

## **COVID-19 Safety Practices and Procedures for On-Set Production**

The following is a fairly comprehensive and department specific list of guidelines for on-set conduct intended to ensure the safety of vendors, talent, client, agency representatives, union crew members etc., while the risk of contracting/transmitting COVID-19 still exists as production resumes. These guidelines are to be followed to the highest accuracy and failure to comply could result in compromising the safety of yourself and those around you, financial ramifications, and a halt/delay/shut down of production. Please exercise vigilance and sanitary due diligence to the best of your ability as we slowly return to normalcy so we can continue to hold productions to the greatest and safest extent possible. These guidelines comply with industry-wide standards as well as Multi Unions/Guilds in place as of 07/01/2020 and are subject to change at any time.

### **GENERAL PRACTICES**

- Limit specific areas of worksite to essential personnel
- Require frequent and thorough hand washing using soap and water for at least 20-seconds by all personnel, without exception.
  - Sanitation products and items should be made readily available by a producer or designated PA.
- If soap and water are not available, use/provide alcohol-based hand cleanser containing at least 60% alcohol.
- Require anyone who is sick or displays fever or any symptoms of Covid-19 to stay home. NO EXCEPTIONS.
- Self-monitor for signs or symptoms of COVID-19 and report to your department head and/or producer if you are sick or experiencing any of the following symptoms:

### **Most Common COVID-19 Symptoms**

- Fever (99%)
- Fatigue (70%)
- Dry cough (59%)
- Loss of appetite (40%)
- Body aches (35%)
- Shortness of breath (31%)
- Mucus or phlegm (27%)

### **Less Common COVID-19 Symptoms**

- Sore throat
- Headache

- Chills, sometimes with shaking
- Loss of smell or taste
- Stuffy nose
- Nausea or vomiting
- Diarrhea

If any of the above symptoms are present, Head of Department should then report this information to production department.

- One department at a time may “step in, step out” of a setup, before the next department comes in.
- Observe respiratory etiquette, including covering coughs and sneezes with your elbow – DO NOT USE YOUR HANDS. If you do use your hands, wash them *immediately* afterwards.
- Use disposable tissues and discard after each use.
- Designate a receptacle for hazardous waste such as tissues, gloves, masks, wipes, and any PPE/sanitation products that come in contact with potentially contaminated surfaces, materials, etc.
- Maintain social distancing of no less than 6 feet whenever possible.
- Masks are to be worn AT ALL TIMES while on set.
  - Mask requirements for On Screen talent are to be specified by his/her agency or representative. Otherwise they too should wear masks at all times when off camera.
  - If you do not have a mask, you will not be allowed on set. Masks will be made available from Production.
- Utilize appropriate Personal Protective Equipment (PPE), including but not limited to gloves, goggles, face shields, safety glasses/eye shields, masks that cover the nose and mouth, finger cots (good for finger-only touchpoints such as copier, microwave).
- Make sure that PPE is consistently and properly worn, regularly inspected, maintained, and replaced as necessary, by crew member or production company (disposable masks, gloves, other PPE).
  - Inspection should be conducted by a designated individual - A representative (COVID Compliance Officer, Safety Captain, Set Medic) on set to ensure that PPE is worn at all times, up to standards and all listed protocols are meticulously maintained.
- Require PPE to be properly removed, cleaned, and stored or disposed of to avoid contamination of self, others, and the work environment. Guidelines for free training and certification can be found here: <https://practicesafesets.co/certificate/>
- Use your elbow or knuckle as opposed to fingers whenever possible.
- Limit the number of people who handle certain items - As outlined in the specific department rules below.
- Do not use other people’s phones or personal work tools, gear, or products.

