

# COVID-19

# GUIDELINES & POLICIES

F P P - F I R S T P O L Y  
P R O D U C T I O N S

YEAR 2021 - 2022

YEAR 2021 - 2022



## FIRST POLY PRODUCTION

JULY 9, 2020,  
THURSDAY, 3:00 PM

ASMA GRAIMICHE  
COMPANY CEO

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## INTRODUCTION

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The health and safety of our entire production cast, crew and staff (“Production Team”) is our highest priority. This document will serve as a roadmap for production to function in a world coping with the Covid-19 pandemic. While this manual highlights the studio’s expectations, we recognize that every show has unique challenges and needs, therefore, with studio approval these policies may be adapted to suit specific circumstances as necessary and we will consider the judgment of the Health Safety Supervisor (HSS), UPMs, ADs, and Department Heads, when changes are requested.

Given the rapidly changing dynamics of the Covid-19 pandemic, these guidelines will be modified and adapted as needed to address our evolving understanding of the disease, and the needs, regulations, and guidelines of the region where we are working. To the extent that there are changes to or differences between federal, state or local laws or regulations or to applicable collective bargaining agreements, those different policies take precedent over anything outlined in this manual. These protocols are subject to change and, in particular, shall be modified to conform with any agreement between the AMPTP and one or more applicable guilds and unions on the subject matter contained herein. Further, prior to any such AMPTP agreement, any differences between the terms herein and any such agreement are expressly non-precedential and non-citable. Additional staffing or protocols outlined in this manual may expire or be revised if they are deemed no longer necessary to create a safe workplace.

### OVERVIEW

Covid-19 is an infectious disease caused by a novel (new) coronavirus, SARS-CoV-2. Anyone can get the virus but there is a wide range of possible symptoms. It is currently unclear why some people get very ill and others have no obvious symptoms, but recognition of symptoms and prevention of transmission are key to creating a safer workspace. It is impossible to guarantee a Covid-free workplace. However by following the best practices laid forth in this guide we can create a safer work environment. It is essential that all production personnel adhere to the guidelines herein and, accordingly, failure to do so could result in disciplinary action, up to and including termination. It is also important to note that the decision to return to work is voluntary and individual risk factors should be discussed and assessed by the individual with his or her personal physician.

### SYMPTOMS

Covid-19 is associated with a wide range of symptoms, and illness can range from mild symptoms to severe illness. In most cases symptoms appear within 2 to 14 days after one has been exposed to the virus.

**Common symptoms include:**

- \* Fever or chills
- \* Cough
- \* Shortness of breath
- \* Difficulty breathing
- \* Muscle or body aches
- \* Headache
- \* Fatigue
- \* Acute/sudden loss of taste or smell
- \* Sore throat
- \* Runny nose or congestion
- \* Nausea or vomiting
- \* Gastrointestinal distress or diarrhea

## **TRANSMISSION**

The virus is transmitted through virus-containing droplets and aerosols that get into the air when an infected person coughs, sneezes, speaks or breathes. These droplets can land on surfaces while aerosols can remain in the air. Transmission can occur through airborne inhalation or when individuals touch a surface that has been contaminated by the virus and then touch their face. The likelihood of transmission increases with increased exposure (duration and frequency). In other words, the longer and more frequently you are exposed to an infected individual, the more likely you are to become infected yourself.

## **EXPOSURE PREVENTION**

- Avoid touching your face (eyes, nose, mouth) as much as possible.
- Wash your hands with soap and water for at least 20 seconds any time you touch a potentially infected surface, before and after eating, sneezing, coughing, or using the restroom. If soap and water is unavailable the same protocol must be followed using hand sanitizer. Hands should be cleaned once per hour and during any sanitization breaks.
- Practice physical distancing - remain at least 6 feet away from others.
- Utilize personal protective equipment (PPE) at all times as we are working in close proximity to others.

## **REPORTING PROTOCOLS**

- All crew will be asked to self-monitor their temperature and health status from home each work day, and stay home any time they report any symptoms of Covid-19 that are exhibited personally, or by any member of their household. In addition, a health declaration will be required prior to starting work stating that neither the crew member nor anyone outside the workplace they have knowingly come in contact with for the previous 14 days has exhibited symptoms.

- If you begin to feel any symptoms associated with Covid-19 infection, ensure you are wearing a face mask and immediately inform your supervisor who will alert the Health & Safety Officer.
- Anyone showing symptoms of Covid-19 will be asked to leave immediately and contact their personal physician. If it is not possible to leave immediately a safe, separate area will be found to wait in until it is possible to leave. The HSS and Covid Production Management Team will work with local health authorities for contact tracing.
- If you notice anyone else showing symptoms of Covid-19 on the job you are expected to report this to the Health & Safety Officer or Medic immediately. Staff need not be fearful of retaliation.
- We will report any confirmed case of Covid-19 in accordance with legal obligations and will comply with any guidance from local health authorities.

Covid-19 is a rapidly changing, global pandemic and therefore new information is always available. Any questions should be directed to the HSS or a Health & Safety Officer.

