from Home



PHASE 2 – Adapt, Restore & Resume

- Working from Home remains in place for those who can work from home.
- For others, approval is required to come into the office
- Health screening in effect
- Social distancing is maintained
- Enhanced infection control program in place

PHASE 3 – Re-invent & Redefine

- Workplaces resume business activities while still following state and local Government regulations and safety guidelines
- Food and coffee services have been re-invented.



Vulnerable individuals continue to stay home. Physical distancing is maintained. Non-medical masks are worn in public through all phases.

Recovery is not a straight line. Recovery will react to support local jurisdictions. Different markets will be in different phases.

Shared Commitment to Health and Safety

Health and Safety are our top priority and a shared responsibility.

We commit to ensuring we are current on requirements for companies allowed to resume onsite activities under local requirements by implementing policies/procedures relevant to each facilities/client jurisdiction, as they evolve.



Commitment:
Either you do or you
don't. There is no
in-between.

We expect **our employees and vendors** to commit to this shared responsibility by adhering to all policies and protocols outlined in this training to ensure our continued safety.

Transitioning Back Into The Workplace

A Guide for Employees

Common Thoughts

How will I find childcare? When will I feel comfortable to travel on transit again? I am feeling anxious! I am really looking forward to returning to the office, I miss the people and my work space.



Have an open and honest discussion with your Manager about your current personal circumstances and options for your planned return to work.

I am feeling worried because there is so much unknown – I wish I knew more about what exactly returning to work will look like. Will I have to wear a mask at all times? Will my temperature be taken?



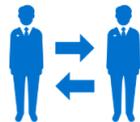
Do your research & plan ahead. Visit the [IMAX Our People](#) site for resources and guidance on what our return to work processes look like.

All of these processes and rules feel a bit extreme. Is this all really necessary? I am glad IMAX is prepared and has so many processes in place.



Phase back into the workplace in the safest and most productive way possible by **following our policies and procedures for approved return to work.**

Work is definitely not the same as it used to be, but I am enjoying seeing my coworkers and getting back into a routine that works for me. How long will all of this last?



Be socially responsible by following local guidelines to stay healthy & safe, and adhere to IMAX safety protocols.

Things may not be back to normal entirely, but we are getting there!



Feel confident & safe as you transition into another phase of working through these unprecedented times.

A Checklist To Help You Prepare

- Visualize what an ideal return to work process would look like for you in your personal situation – discuss your options with your Manager.
- If you are interested in seeing your group's Business Continuity Plan, Business Impact Assessment, or Recovery Strategy Plan connect with your Manager.
- Review return to work policies & procedures available to you on the [Our People](#) site so you are informed and educated. You will find information specific to various work locations with Paths of Travel, expected arrival procedures, and guidelines on Social Distancing in the office.
- Review the [Frequently Asked Questions](#) on the site to see if any of your unanswered queries might be there.
- Ensure you know the symptoms of COVID-19 and the process for reporting any illness to your Manager & HR.
- Reach out to your HR Business Partner with any unanswered concerns you might have – We are here to support you during this transition.



Response to Covid-19: PV Information

Facilities Department

Social Distancing DPH Protocols

Required document for businesses in LA County, to indicate what measures have been implemented on premises



Appendix A: Social Distancing Protocol

Business name: IMAX
 Facility Address: 12562 Millennium Drive, Los Angeles, CA 90094
 Approximate gross square footage of space open to the public: N/A - We are not open to the public

Businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the business.

- A. SIGNAGE**
- Signage at each public entrance of the facility to inform all employees and customers that they should avoid entering the facility if they have a cough or fever, maintain a minimum six-foot distance from one another.
 - Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.
- B. MEASURES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)**
- Everyone who can carry out their work duties from home has been directed to do so.
 - All employees have been told not to come to work if sick.
 - Symptom checks are being conducted before employees may enter the workspace.
 - All employees that have contact during their shift(s) with the public or other employees are offered, at no-cost, a cloth face covering to be used at work when interacting with them.
 - All desks or individual workstations are separated by at least six feet.
 - Break rooms, restrooms, and other common areas are being disinfected frequently, on the following schedule:
 - Break rooms: 2x per day - Coffee Machine is wiped down hourly
 - Restrooms: 2x per day
 - Other: Occupied Spaces are cleaned by user at beginning/end of shift and 1x per day by janitorial staff
 - Disinfectant and related supplies are available to all employees at the following location(s):
Various - see attached map for locations
 - Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
Various - see attached map for locations
 - Soap and water are available to all employees at the following location(s):
All Restrooms (11), 1st Floor Cafe, and 2nd Floor Pantry
 - Employees are allowed frequent breaks to wash their hands.
 - Copies of this Protocol have been distributed to all employees.



