

To Our Production Crew:

The health and safety of our cast and crew is our top priority. With that in mind we have made the decision to pause ongoing production for two weeks as a precautionary measure beginning *effective immediately*. As we continue to monitor this rapidly evolving situation, we will be reassessing an appropriate date to resume production.

We know an unanticipated change like this is difficult, so expect to be continued on payroll for two weeks past your final day worked. In the meantime, please be sure to turn in your current timecards to payroll before you leave work.

Thank you for understanding as we navigate through this challenging time. If you have any questions or concerns, please contact your Line Producer or Executive in Charge of Production.

*3.13.2020*