## ADDITIONAL STAFFING REQUIREMENTS

### **COVID PRODUCTION MANAGEMENT TEAM**

#### **Add'l UPM or Production Supervisor, AD or Trainee, POC or APOC, and PAs**

- Will oversee status of sets and locations as they are cleaned to move between pods.
- Will oversee procurement and maintenance of inventory related to these new protocols including cleaning supplies and PPE.
- Will work with the HSS on plan implementation and approvals as needed.
- Will be liaison to studio on Covid related concerns.
- Dependent on show needs, Covid POC may be required to complete Covid-related paperwork.

### **HEALTH & SAFETY SUPERVISOR (HSS)**

\* referred to as Covid Compliance Officer in AMPTP White Paper

- May be the lead person overseeing the safety and implementation of our Covid program, including the hiring and training of the health and safety unit.
- May ensure the training of all cast and crew take place prior to starting work, as well as ensuring Production Team members receive PPE and know where to get more PPE when necessary.
- May be responsible for safely setting up of worksite, including locating and overseeing required medical check points.

- May enforce and oversee physical distancing and PPE usage.
- May enforce rule that people only maintain contact with their approved Zone and/or pod.
- May enforce disinfecting protocols and sanitization breaks.
- May assist medic with symptom monitoring.
- May review scripts and schedules to assist with enforcing protocols. HSS must go through proper chain of command with any script related notes regarding cast and crew safety and protocols.
- May review all special requests of things that fall outside of the guidelines of this manual in order to approve or disapprove on a case by case basis.
- May continually track access to emergency rooms, available ICUs and ventilators for region where filming takes place.
- May oversee contact tracing if anyone tests positive for Covid-19 in the workplace.
- Studio may hire additional staff as needed (e.g. a Health & Safety Manager and/or Health & Safety Officers) under the HSS to assist HSS in carrying out their duties, including the enforcement of all COVID-19 health and safety protocols.
- Has the authority to pause production in the event a breach of protocols threatens the health of the cast or crew.
- The HSS and any staff under the supervision of the HSS will have the authority to investigate and make recommendations concerning discipline/termination for violation of COVID-19 health and safety protocols as appropriate.
- Cast and crew will be informed of the HSS's duties, and how to contact them if necessary.

## **ADDITIONAL MEDICS**

- These individuals will administer health screening and/or temperature readings as may be required.
- Responsible for keeping extra PPE and sanitization materials at all times so cast & crew can replenish supplies as needed.
- Trash receptacles appropriate for biohazard waste will be available in all shared spaces and will be maintained by set medic.

## **MEDICAL DOCTOR(S), NURSES & TESTING TECHNICIANS**

- Studio has and will continue to consult with Doctor(s) of Infectious Disease on medical issues and the latest changes and updates relating to Covid-19.
- Covid-19 testing will be administered on site or in testing facilities approved by Studio. Testing schedules will be created by the HSS.

## CLEANING PERSONNEL

- Full time cleaning crews will be responsible for cleaning the pod they are assigned to throughout the day and a deeper clean at the end of each day.

## ADDITIONAL PERSONNEL TO ASSIST WITH SANITIZING

- A dedicated Camera PA will clean and sanitize camera equipment as needed.
- An additional prop person may also be needed to sanitize props on set before and after use.

## REDUNDANCY STAFFING

- As a result of more rigorous health guidelines mandating that anyone who is sick stay home, more crew members are likely to be unable to show up to work without notice. Because of this, teams are encouraged to provide some key redundancy staffing so that there is always coverage. Production Team should come up with a redundancy staffing plan and get it approved by the HSS and the studio before embarking on filming.

## ADDITIONAL SECURITY

- Will report to the HSS.
- Will monitor all stage and trailer entrances and exits to ensure only authorized personnel are present.
- Will do a headcount of people entering and exiting locations to ensure that maximum allowable density is not exceeded.
- When applicable, security will assist with ensuring the public remains distant from cast and crew on locations. Will wear identifying vest/belt when necessary to clear public out of areas for shooting.
- Will safeguard the area surrounding cast at all times to ensure only people with Zone A clearance come near them.

## ADDITIONAL DRIVERS

- Additional drivers may be necessary to allow for more transports with fewer passengers to accommodate physical distancing in vans.

\*Advancements surrounding Covid-19 are rapidly evolving. Additional staffing or protocols outlined in this manual may change or expire at any time if they are deemed no longer necessary to create a safe workplace.

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## GENERAL PREVENTIVE PROTOCOLS

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**For the health and safety of everybody involved in our productions, we will institute the following preventative measures. These apply to everyone.**

### TRAINING

All cast and crew must complete and attest to completing health and safety training prior to commencement of work. Topics covered will include symptoms, proper hand washing techniques, proper use of PPE, sanitizing requirements, etc. Training will be available in multiple languages.

To ensure safety for all, vendors coming into facilities or onto locations (e.g. people performing environmental hazard assessments, engineering, off-hours cleaning personnel, stage managers, etc.) will also receive, and attest to receiving, health and safety training and a digital copy of this manual prior to coming to the workplace.

