



## Contactless Capture Protocol for Locations

Hello! This document outlines the precautions that Threshold 360 and their contracted Certified Creators are putting in place to ensure the safe capture of virtual tour content of locations.

**Contracted Certified Creators should obtain and carry the following supplies, outside of standard Threshold 360 Approved Photography Equipment:**

- Gloves
- Face Covering
- Alcohol-based hand sanitizer
- Disinfectant wipes
- Microfiber cloth

Certified Creators are instructed to not report to a location without obtaining and bringing these supplies.

**Recommended Capture Protocol for Certified Creators:**

- Wear gloves and a face covering.
- Wash your hands for at least 20 seconds with soap & water, often, especially after visiting public places.
- Use hand sanitizer and use it often, at a minimum after capturing every location.
- Clean equipment with disinfecting wipes, including phone, camera, tripod, monopod, and charging cords regularly. After wiping the camera, dry the lenses with a microfiber cloth to avoid smearing.
- Follow social distancing rules including keeping 6' of distance between you and all people.
- Call ahead to all locations to discuss a capture plan upon arrival, this short conversation should include:
  - State that you will not need to make contact with anyone. Request that the location opens up for you before you arrive.
  - Explain the capture process, stating that once you enter the location, it should be cleared out of all people (if it is not, leave and notify your Project Manager contact) and you will not need them to escort or follow you throughout the location. Ask them to unlock and ensure that all areas are accessible before you arrive.
  - Confirm a shot list of the unique areas that they would like captured (individual virtual tours) so to avoid a conversation about this on site.
- Upon arrival, greet the location staffer at a distance with a "Hello!" and a wave. Do not shake hands.

- If individuals in or near the spaces that you're visiting seem sick or tell you that they have COVID-19 or symptoms of COVID-19 (as defined by the CDC), leave immediately, even if you haven't captured or have only partially captured the location - leave the area and notify a Threshold 360 Project Manager.
- If you are feeling ill, have symptoms of COVID-19, or test positive for COVID-19, please stay home and cancel your appointments. Please let your Threshold 360 Project Manager and Scheduling Coordinator know so that follow-up can take place as necessary. We want to ensure that contractors take all the necessary precautions and immediately seek treatment. We will notify the customer and location as appropriate and put in place a recovery plan for the project.
- Likewise, let your Project Manager know if the answer to any of the following questions is "yes" so that follow-up can take place as necessary:
  - Has anyone in your household been diagnosed with COVID-19 or exhibited symptoms of the virus in the last 14 days?
  - Have you or anyone in your household been in contact with anyone who has been quarantined and /or diagnosed with COVID-19 or exhibited symptoms of the virus in the last 14 days?
  - Has anyone in your household had a viral illness in the last 14 days?
  - Have you or anyone in your household traveled internationally in the last 14 days?
  - Have you or anyone in your household traveled by cruise ship in the last 14 days?
  - Have you or anyone in your household traveled by commercial airline in the last 14 days?

## Resources

- These guidelines are based on current conditions and will be updated as needed depending on circumstances, including local, state, and federal guidance and directives.
- For further information as to symptoms of COVID-19, please see the CDC's webpage on this topic at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- For further information as to protecting yourself and others, please see the CDC's webpage on this topic at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

*Questions about Threshold's contactless capture protocol?  
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