

**COVID-19 equipment exit / return procedure
BY APPOINTMENT ONLY**

**FROM THURSDAY JUNE 11th
OPEN FROM MONDAY TO THURSDAY FROM 10 A.M TO 5 P.M**

**Please note that our offices are closed – you will only have access by appointment.
The team present is limited, please favor email communications during this period.**

Alexis : tech@mainfilm.qc.ca /Gabrielle : tech2@mainfilm.qc.ca

Wearing a mask is mandatory.

If you have symptoms (cough, fever, loss of smell, taste) please do not show up.

EQUIPMENT PICK-UP:

- Every pick-up of equipment will be made only by appointment during the social distancing period. Without an appointment you will not have access to our offices.
- Only one person at a time will be able to come in and pay for the rental in order to best guarantee compliance with the 2 meter distance.
- No cash accepted for rental payments
- Payments by Interac transfer, Paypal transfer, debit card or VISA credit card only.
- Hand washing on arrival (hydroalcoholic gel will be available) and wearing a mask is mandatory.
- A quarantine period of 48 hours minimum will be observed before making the rental equipment available.
- All pick-up will be at the rear from the loading dock ([see explanatory document here](#)).

RETURN OF EQUIPMENT:

- All returns will be made from the loading dock ([see explanatory document](#)).
- The member calls us upon arrival at the wharf and waits for us outside the building. The member is not allowed to enter the center unless otherwise.
- All box of equipment will be disinfected with disposable rags and gloves.
- The equipment is placed in quarantine 24 hours before it can be tested.
- The equipment is then completely disinfected and tested.
- Finally, a seal is affixed to the box / bag containing the tested and disinfected equipment in order to guarantee optimum security.

SCANNER – BY APPOINTMENT ONLY:

- Your presence is not allowed during the scan.
- You will bring your film to the office by appointment only.
- The scans will be carried out within 72 hours after receipt of the material.
- Payable by Interac transfer only, no cash accepted.

CAMERA TEST - BY APPOINTMENT ONLY:

- In order to limit interactions camera test will be in a annex room.
- Please contact Alexis or Gabrielle at tech@mainfilm.qc.ca or tech2@mainfilm.qc.ca to make an appointment.

Here you will find the guide to health standards in the workplace for audiovisual production – COVID-19 produced by the CNESST in collaboration with the sector (in French)

[https://www.aqpm.ca/medias/files/DC100-2169-guide-production-audiovisuelle%20\(4\).pdf](https://www.aqpm.ca/medias/files/DC100-2169-guide-production-audiovisuelle%20(4).pdf)