Signage to reinforce topics covered during training must be posted on stage, in the mill, in any offices, kitchens, costume shops, trailers, bathrooms, catering area and wherever else production activities occur or where people might gather.

### GENERAL PROTOCOLS

- Frequent hand washing will be mandatory, and hand sanitizer, tissues, and trash cans will be readily available at or near entrances/exits.
- Show team should endeavor to make as many things “touchless” as possible (e.g., paper towel dispensers, leaving doors open, etc.).
- Avoid touching your eyes, nose and mouth as much as possible to prevent the spread of infection.
- Avoid physical contact including shaking hands, hugging, high fives, fist or elbow bumps, kisses, hugs and actions that encourage physical contact between people.
- Utilizing physical distancing and appropriate PPE such as face masks that cover the nose and mouth, are required. Face shields will also be provided for those who need or request them; however, they are to be used in addition to a face masks, not in place of. If physical distancing and/or the use of face masks is not possible, conversation must be limited.
- Face masks will be provided and, with the exception of cast, must be worn at all times.
- Masks must be replaced if they become damp.
- Masks must be properly maintained and laundered by individual Production Team member. Disposable masks should be disposed of in covered containers after use.
- Gloves will also be provided but are not required.

- Keep elephant doors on stage open and keep windows in offices, interior locations and vehicles open whenever possible to maximize ventilation.
- Daily temperature checks or additional forms of testing will be required for anyone reporting to work and respiratory symptoms will be screened. Nobody will be admitted to the workplace with any symptoms of respiratory illness including but not limited to fever (over 100.4°F) or cough. High temperature may not always be a sign of Covid-19 infection, and conversely some people without high temperatures may be infected. Temperature thresholds may be lower on certain shows, so please check any show-specific addendums for more information.
- Use a tissue to cover your nose and mouth when you sneeze or cough and immediately throw it away and wash your hands. If this is not feasible, use the inside of your elbow to cover your nose and mouth, and use hand sanitizer or wash your arm and hands immediately.
- Sharing computers, phones, writing utensils or any work tools with another person is prohibited.
- When touching any high touch areas or items that may have been recently used by another (e.g., shared door handles, elevator buttons, etc.), it is advisable to use a single use tissue or napkin to touch/open such items despite enhanced cleaning practices. Dispose of tissue or napkin immediately after use.
- The use of private and individual transportation is encouraged. If public or shared transportation is necessary, masks should be worn at all times, and physical distancing practices should be maintained.
- Any personal items must remain on the person, in personal vehicles, or in designated non-shared spaces.
- Anyone capable of working from home should do so as much as possible, with permission from your supervisor.
- During off hours, cast and crew are expected to maintain physical distancing and wear masks when outside of the home, to minimize their exposure to the virus.
- Closed set protocols will be followed at all times. Only essential cast and crew will be permitted on set. There will be no visitors allowed in the workplace.
- Set medics, HSS, and other members of the health & safety department, if any, will be well versed in Covid-19 protocols.
- All medics will be prepared with additional PPE.
- Production will make reasonable efforts to avoid excessively long shoot days.
- Call times should be staggered to prevent crowding.
- ID badges must be worn at all times.
- Limit interactions and contact as much as possible to allow for contact tracing when necessary.

- An area must be designated for receiving and disinfecting gear upon delivery.
- The names and phone numbers of production personnel and/or courier service dropping off or picking up equipment/gear and the dates/times of drop off/pickup shall be recorded to allow for contact tracing if necessary.
- All crew, couriers and vendors dropping off or picking up gear must wear appropriate PPE and follow physical distancing guidelines.
- Departments should not simultaneously work in the same area. For example, if Grip and Electric need to get onto the set to make changes then Camera should clear set. When Grip and Electric are done they must leave set so that Camera can return, etc.
- Maintain 6ft of distance in an elevator, which usually means no more than 4 people permitted in a standard size elevator at one time.

\*For add'l departmental protocols see SPECIAL CONSIDERATIONS (pp. 28-41).

## PHYSICAL DISTANCING

The CDC currently recommends keeping at least 6 feet away from others. To that end:

- Comingling is discouraged, and, to the extent possible, physical distancing shall be maintained at all times. In situations where physical distancing is not possible, PPE is required and speaking should be kept to a minimum.
- All interactions where 6 ft. of physical distancing cannot be maintained must be documented to assist with contact tracing.
- Crew should work with their supervisors to minimize the number of people involved in specific activities to ensure distancing can be maintained.
- To achieve safe worker density, limit the number of people on stage or on location at any one time. Off camera space must be sufficient to allow for 36 sq. ft. per person (6 ft. distance between Production Team members). See CAST & CREW DENSITY (pp. 27-28) for more information.
- If practical, separate work locations into zones to help facilitate physical distancing. See ZONES (pp.18-22) for more information.
- Visible physical indicators (e.g. cones, duct tape or signage) marking 6 feet of distance should be placed in areas where people must congregate such as craft service, eating/meal areas, make-up and costume trailers.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment is one of the most useful tools everyone can use to prevent the spread of Covid-19. Production Team will be trained in proper donning and doffing techniques, cleaning and storing of PPE. PPE must not be shared, and all PPE should be labeled with the individual's name. If at any time you need additional PPE please speak to the HSS or a member of the health & safety department, if any. Any unused PPE at the end

of the season will be collected by show team and returned to the studio. Production Team is expected to follow established protocols.