- If you must use someone else's work tools, those items must be properly sanitized upon receipt from and return to the original owner.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
  - It is recommended that this is overseen by a designated individual.
- Assign one individual to be responsible for constant wipe downs of surfaces (never mix chemicals) Assign someone from Production to be responsible for the shoot, such as the UPM or dedicated PA.
- When possible have a Set Medic or a certified COVID Compliance Officer on the production. An assigned crew member on set may also utilized the protocols in this free training and certification accepted by IATSE International.  
<https://practicesafesets.co/certificate/>
- Or use the form linked here:  
[http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening\\_MusicTelevisionFilmProduction.pdf](http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_MusicTelevisionFilmProduction.pdf)
- Make 6-foot distance markings on the floor in environments where people need to line up if/when necessary.
- Take time to communicate and plan every part of a project in order to reduce unexpected situations and increase efficiency.
- Consider who may effectively be able to work from home. Consider prep, shoot, wrap
- Individual should provide their own pens and other writing utensils and are strongly encouraged not to share them.
- Contactless payment should be utilized (as opposed to petty cash) when possible
- Put down an item that someone then needs to pick up, rather than ‘handing off’ when possible.
  - It is recommended that this item is properly sanitized prior to the exchange.

## **LOCATION DEPARTMENT**

- Provide a clean work environment.
- Utilize locations represented by agents/services (as opposed to cold scouting) whenever possible.
  - Assign one individual to handle (post and remove) location signs.
  - Close every set. No non-essential visitors — must be actively monitored.
  - Require the owner of a location to reduce personal belongings prior to shooting.
  - Apply for permits as early as possible.
    - Neighbors or neighborhoods may have a diminished fondness for the presence of film crews.
    - Acquiring signatures will be logistically difficult.

- Fewer people will be eager to provide in-person signatures for filming activity on their street. Consider electronic methods to gather permissions.
- Execute location contracts as early as possible.
- Anticipate providing alternative lodging to house occupants for the duration of the shoot (may be best for them not to return home in between crew call times).
- Anticipate possibility of having to board animals.

## **GENERAL HANDLING OF EQUIPMENT**

- Use gloves and change regularly.
- Members of each department should disinfect gear during breaks in activity.
- Minimize the number of people having to touch the same items. This may require additional gear.
- Strive for consistency regarding which pieces of equipment are handled by whom.

## **CAMERA DEPARTMENT**

- Camera equipment pick-up/drop-off from most vendors is by appointment only so please plan accordingly.
- PA/individual doing pick-up must handle cases with gloves and employ all necessary sanitary practices.
- Only camera personnel should handle camera gear including carts, cases, tape, etc.
- If there are multiple operators of the same piece of equipment, sanitize equipment upon exchange.
- Camera department responsible for, and required to adequately sanitize all equipment upon wrapping and prior to returning to vendor.

## **AUDIO DEPARTMENT**

- Disinfect Comm units before and after each use.
- Label Comms with the name of each user. Do not exchange or share Comms.
- Disinfect Lav mics and transmitters before and after each use.
- Replace Lav mounting components that cannot be thoroughly cleaned.
- Have on screen talent mic themselves up as much as possible to minimize human to human contact.
- PPE must be worn for duration of person-to-person contact.
- Consider utilizing boom-only audio (as opposed to rigging Lav mics).
- Some multiple-talent scripts under the boom-only scenario may require a second Boom Operator.

## **ELECTRIC/GRIP DEPARTMENT**

- Additional gear may be required.
- Grip gear should only be handled by the grip department (apple boxes and stands often support other departments) In instances where PAs are needed to assist, approval must first be granted from the Grip and Electric Department Head.
- Please ensure that your equipment is kept to the highest standards of sanitation while in use during production.
- It is the responsibility of the grip department to sanitize their own equipment upon wrapping
- Consider wearing gloves consistently if you foresee the need for frequent adjustments of equipment (light intensity, stand height, reflector angle, etc.).
  - Remember to dispose of gloves properly after use.

## **CRAFT SERVICES**

- Buy only individual, prepackaged portions for both craft services and on-set meals.
- Everyone must wash their hands before entering the craft services area.
- Table should be set up so that people can take individual portions and only touch what they are taking -you touch it, you own it.
- Craft services should have capability to refill an individual's reusable water bottle brought to set without contact between refill source and bottle.
- Reduce and streamline variety of beverages.
- No open bowls or canisters of snacks to reach into.
- No fruit, cheese or meat platters.

