

COVID-19 PROTOCOLS FOR IAN DRUMMOND COLLECTION INC.

The purpose of the following protocols are to protect both the studio staff and visiting production personnel from contracting the COVID-19 virus.

APPOINTMENTS ONLY:

Please call at least **24 hours ahead** of time to make an appointment to visit the studio and block out the time necessary. There will be one production admitted at a time and no overlapping visits. We need time between appointments to wipe down common areas. Last minute appointments will be accepted on a case by case basis. Appointments are also necessary for drop-offs and pick-ups. **Our hours are Mon-Fri 9-5.**

ARRIVAL:

Please be on time. The door is locked, please ring the upper bell. We track all visitors for any reason in case contact tracing is necessary.

Hand sanitizer is profusely available, please use it before entering the studio.

Face masks must be worn. If you are unable to wear one for medical reasons let us know in advance and we will do our best to accommodate you.

Please bring your own supplies. That includes measuring tapes, markers, pins, dividers, tape.

No food or drinks other than personal water bottles.

There is a separate work table for guests to use and leave their personal gear at.

Guests may use the IDC bathroom, please use the personal hand wipes and sanitizer provided.

OUTGOING RENTALS:

The IDC staff is on a reduced work week. Depending on the size of a pull we may not be able to do it immediately. Waiting for it is not an option if it cannot be done during the appointment. We will do our best to get it done the same day before 5PM or have it ready for pick-up the next day.

INVOICES:

Invoices can be sent electronically or paper copies can be picked up. Please let us know your preference at the beginning of the production.

QUARANTINED RENTAL STOCK:

We consider our stock to have been in quarantine and free from COVID-19. Individual productions may want to quarantine the rentals at their wardrobe office and this may impact the spec period. **Our spec period remains at 48 hours** and we will accommodate an extended spec period, please arrange this ahead of time with us.

Our spec fee remains at 30%

Returning rental stock will be quarantined for a minimum 24 hours at the studio before being checked in. There will be at least a 24 hour lag before invoices are ready.

SOCIAL DISTANCING:

Timed appointments allow us to give you the space you need in the aisles and common areas. Please respect our floor markings and keep a distance away from our common work centre.

Until further notice these protocols will remain in place and updated when necessary.