**PPE provided to cast, crew, and staff will include:**

- \* Face masks, face shields, and goggles
  - \* Gloves
  - \* Hand sanitizer
- \*A paper bag will be provided to protect and store PPE when eating or drinking.

**FACIAL COVERINGS**

- Face masks are required on all Production Team members at all times, other than talent/cast while performing. Face shields will also be provided and may be required in certain instances; however they are to be worn over a face mask, not on their own. Use of goggles is not required but they will be provided should you choose to use them.
- Individuals that would like to use their own face mask may choose to do so as long as the mask they are using meets CDC guidelines. Any mask that is not provided by the Studio must be approved, prior to use, by the HSS.
- Wearing both a surgical face mask and face shield is required whenever coming within 6 ft. of someone, or whenever working near someone who is not masked (e.g., talent, while shooting).
- It is understood that masks will be removed during food or beverage consumption, but they are expected to be worn at all other times. Exceptions will only be made to accommodate cast or BG who cannot wear a covering when performing their job. Whenever possible, talent should wear a mask or face shield between shots.
- When anyone is not wearing a face covering, conversations must be limited as much as possible.
- Production Team members are expected to follow proper protocol for removing, storing, and cleaning of masks.

**GLOVES**

- Gloves are not required as gloves may lead to a false sense of security and may increase risk if not used properly, particularly due to self-contamination upon removal.
- All Production Team members will be provided gloves should they elect to use them. Training on glove use, including safe doffing, will be provided and required prior to the start of production.
- Gloves may be useful as infection prevention PPE in those circumstance where touching commonly shared equipment may be unavoidable and equipment cannot be feasibly disinfected as with worn costumes, lighting or electrical cables, etc.

- Wearing gloves is NOT a replacement for washing hands. Hands must be washed or sanitized the moment gloves come off.
- Work gloves should continue to be worn as usual when appropriate.
- Used disposable gloves must be disposed of in trash receptacles.

#### **HAND SANITIZER**

- An individual bottle of hand sanitizer will be provided to everyone and must be carried at all times. Refills will be available as needed.
- Please check in with the medic if you need additional PPE or immediate replacements and the HSS for additional supply orders needed for future days.

Covid-19 is a rapidly changing global pandemic and therefore new information is always available. Any questions should be directed to the HSS.

#### **COVID-19 TESTING**

- All prospective Production Team members who are applying for in-person work will receive pre-hire testing for Covid-19 as directed by the Studio, and will not be cleared for hire until negative results come back.
- During initial Covid-19 test, prospective Production Team members will also be asked to attest to the fact that they are current on immunizations for influenza, pneumococcal and pertussis to reduce possibility of a misdiagnosis.
- Production Team member who has not had Covid-19 symptoms but has tested positive and is under isolation should follow the CDC's time-based strategy. At present, this means at least 10 business days/14 days total must pass since the date of their first positive Covid-19 diagnostic test assuming they have not subsequently developed symptoms. If symptoms develop, then Production Team member is not permitted to return to work until symptoms have subsided for a total of 14 days from the onset of symptoms. Additional testing will be required before being cleared to return to work (see below).
- Production Team member who tests positive for Covid-19 at any time must remain home and self-quarantine until two negative test results shows that they no longer have Covid-19. Repeat testing demonstrates that a person is no longer shedding the virus.
- In the event of a confirmed-positive Covid-19 case in the workplace, local public health authorities will be contacted to assist with specific exposure definitions and contact tracing. Studio may also perform its own contact tracing by requiring that Production Team members use punch cards or other means to record their locations throughout the day or by requiring the use of electronic devices such as phone “apps” or other wearable devices to track movement or location. Where appropriate, the

studio may require Production Team members to sign documentation consenting to the use of such electronic devices for purposes of contact tracing.

- If a Production Team member tests positive for Covid-19, Studio or studio designee will inform other Production Team members for purposes of contact tracing of their possible exposure in the workplace but maintain confidentiality as required by the ADA. They will not disclose the name of the affected Production Team member, nor Production Team member's department to provide anonymity.
- In addition to preliminary testing prior to starting work, the HSS will establish an additional testing schedule (e.g., actors in Zone A will be tested 3x per week, all other cast and crew from Zone B will be tested once per week). Repeat testing may occur at whatever frequency deemed necessary by studio.
- Production Team members may be required to sign consent forms prior to being tested re: the release of test results, consent to tests, etc.

Testing is one of the areas that will most rapidly evolve so additional testing or changes to testing protocols could be implemented at any time.

