



Artemis Fine Art Services Safe Handler / Client Interaction Protocols

Artemis has adopted the following protocols to help ensure we are maintaining safest practices to ensure the health and safety of our staff, clients, and their families.

The following list of protocols will be observed by all handlers and staff at Artemis and we encourage our clients to review these guidelines for their own safety.

1. All Artemis employees are to utilize appropriate PPE (Personal Protection Equipment) at all times while working as well as when in transit to and from work sites. This includes but not limited to, masks, gloves, hand sanitizer, spray disinfectant where applicable, disinfecting wipes, and shoe protection as applicable.
2. Artemis shuttles will be operated by two handlers who will regularly report their wellness to management, and to limit possible exposure, drivers will sleep in our own fleet of custom double-bunk 39' trucks rather than hotels. Vehicles and all equipment will be sanitized on daily, weekly, and post-shuttle basis.
3. Artemis operations staff will schedule all collections and deliveries with a two hour appointment window, and handlers will call each client at arrival to provide notice that our drivers have arrived and are outside their vehicle prepared to render service.
4. For collections, clients must be prepared with items staged in an easily accessible area on site, with a minimum distance of 6' between client(s) and Artemis staff. Artemis handlers will measure, photograph, and document each shipment at collection. If other services have been included in the shipment such as packing, and if packing may not safely be accomplished on site, Artemis handlers will reserve the right to pack items on our box truck.



5. For deliveries, clients must be prepared to accept deliveries to a safe and accessible location with a minimum distance between client(s) and Artemis staff of 6'. If additional services are included in the shipment, we must be able to render unpacking, installation, or other services with social distancing and all safety precautions observed.

6. Any requests for services which cannot be accommodated within safety precautions and proper distancing will be subject to section 4 of Artemis' terms and conditions, and our drivers have been instructed to call Artemis' offices to provide safe resolution. Any work which cannot be rendered without endangering our handlers must be halted immediately and resolved with Artemis Operations and the booking party.

7. Shipper and consignee contacts are responsible for utilizing their own PPE while our handlers are on site, including masks, sanitizer, etc. We request that clients on site are prepared with their own writing instruments for signing paperwork.

8. Artemis will also not accept copies of third party paperwork and will instead photograph such documentation. Copies of these images may be sent to booking parties upon request.