- Optional—Describe other measures:
Wiping down of "high touch" areas throughout shifts
- C. MEASURES TO PREVENT CROWDS FROM GATHERING (CHECK ALL THAT APPLY TO THE FACILITY)**
- Limit the number of customers in the store at any one time, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
Maximum number of customers in the facility: _____
 - Post an employee at the door to ensure the maximum number of customers in the facility is not exceeded.
 - Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain: _____
 - Optional—Describe other measures: _____
- D. MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART (CHECK ALL THAT APPLY TO THE FACILITY)**
- Placing signs outside the store reminding people to be at least six feet apart, including when in line.
 - Placing tape or other markings at least six feet apart in customer line areas inside the store and on walkways at public entrances with signs directing customers to use the markings to maintain distance.
 - Separate order areas from delivery areas to prevent customers from gathering.
 - All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
 - Optional—Institute one-way aisles to facilitate Social Distancing.
 - Optional—Describe other measures:
All Employees have been provided with a written path of travel
- E. MEASURES TO PREVENT UNNECESSARY CONTACT (CHECK ALL THAT APPLY TO THE FACILITY)**
- Preventing people from self-serving any items that are food-related.
 - All items are pre-packaged in sealed containers by staff.
 - Bulk-item food bins are not available for customer self-service use.
 - Food samples are prohibited.
 - Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe:
Self-service micromarket kiosk is available for snack purchases in the 1st floor Cafe
 - Optional—Describe other measures (e.g. providing senior-only hours):
N/A



- F. MEASURES TO INCREASE SANITIZATION (CHECK ALL THAT APPLY TO THE FACILITY)**
- Restrooms normally open to the public shall remain open to the public.
 - Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
 - Employee(s) assigned to disinfect carts and baskets frequently, preferably after each use.
 - Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
 - Disinfecting all payment portals, pens, and styluses after each use.
 - Disinfecting all high-contact surfaces frequently.
 - Optional—Describe other measures: _____

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

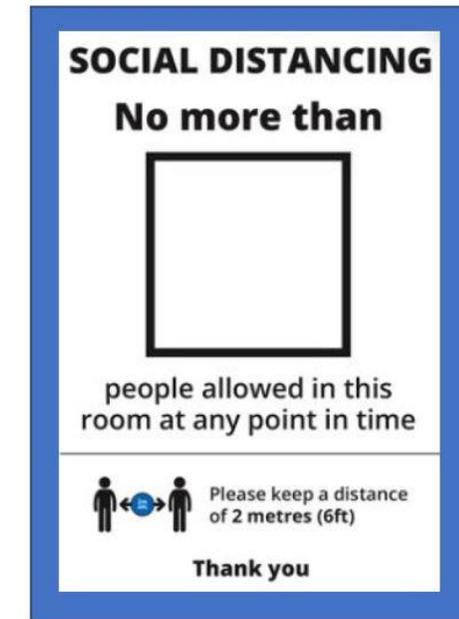
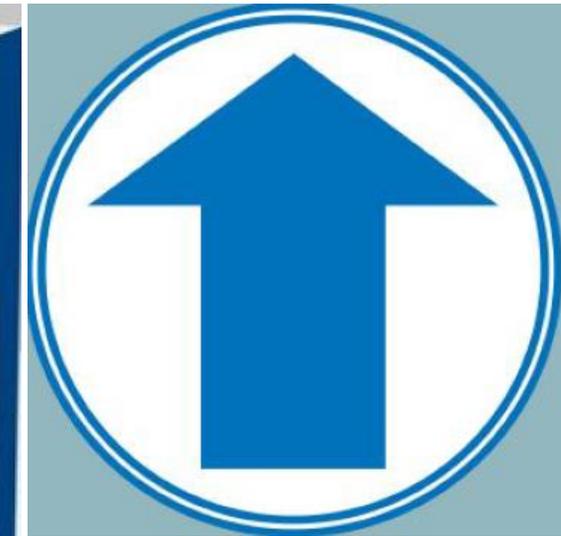
You may contact the following person with any questions or comments about this protocol:

Business Contact Name: Bridgette Ingram Phone number: (310) 255-5551

Date Last Revised: 4/20/20

Social Distancing Signage

Utilizing path of travel and informational signage will help to guide employees & visitors through the space and maintain social distancing guidelines