## TEMPERATURE CHECKS

- Everyone reporting to work will be expected to take their temperature everyday, prior to leaving home and to self-report. If temperature is \*100.4° Fahrenheit or above, you must stay home.
- Temperatures will also be checked daily upon arrival to work and anyone with a temperature at or above \*100.4° Fahrenheit will be sent home.
- Set Medic has the right to perform additional temperature checks at any time throughout the day if he or she suspects someone may have developed a fever throughout the day.
- Additional forms of screening may also be required.

*\*Temperature threshold may be lower on certain shows; please check any show specific addendums relating to temperature threshold.*

## SYMPTOM SCREENING AND SELF-MONITORING

All crew will be asked to self-monitor their health from home and call out of work any time they, or any member of their household, exhibits any of the following Covid-19 symptoms: fever or chills, cough, shortness of breath/difficulty breathing, muscle or body aches, headache, fatigue, loss of taste or smell, a sore throat, runny nose or congestion, nausea, vomiting or diarrhea. Crew members are permitted to return to work upon compliance with local health return to work protocols.

In accordance with the Families First Coronavirus Response Act (FFCRA) Production Team members are entitled to up to two weeks of paid sick leave if they are exhibiting bona fide

symptoms of Covid-19. Paid leave may also be applicable if a Production Team member is required to care for an individual in their home who is exhibiting symptoms.

## **HAND WASHING PROTOCOLS**

All members of the Production Team will be trained on proper hand hygiene which must be practiced in all work environments. According to the CDC, hand washing with soap and water is the most effective way to prevent the spread of Covid-19. If soap and water are not available, hand sanitizer must be used. In addition, the following protocols will be enforced:

- Approximately every 4 hours Production Team should pause to allow for hand hygiene and surface cleaning. Whenever feasible, Production Team should time these to occur during natural breaks in the day (e.g., during lunch, if pod breaks for lunch, between set-ups, while waiting for cast to travel to set, etc.).
- Additionally, cast and crew will be reminded to wash or sanitize hands once every hour.
- Hand washing facilities with running water, soap and paper towels dispensed by a touchless system should be provided where possible. If certain facilities or locations are not equipped with touchless fixtures, please use paper towels to turn off faucet and sanitize hands after exiting the hand washing area.
- If available facilities are equipped with hand-drying air blowers they should be deactivated and replaced with single use paper towels whenever possible.
- Hand washing facilities will be kept stocked and clean at all times.
- When production is in a location where such facilities are not available, mobile hand washing stations will be provided. A consultation of the number of and placement of handwashing stations should be signed off on by the HSS.
- Stations with hand sanitizer with at least 60% alcohol will be made readily accessible around work areas. Stations to be restocked by cleaning personnel.
- Members of the Production Team will be provided with pocket-sized hand sanitizer which they must carry with them at all times. Please see medic for hand sanitizer refills.
- Signage will be prominently posted with instructions on how to stop the spread of Covid-19, including hand hygiene and PPE instructions.

### **Hands should be washed or sanitized:**

- \* Upon arriving to work
- \* At least once per hour while at work
- \* After sneezing, coughing or blowing your nose
- \* After using the toilet
- \* Before and after meals

- \* After handling any equipment or objects that may be contaminated by Covid-19
- \* After handling any shared equipment
- \* After cleaning or disinfecting tools, workspaces and equipment
- \* After touching animals or pets
- \* At appropriate times as needed
- \* During all mandatory sanitation breaks

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## CLEANING

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**Heightened cleaning and disinfection will be practiced and those responsible for cleaning must adhere to recommendations from public health authorities.**

### CLEANING CREWS

- Dedicated cleaning crews will be hired to clean common spaces at regular intervals throughout the day, and to perform a deeper nightly clean.
- Cleaning crew should take a later call time when possible so that they can do a thorough cleaning mid-day (for instance at lunch if the pod breaks for lunch) and stay after wrap to do a deeper cleaning.
- Cleaning crew will regularly disinfect any high-touch surfaces (e.g., handles, door knobs, faucets, phones, tables, countertops, surfaces of the toilet and bathroom, telephones, keyboards, tables, chairs, etc.). They should be cleaned with disposable material and disinfected daily with a household disinfectant containing diluted commercial bleach prepared on the day of use.
- Cleaning should occur before any Pod enters a space and after any Pod leaves a space to ensure proper sanitation between Pods.

### CLEANING PLANS

- Cleaning schedules should be created with the guidance of the HSS which outline method of disinfection, time allowed to dry before and after use, frequency of cleaning, etc. Cleaning schedule must be approved by the Studio.
- With guidance from our vendors as well as the HSS, productions will implement plans for sanitizing department-specific equipment. Each department will identify ways to ensure proper sanitization of equipment and protocols for ensuring physical distancing while doing so.
- Equipment from an outside vendor must be sanitized by the vendor before arrival and sanitized each time prior to use.
- Follow the manufacturer's instructions for all cleaning and disinfection of electronics. Consider wipeable covers and if no manufacturer guidance is available,

consider alcohol-based wipes or spray containing at least 60% alcohol to disinfect touch screens. After cleaning, dry surfaces thoroughly to avoid pooling of liquids.