## **HAIR AND MAKEUP DEPARTMENT**

- PPE must be worn AT ALL TIMES. While working under the talents mask, a face shield and filtered cloth or disposable mask or (preferably) an N95/NK95 mask with protective eyewear or eye shield required.
- Separate make-up stations from each other, or provide a partition between workstations
- Use only one brush, applicator, etc. per actor. No double-dipping.
- Mix foundation, powders, lipstick, etc. on a disposable palette for each individual talent
- Clean hairbrushes, combs and reusable make-up brushes with appropriate disinfecting solutions.
- Kits will most likely need to include multiples of each make-up.
- Actor may be able to wear a mask while having their eyes or hair done.
- Face shield or eye protection must be worn by Make-up Artist or Hair Stylist as well as a mask.
- Only remove the actor's mask when essential.

- Once made up, actor may consider face shield (as opposed to mask) in order to not disturb completed make-up

## **ART DEPARTMENT**

- Minimize touching items native to a location.
- Consider asking owner/manager of location to reduce or remove personal items before we take occupancy.
- Fewer pickups will be possible per day, per truck.
- Make decisions on the tech scout, get approvals from Agency / Client as early as possible
- Consider potential value of prep and strike days. This may be combined with location cleaning requirements.
- Wear appropriate PPE for the duration of the job.
- Disinfect all equipment after use; dedicate time at the end of the day to accomplish this.
- Schedule Scenic work when it will limit contact with other departments.

## **WARDROBE DEPARTMENT**

- In-depth planning of wardrobe should be done ahead of shopping and pulling from rental houses
- Only the wardrobe department should touch clothing, etc., until it is decided what the actor will try on.
- Fitting photos should be taken by one person, not multiple people touching the same phone, tablet, etc.
- Use gloves when looking through garments in rental houses and retail stores.
- Anticipate delays at rental houses and retail stores.
- Review current retail return and exchange policies.
- Book talent as early as possible, and get sizes as early as possible.
- Costumes and outfits should be bagged up individually, by performer.
- Seek permission from Clients to allow actors to keep purchased wardrobe.
- Consider having actors arrive in their own wardrobe.
- Disinfect jewelry and glasses with disinfectant that will not cause damage.
- Workspaces (offices, trailers, makeshift spaces) should allow space for fittings, dressing, unloading, and processing of costume items for safety and disinfection/quarantine.
  - Actors in all types and scales of production should have designated areas to dress and keep their personal belongings/clothing.
  - Costume prep and workspace must have space to allow for physical distancing while multiple Costume Designers and Costumers are working, or schedules should be adjusted to allow the safe flow of costume department personnel sharing spaces.

- Due to additional protocols, extra time may be needed to arrange for client approval process of cast and costumes.
- Costume department personnel must have proper safety training, therefore common use of Production Assistants in the costume department is discouraged.
- Additional costumers may be needed to avoid cross-contamination caused by multiple duties.
- Custom Made considerations should follow guidelines as set forth in other area

## **VIDEO VILLAGE**

- Remote video village must be utilized whenever possible.
- When on-set video village is needed, client monitor must be set up in its own designated area minimum of 6 feet away from camera.
- Minimize number of clients on-set reviewing footage. All on-set client must maintain a 6-foot distance while reviewing client monitor in video village.
- Multiple playbacks may be required to ensure distance is maintained and all client has a chance to adequately monitor footage.
- Avoid touching client monitor after setup or requested adjustments from camera department
- No crew (other than necessary crew members for client services or video village tech support) is permitted in video village area.
- Client specific sanitation supplies will be provided for client in video village and may not be used by other departments.

This issue will require continual close attention to ensure the results of our approach are objectively transparent and perception is aligned with reality. We believe this approach will provide a robust set of protections under current conditions to have a safe set. What we are in the dark about is the real-world emotional effect this will have on the cast and crew.

Early projects that share information transparently will provide key, live data in a timely, public fashion, so our industry can take advantage of the real-world knowledge that is being constantly accumulated. Of particular value will be how-to postings that illustrate the numerous ways that cast and crew are adapting to this proposed new way of working. This is by no means a static document. These protocols will be updated and adapted accordingly as new information comes to light. Success in a safer return to work will also depend on cast and crew being willing and able to engage in good safety practices when at home and on set.