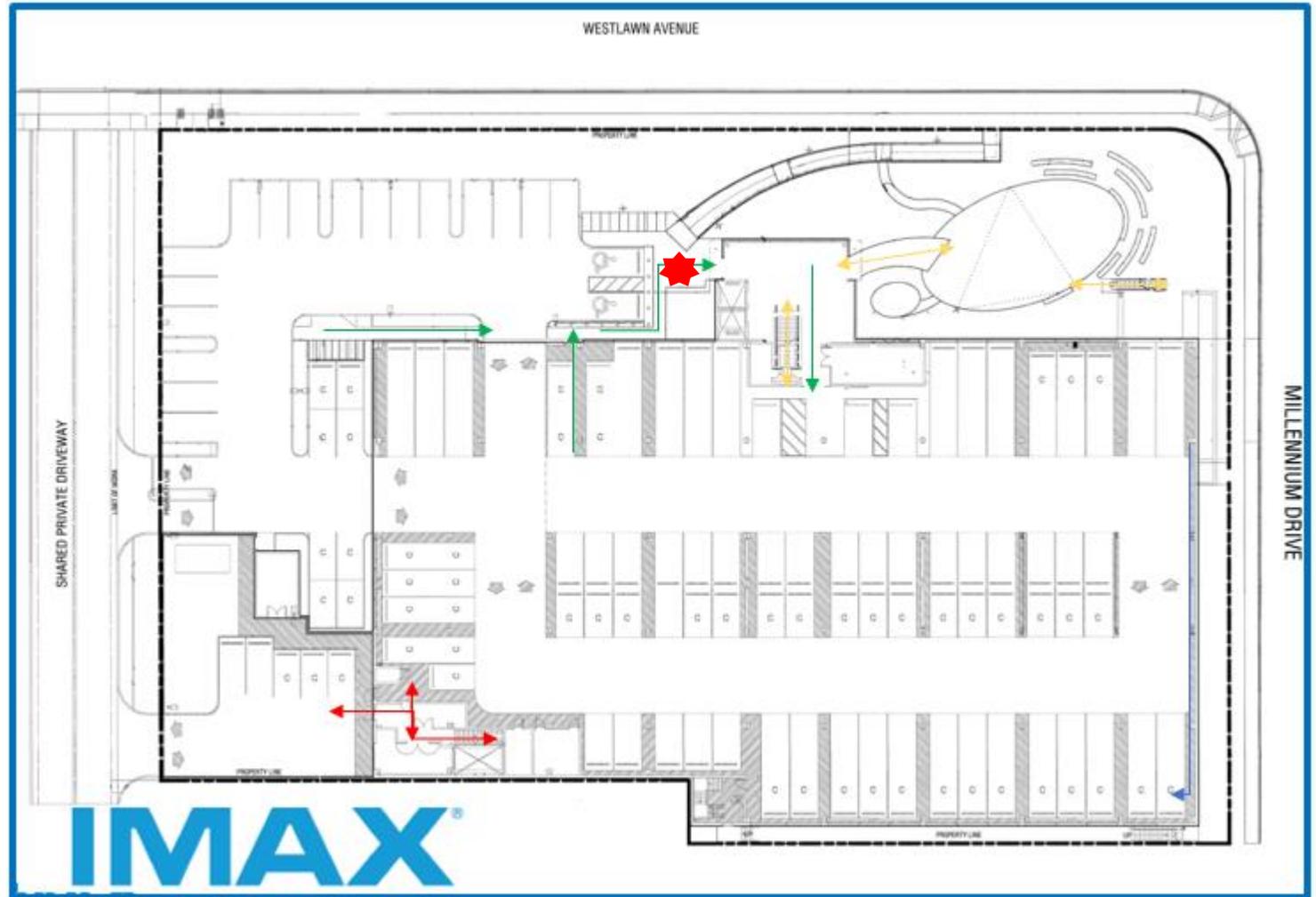
Check-in

City of LA requires that you wear a mask.

Upon arrival, please proceed to the Health & Safety table for check-in.
Here's what to do from there:

- Check-in with attendant and collect a disinfectant wipe to use to open doors/clean surfaces you touch along the way (additional PPE is also available on the table, if needed)
- Proceed through Main Reception entry and follow the path of travel, indicated by directional signage/floor decal
- Exit through the east stairwell