- We will follow CDC and OSHA recommended cleaning practices: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>.
- Disinfectant wipes will be widely available on set at all times. Productions are expected to keep at a minimum one month's supply on hand at all times to combat any supply issues.
- Any environmental deep cleaning of a studio or location will be coordinated by the HSS and be completed prior to any pod occupying the space.
- Production should look into using an electrostatic fogger as a means for efficiently and effectively disinfecting work areas.

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## ZONES

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**Cast and crew will be separated into three zones – Zone A, B & C.**

### **ZONE A – TALENT IN THE WORKPLACE**

Anyone whose job function does not permit them to wear a mask and/or physically distance by a minimum of 6 ft. is considered more vulnerable and as such, the areas in which they work will be classified as Zone A. While Zone A primarily applies to the areas in which principal cast and background actors perform services, it also encompasses areas with anyone who must come into close contact (less than 6 ft.) with an actor who is not wearing PPE. All Zone A personnel will be required to wear both a surgical mask and face shield at all times whenever working in close contact or interacting with cast. They will also be required to test for Covid-19 more frequently (current recommendation is 3x per week). Zone A is a protected space that is only accessible to those with Zone A clearance, and will be overseen by the HSS.

### **ZONE B – ALL OTHERS IN THE WORKPLACE**

All other Production Team members whose job functions enable them to adhere to 6 ft of physical distancing as well as usage of PPE at all times, are considered Zone B while at work. Zone B also comprises of Production Team members who work with performers and background actors not in Zone A or Zone C. These Production Team members will be tested regularly (current recommendation is 1x per week). In order to minimize the number of people with whom a Production Team member makes contact, it is suggested to divide Zone B into individual pods that will not need to interact with others outside their pod. This will also help with contact tracing should someone test positive for Covid-19. Zone B will be overseen by the HSS.

## **POD 1 – ESSENTIAL ON SET CREW**

- Director
  - Producer
  - Production Supervisor
  - 1<sup>st</sup> AD
  - 2 PAs
  - DP
  - Camera Operators
  - 1<sup>st</sup> ACs
  - 2<sup>nd</sup> ACs
  - Steadicam (if applicable)
  - \*Stills photographer
  - \*Unit publicist
  - Gaffer
  - 2 Add'l Electricians
  - Key Grip
  - 2 Add'l Grips
  - On set props
  - On set dresser
  - Scenic
  - Script Supervisor
  - Sound Mixer
  - Boom Operator
  - Sound Utility
  - Assistant Location Manager #1
  - Craft Service
  - Set Medic
  - Cleaning Personnel #1
- 
- Covid PA #1
  - Camera PA

\*Consider hiring full time so as to prevent these departments from working with other crews for the duration of our shoot.

When necessary, POD 1 may include the following:

Stunt Coordinator, Stunt Doubles, VFX Supervisor, SPFX Supervisor, Animal Trainer, Balloon tech team for exterior night (2 people), Genny op for exterior night.

## POD 2 – BASE CAMP

- 2<sup>nd</sup> AD
- 1 Basecamp PA
- \*Costume Designer
- \*Costumers
- Truck Costumer
- \*Hair/Make-up
- Production needed transportation personnel
- Security
- Assistant Location Manager #2
- Catering
- Add'l Craft Service personnel
- Cleaning Personnel #2
- Covid PA #2

\*These crew members will also have Zone A clearance and will interact the most with cast; as much as possible these people should not interact with other departments even within their own pod.

## POD 3 – CONSTRUCTION

- Construction Personnel
- Medic #2
- Cleaning Personnel #3
- Covid PA #3

## POD 4 – PREP/RIGGING

- Rigging Grip
- Rigging Electric
- Leadman
- Set Dressers
- Assistant Location Manager #3
- Medic #3
- Cleaning Personnel #4
- Covid PA #4

## **POD 5 – COVID PRODUCTION TEAM**

- Covid UPM or Production Supervisor
- Covid AD or Trainee
- Covid POC or APOC
- \*Covid PAs 1-4
- Health & Safety Supervisor (HSS)

\* Covid PAs can move between their assigned Pod and Pod 5 as needed

## **ZONE C – ALL PRODUCTION TEAM MEMBERS WHEN NOT AT THE WORK SITE**

Certain members of the Production Team will be approved to perform their services remotely, outside of a designated work site. Repeat testing will only be required of these individuals prior to any in-person work at the set or location.

## **REMOTE WORKERS**

### **OFFICE STAFF**

- Line Producer
- Production Manager
- Production Coordinator
- APOC
- Office PAs
- Accounting staff
- Location Manager
- Location Scout
- Transportation Coordinator
- Casting Director

### **ART DEPT.**

- \*+Production Designer
- \*Art Director
- +Set Decorator
- Prop Master
- Set Designers
- Graphic Designers
- Art Dept. Coordinator

\*Will be given access for in person work with pod #4 as needed. Testing required.

+Will be given access for in person work with pod #5 as needed. Testing required.

