



Target3D (T3D) is monitoring the international situation arising from the spread of the Coronavirus (COVID-19). We hold the welfare of people first and foremost and recognize there are potential business impacts. Of course, we want to do our best to minimize business disruption and continue to move ongoing programs forward. It is also very important to T3D to contribute to the worldwide community effort in containing and the spread of the virus. Early identification of risks and open communication are the strongest defense to avoid disruption. Target3D is taking the following measures:

WFH - MINIMISED STAFFING

Based on the updated scientific advice, we are today advising that if any member of our team or anyone in their home has a high temperature or a new and continuous cough, then they will stay at home for 14 days.

Only the minimum team required to receipt and deliver goods or services will be on-site at the T3D offices with the rest of our team working from home where feasible.

During shoots, where possible, members of the production team will be able to attend via video link / VC or remote desktop.

OFFICE

Target3D will avoid printing and paper distribution except for clear safety posters on set - note: COVID-19 can last 24 hours on paper.

SERVICE WORK DELIVERY

Our motion capture wearables will be cleaned before and after each shoot. It will be difficult to completely reduce the requirement for some close proximity (e.g. for helping put on the suits), but where possible we will maintain distance.

T3D will stagger call times where possible to avoid congestion and we are committed to ensuring we keep the unit as small as possible and minimise the number of crew/agency/cast on set at any one time.

Wash and thoroughly dry hands on arrival and during the day at regular intervals. Alcohol-based sanitisers should be visible throughout location and soap and water provided wherever possible.

T3D will make available a video-conferencing facility relaying video remotely to agency/client and production teams as required.

All crew will adhere to any safety guidelines or notices given on the day and technical team will be required to wear appropriate PPE if breaking social distancing around the volume (see PPE and Sanitisation section below).

TALENT ON SET

Where social distancing of talent might not seem achievable on set due to creative or action required, you need to do all you can to minimise the risk of transmission. If possible, T3D will adapt the process (eg: use members of the same household, shoot individuals as separate plates and composite in post, use screens or barriers to separate talent from each other, shoot back-to-back or side-by-side, keep the activity time involved as short as possible etc) to achieve the aim within government regulations.

NB: Government regulations on working within social distancing state that you should do everything practical to manage transmission risks by considering whether an activity needs to continue for the business to operate, keeping the activity time involved as short as possible, using screens or barriers to separate people from each other, using back-to-back or side-to-side working whenever possible, staggering arrival and departure times, reducing the number of people each person has contact with by using 'fixed teams or partnering'.

DATA DELIVERY

All capture data will be stored in the cloud and T3D staff have the ability to work on the clean-up remotely as required. Our post animation team will be equipped with the necessary technology to deliver post production from home as required.

HEALTH & SAFETY

We are evaluating T3D employee travel and restricting this to business-critical only. Meetings will be held electronically when possible.

Visitors originating from or traveling through at-risk countries will require T3D senior level leadership approval.

In addition to visitor and travel management, note that we regularly sanitise working and common spaces in our offices, and regularly share exposure-prevention protocols to reinforce healthy behaviors.

Whilst at the office we will be advising on regular hand washing - T3D will provide soap and disposable paper towels. Where possible, at least a 1m distance will be maintained between staff and also staff and visitors.

PPE AND SANITISATION

Production to have supplies of PPE for those needing to wear it:

Tier 1 - basic PPE: masks and gloves

Note that wearing gloves needs to be managed correctly - wear for single use activities and remove, also in the event that masks become mandatory, the APA will update according to government guidelines.

Tier 2 – enhanced PPE: including visor and covering suit.

Those who need to break two metre distancing and for a length of time to carry out their duties may need to wear enhanced PPE. Departments likely to be required to wear enhanced PPE depending on circumstances will include (but are not limited to): camera if gathering around camera, wardrobe if needing to tend to talent, HMU if needing to work on talent, medic if needing to assess symptoms.

T3D will ensure that covered bins are provided for safe disposal of tissues and PPE.

Crew can be asked to bring their own PPE but production must have sufficient for all crew.

T3D advise to only remove talent's PPE when essential.

T3D will provide clearly visible and spacious hygiene stations for washing, with plentiful supply of hand sanitiser and wipes. Each department is responsible for keeping their own area and equipment clean.

Clear health etiquette is displayed on posters around the premises (eg: Wear appropriate PPE at all times / When coughing or sneezing, cover your mouth and nose with your bent elbow / Avoid touching your eyes, nose and mouth + Put down and pickup items rather than handing / Don't shake hands, or hug + Maintain social distancing, etc)

CATERING

T3D currently suggest utilising food delivery instead of mobile kitchen. Meals pre-packed to avoid contamination, no self-service facilities. Everyone must wash their hands before entering any catering/dining area.

Dining space requirement will ensure increased distance while eating with at least two metres space to be observed between people. Disposable, recyclable plates and cutlery to be provided. Where possible hot drinks and water stations to be available.

CUSTOMERS

Individual T3D Managers will be contacting customers with active or upcoming installations or training programs to align on affected/updated scheduling and mitigation strategies to address the needs of your programs in an optimal and safe manner. We will do our best to be flexible to find alternative solutions, including remote support sessions in lieu of on-site visits when applicable. We also ask our customers to inform T3D of any preventative measures taken on sites we are scheduled to visit.



SUPPLIERS

If you become aware of potential adverse impacts to the performance of contracts for T3D, including potential delays in deliveries, transportation, availability of materials or other impacts, please advise your T3D contact as quickly as possible. Include in that communication all available facts including efforts planned to mitigate any potential impact.

Nothing in this message is intended to alter the terms and conditions of any contract you hold with Target3D, nor serve as the basis for any claim, adjustment to price or schedule or other legal action.

COVID-19 presents a dynamic business situation for us all. Please stay in communication with your T3D Manager or POC. Thank you for your time and attention to the matter.

Ashley Keeler, CTO
Target3D Ltd

UPDATED: Wednesday 3rd June 2019