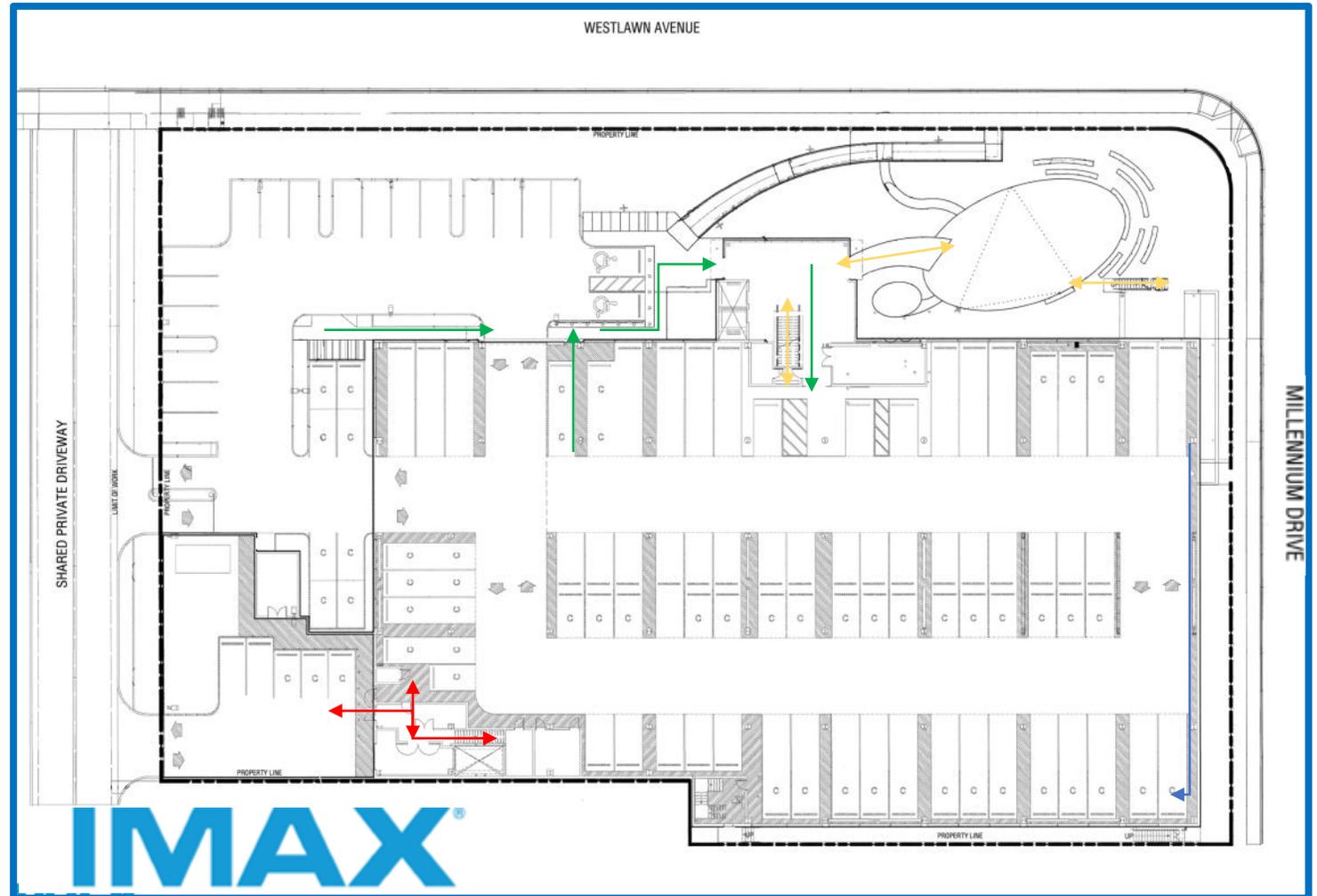
★ HEALTH & SAFETY Check-in



Social Distancing Path of Travel Ground Floor

Utilizing a path of travel will help to ensure minimal person-to-person contact in common pathways