## **BUYERS**

- Set Dec Buyers
- Costume Buyer
- Prop Buyer

## **POST PRODUCTION**

- Post Supervisor
- Post Production Coordinator
- Editors
- Assistant Editors
- Music Supervisor
- Composer
- Colorist
- Sound Mixer
- Titling
- \*VFX

\*Will be given access for in person work with pod #1 as needed. Testing required.  
VFX heavy shows must have a designated on-set supervisor for the run of the show.

All other Production Team members, from both Zone A and B, cross over and enter Zone C when they leave work every day. When operating within Zone C, all Production Team members are requested to follow the same safety measures that we require at work. This includes:

- Wear a cloth face covering when in public (e.g., running errands, traveling to work, grocery shopping, etc.)
- Maintain 6 feet from all others outside your household
- Avoid touching your face
- Clean hands frequently (with soap and water or hand sanitizer)

At your home/hotel, it is important to wipe down high-touch surfaces (door knobs/handles, faucets, cell phones, iPads, computers/keyboards, tables, light switches, drawer pulls, countertops, remote controls, gaming devices/consoles, toilets, sinks etc.) with a disinfecting wipe or spray (check the EPA website for approved disinfectants). Please avoid groups/crowds and public transportation whenever possible.

## **WORKFLOW**

### **QUARANTINE LOCKUP WORKFLOW**

The production team will establish quarantine lockups to place newly acquired items that are unable to be disinfected (e.g., specific pieces of set dressing, wigs, costumes that cannot

be laundered, etc.) and need a period of isolation in order to become disinfected prior to use. Production team should establish a number of lockups so that they can be sealed off, without being accessed, for 24 hours (or as long as latest scientific data on the lifetime a virus can remain viable on a surface dictates). After completing a 24 hour period of isolation, the quarantine lockup will be opened and items can be used. Scheduling of movement of items between lockups and pods will be coordinated by the Covid 1<sup>st</sup> AD.

## **SET AND LOCATION WORKFLOW**

All sets and locations may only be occupied by one pod at a time. Workflow must be coordinated with the help of the Covid AD or Trainee to ensure there is no overlap. Cleaning crew must perform a deep clean and sanitization on all sets and locations after one pod finishes work, and before the next pod is cleared to begin work. It is important that, locations and/or sets have clearly delineated one-way entrance and exit routes to prevent crew contact in confined spaces/corridors.

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## **GENERAL CREW INFO**

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**Crew will be required to take either in-person or virtual Covid-19 specific safety training classes prior to starting work. The following protocols apply to all Production Team members:**

- Stagger shifts and work weeks when possible to minimize density of work.
- If two departments are sharing a truck, call times must be staggered to ensure only one department is working on the truck at a time. Only one department may work on the truck at a time during wrap as well. If those pose a challenge for production, consider giving each department their own truck.
- Anytime a crew member must work closer than 6 ft. to other cast or crew members a face mask and shield are both required.
- Whenever possible, each crew member must utilize their own tools and materials.
- Any personal items must remain on the person or in personal vehicles or other designated non-shared space.
- All departments should allow more time for slower fabrication and acquisition processes and implement vendor protocols for sanitization and quarantining gear, tools, etc.. Consider extending rental periods to allow for quarantine and cleaning processes.
- Crew should consider using SyncOnSet and Asset Hub to help track movement of items in quarantine lockups and between sanitation cycles. Consult with production to schedule onboarding training with the software at start of production.
- Mandatory sanitation breaks must take place 3 times a day in all pods to allow time for the cleaning crew to work. These breaks can be customized to the requirements

for each show and pod so long as they are spaced no more than 4 hours apart. For example, breaks could be halfway between call and lunch, at lunch, and halfway between lunch and dinner. A deeper clean is always required at wrap.

- All crew members will be expected to sanitize their equipment and wash their hands during every sanitation break. Hands must also be washed or sanitized hourly.
- Cones, duct tape, signage or other physical indicators shall be placed to mark 6 ft. of distance surrounding each department's staging area on set and locations, and time should be allowed to physically mark each department's staging area. To help with safe distancing and worker density, these areas can be each department's designated "Home Base" whenever they are not needed on set.
- Medical check points will be set up in various locations to assist with daily health screenings and testing. Biohazard waste bins must be present at medical check point.
- Mental health services are available, See RESOURCES (p.43) for more information.

## SHOOTING DAYS

- Production will make reasonable efforts to avoid excessively long shoot days.

## SAFETY MEETING

- There will be a mandatory daily safety meeting to be led by 1<sup>st</sup> AD, which may include a member of health & safety, to remind the Production Team of guidelines and how they will be implemented that day, including but not limited to:
  1. Location of hand sanitizer/wash stations and PPE.
  2. Location and procedures regarding Tool/Equipment Cleaning station.
  3. Prominent signage with instructions regarding Covid-19 prevention protocols including hand hygiene and PPE.
  4. Any additional information or safety considerations required by the Health & Safety Officer.
- All safety meetings must be documented.
- Participants will be reminded to reflect on any symptoms or potential exposures and will be encouraged to speak to a member of health & safety if they have any concerns.
- A daily memo should be distributed along with the call sheet detailing Covid-19 safety protocols for the next day's work.