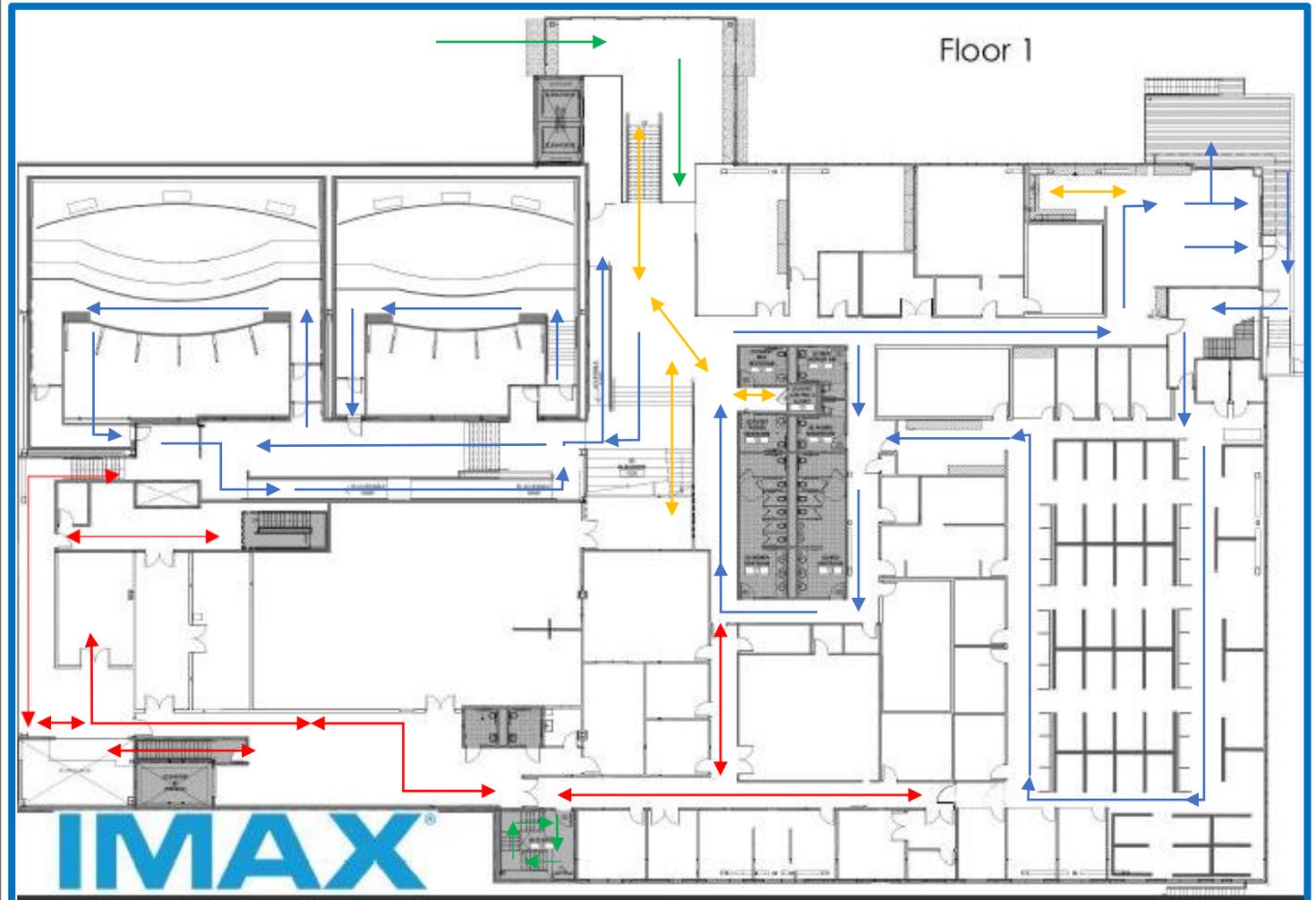
- Enter/Exit
- One Way
- Two Way
- Two Way – Restricted Access



Social Distancing Path of Travel 1st Floor

Utilizing a path of travel will help
to ensure minimal person-to-
person contact in common
pathways

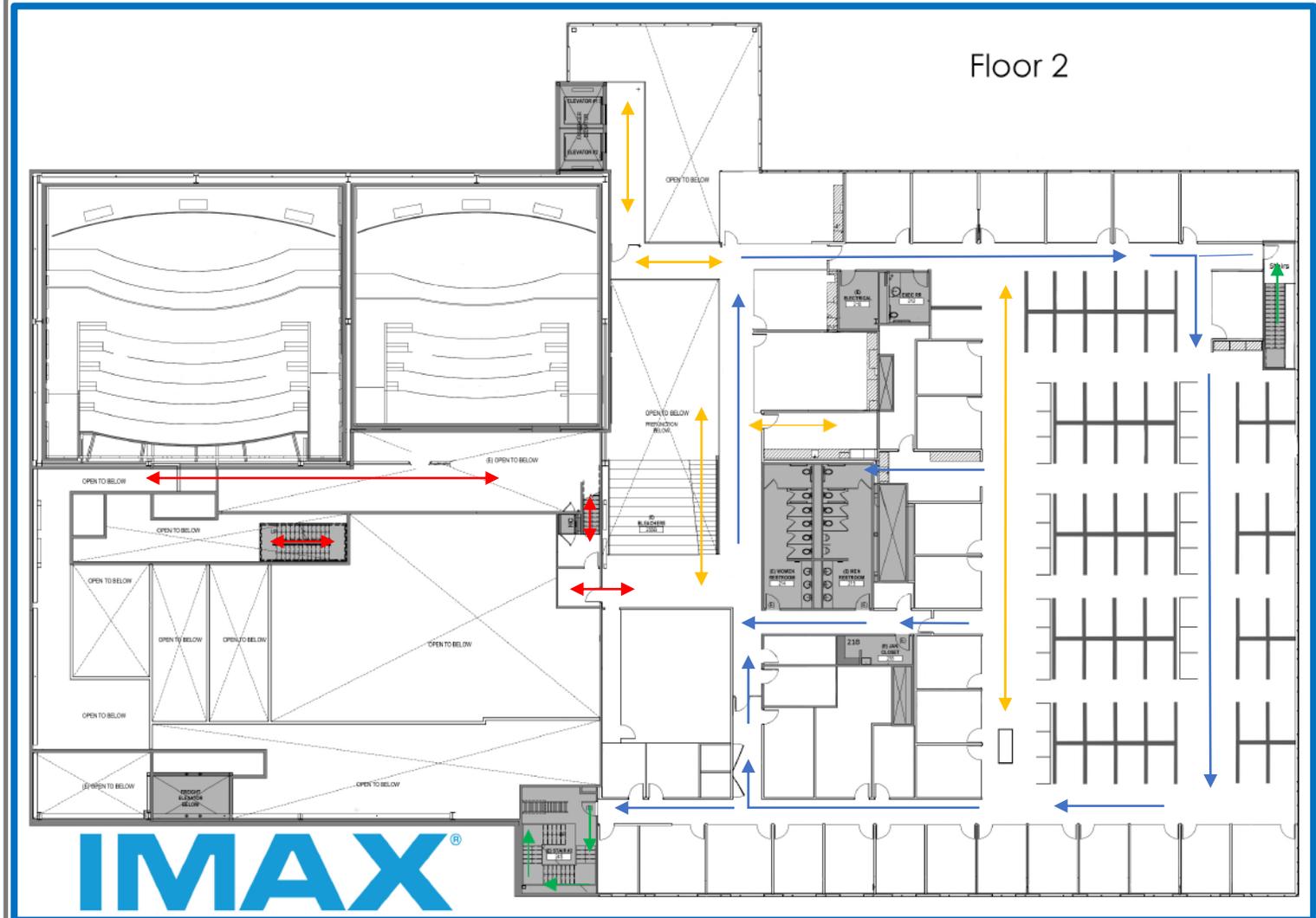
- Enter/Exit
- One Way
- Two Way
- Two Way – Restricted Access



Social Distancing Path of Travel 2nd Floor

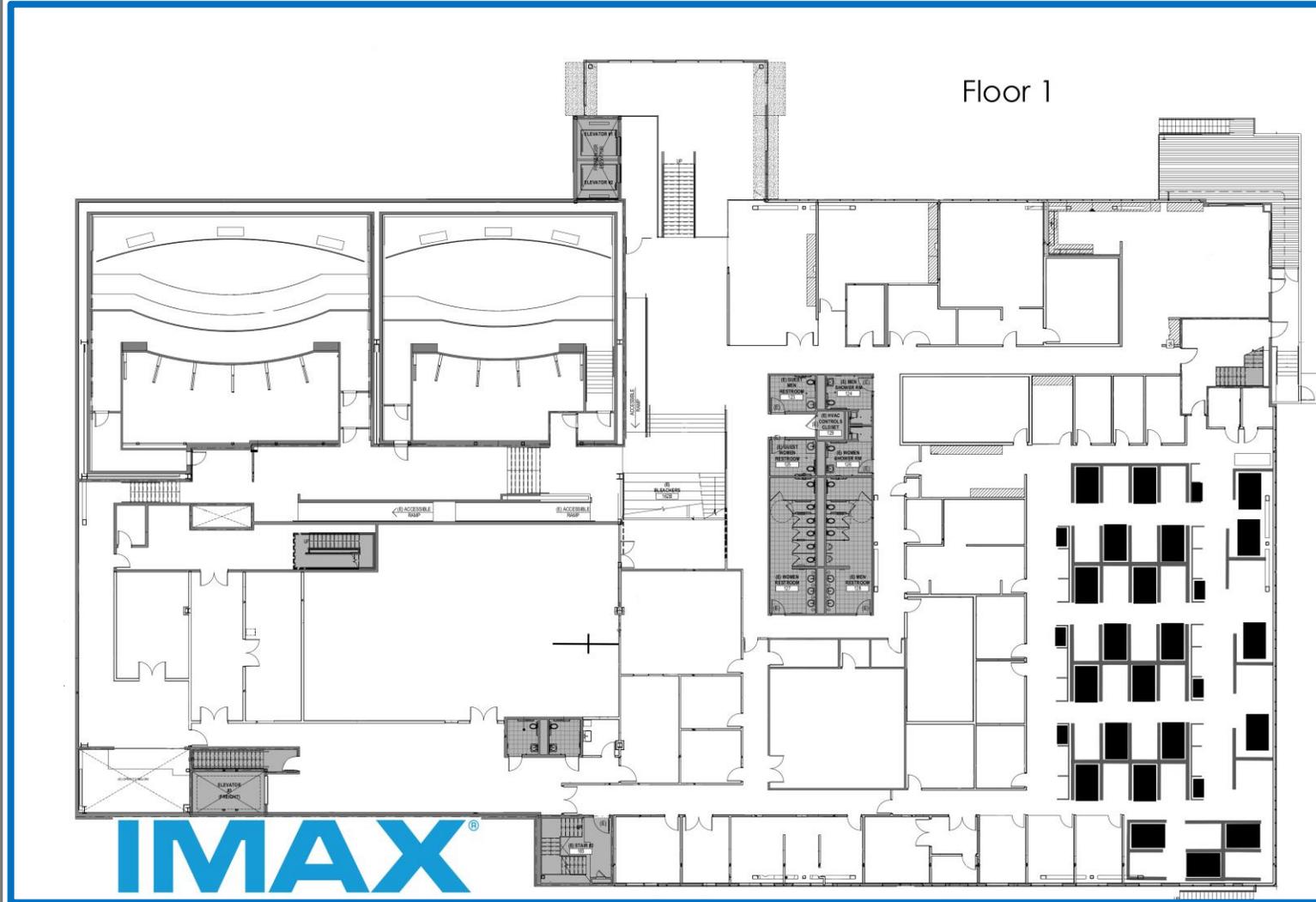
Utilizing a path of travel will help
to ensure minimal person-to-
person contact in common
pathways

- Enter/Exit
- One Way
- Two Way
- Two Way – Restricted Access



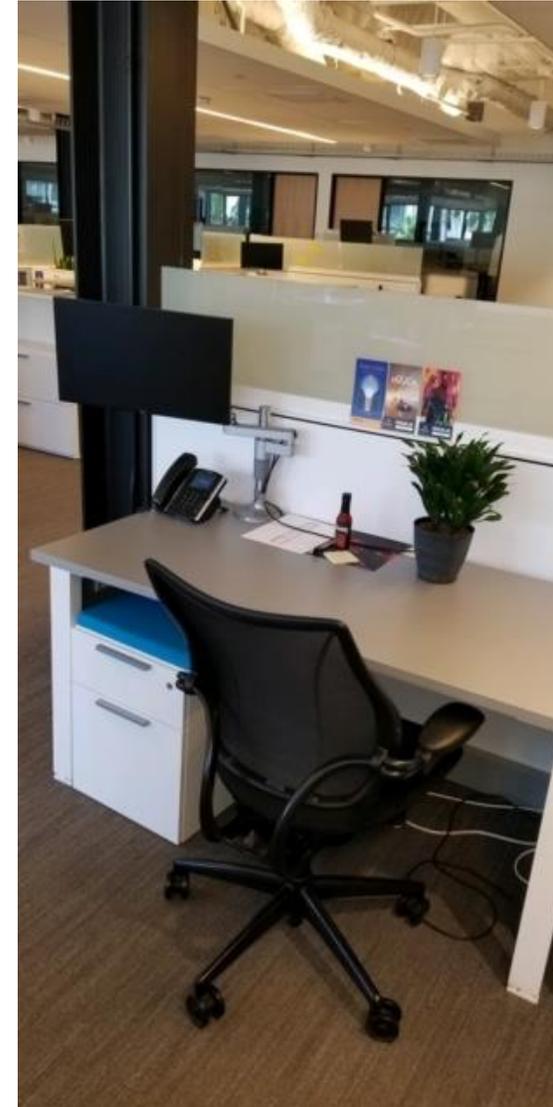
Social Distancing Workstations

Utilizing the existing layout and
furniture, we will lose 50% of our
seating



Workstations:

- Disinfect your station before and after use.
- Take all personal items home
- Maintain a clear desk to enable sanitization



Meetings:

- Video / phone meetings remain preferable.
- Face to face connections must maintain 6 feet distancing.
- Meeting rooms are available for single individuals wishing to use them for video calls.



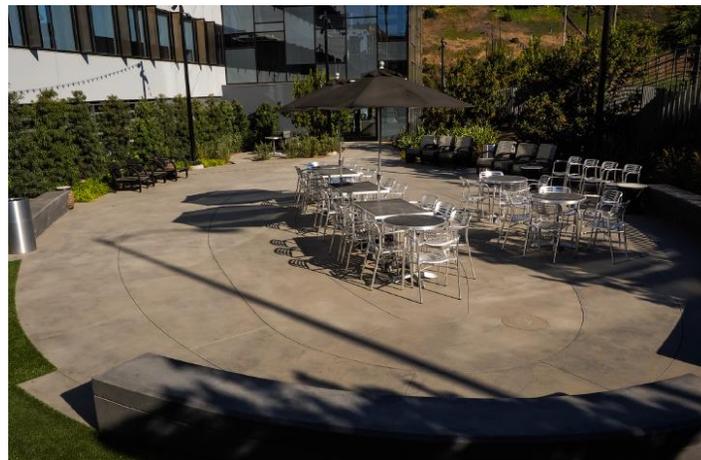
Visitors/ Contractors

Business essential visitors/contractors must be pre-registered with facilities, 24 hours prior to arrival and be prepared to do a health survey prior to entry.



Breaks/Lunch

- It is preferable to bring your own food and stay in for breaks/lunch.
- Eat at your desk or coordinate an assigned break area with facilities, prior to your shift.
- If you do leave the premise, including smoke breaks, please follow the path of travel and sanitize your hands on your way in and out of the building.
- Maintain social distancing at all times.



PLACE THIS SIDE UP ON THE TABLE AFTER USE

**TABLE IS DIRTY
DO NOT USE**



PLACE THIS SIDE UP ON THE TABLE AFTER
CLEANING

**TABLE IS CLEAN
READY FOR USE**

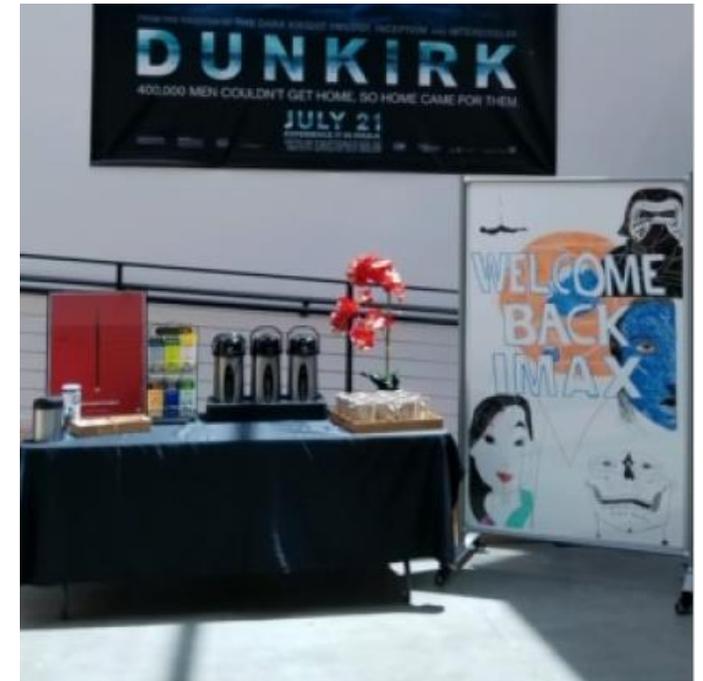


Food/Drink:

- Prepackaged Food/Drinks are available in the micro-market
- Sweetgreen Outpost is available on Tuesdays and Thursdays
- Bottled Water is available at the following locations:
 - Check-in
 - 1st Floor Café glass refrigerator
 - 1st/2nd Floor Copy Rooms

We would like to encourage everyone to use their own reusable bottle when getting water from the portable coolers

- Coffee is available at the following locations:
 - 1st Floor Landing
 - 1st Floor Café
 - 2nd Floor Pantry



Cleaning

The Facilities team has enhanced its cleaning efforts by focusing on high-touchpoint areas including, but not limited to:

- Light switches
- Door handles
- Interior railings
- Elevator buttons
- Restrooms
- Copiers
- Water Coolers
- 1st floor Café Area (including appliances)
- 2nd floor Pantry

Cleaning Information

Assigned workrooms*/personal workspace*, restrooms, and 1st floor Café, 2nd floor Pantry, and 1st/2nd floor Copy Rooms will be marked with a placard when they have been cleaned. If an employee uses a room/space that is marked with a "clean" placard, they should flip it over, allowing janitorial to know that the space needs to be cleaned.



*** Please note that employees assigned to restricted "content" rooms should be wiping down work areas before and after use, as an additional pro-active measure. Digital Scanning and vestibule are exempt, as they are required to only be cleaned by authorized employees that occupy the space.**

FAQ's

The FAQ's sheet is updated as additional questions are raised and/or protocols change to ensure communication. Information is also shared verbally upon check-in

FAQ's

Q: What if I need to change my schedule (start/leave early/late)?

A: If your schedule changes, please notify us ASAP via email at facilitiesLA@imax.com

Q: What if I need to use a space not shown on my Path of Travel?

A: You will need to notify us via email at FacilitiesLA@imax.com and cc your supervisor for approval. Once approved, we will email you a revised Path of Travel.

Q: Which restroom should I use?

A: You have a restroom assignment shown on your Path of Travel plan. Signs are also posted on restroom doors.

Q: If needed, which copier should I use?

A: All copiers are available for use. We recommend using the copier closest to you. Please remember to wipe them down before/after use, using a disinfectant wipe. Wipes are located in various areas throughout the building. See map for all locations.

Q: Should I use the water coolers to get water?

You can. However, we recommend grabbing a water bottle from the check-in table, 1st floor Cafe' glass refrigerator, 1st/2nd floor copy rooms.

Q: Can I have food delivered?

A: Yes. Food can be delivered and placed on a cart just outside of the main entry door that you enter. Please send facilitiesla@imax.com an email, noting the time you expect a delivery so we can be sure to open the gate for them when they call. We will then notify you via email that your food has arrived. We kindly ask that you pick it up promptly.

Q: Where can I take my breaks/lunch?

A: Seating is available in the 1st floor café and courtyard. Please be sure to turn the placard over when you are done using the table so that it can be cleaned.

Should you have any other questions, please email facilitiesLA@imax.com.