## FOOD AND BEVERAGE

- Cast and crew are prohibited from leaving the job site to obtain food during the workday.
- Food should not be brought in by team members for sharing (e.g., donuts, bagels, etc.) as anything that could be considered buffet style is prohibited.

- If food is delivered to the job site, one crew member will be designated to receive the delivery and PPE should be worn during any interactions with the delivery person. Proper hand hygiene must be performed after handling the delivery.
- While it is advised not to have refrigerators or microwaves in the workplace, they may be permitted as long as disposable plastic food-prep gloves are kept nearby. All members of the Production Team must use a fresh glove prior to any appliance usage and must wash hands after disposing of glove(s).
- 6 ft. of physical distance must be maintained during mealtimes and eating and drinking is prohibited anywhere other than designated areas to ensure masks are worn consistently and correctly.
- No reusable water bottles or coffee cups will be allowed on set.
- It is the sole responsibility of each individual to clearly label coffee and beverage cups with their name, to avoid any potential mistakes and exposures.
- Cast and crew must sanitize hands upon arrival at craft service.
- Only one person allowed at a time at craft service area, and craft service will no longer be self-serve. There will be a craft service representative to hand cast and crew their selected drink or individually packaged food.
- French hours will be encouraged for the shooting pod, dependent on the needs of the specific show.

## SHARED WORKSPACES

- Shared workspaces are not permitted without preapproval from the HSS.
- If two departments are sharing a truck, call times must be staggered.

## EQUIPMENT

- Tools, headsets, microphones and radios, along with any other personal equipment should be cleaned at time of issue, and daily thereafter.
- Manufacturer's or vendor's approved cleaning instructions should be followed for electronics and other sensitive items.
- Whenever possible, equipment will be issued to a single worker and used exclusively by that worker for the entire duration of production (e.g., comtek, walkie-talkies).
- Anything that must be shared between workers must be wiped down between use and proper hand hygiene must be performed before and after handling.
- Each department should receive a boxed allocation of radios with earpieces, spare batteries and chargers and will designate their own individual to be responsible for these items for the duration of the shoot. That individual will name, label and set up a charging station and disinfect walkies and accessories before and after use.

- Walkie talkies and batteries may not be grabbed directly by crew members, but rather should be handed out by each department's designated walkie wrangler. This individual should be the only person permitted to touch batteries and accessories. Walkies and batteries must be disinfected and placed in a bag before handing the bag off to crew members. Dead batteries must also be disinfected prior to charging them.

## **COMMUNICATION IN THE WORKPLACE**

- Walkies are not to be shared under any circumstances and are for individual use only. Each must be disinfected before and after every day.
- Maintain physical distancing and use proper PPE while conversing in person. Opt for virtual/electronic communication when possible.
- For the safety of everyone, fraternization between pods is prohibited and communication needed between pods must take place electronically or via phone, text or video conference. Non-essential interactions should not take place under any circumstances.

## **TOILETS**

- Evidence of Covid-19 has been found in fecal matter and can be aerosolized when flushing toilets. Because of this, whenever possible, toilets should have a lid over the bowl and a sign hung nearby asking crew members to shut the lid prior to flushing toilet.
- Signs indicating the requirement to wash hands for at least 20 seconds after using the toilet should be placed in all restrooms.
- Efforts to ensure cleanliness of toilets will be increased, and everyone is expected to clean up after themselves when using the facilities.
- Where applicable, bathrooms should be reserved for the exclusive use of our Production Team members, and single-person stalls are preferred. No vendors, visitors, or other productions will be permitted access to cast and crew restrooms.
- When bathrooms are not single person occupancy, please consult with safety on additional protocols that can be employed on a case by case basis.
- A bathroom exclusively for the use of Zone A personnel is preferred.
- When possible, any hand-drying air blowers should be deactivated and replaced with single use paper towels.

## **VIRTUAL OFFICES**

- Writers room, Production office, Prepping Director, Prepping ADs, Accounting, Art department, Transpo, and Post will operate virtually. Some in person work for select personnel will be permitted but the list of who is approved for in person work must be signed off on by the HSS and studio.

## **COVID REVIEW**

- There will be a special Covid Review during the prep of every episode to discuss any special considerations necessary. Studio and the HSS must be present (virtually) for these meetings.

## **CAST & CREW DENSITY**

- Please use the following Cast & Crew Numbers Grid during prep for each episode, to ensure that maximum allowable population density is not exceeded in any location or set. There must be 36 square feet of usable space allotted per person at any given time. Usable space is defined as empty space/space that is not occupied by set pieces or equipment. Security guards at entrance to set/location must keep track of the number of people inside a location at all times. Maximum allowable density for any workspace (e.g., stage, costume shop, construction mill, etc.) should be posted on the door daily. Signed form should be given to studio to be retained for permanent records.



## CAST & CREW NUMBERS GRID

This form is to be used for Covid and location planning, to ensure that maximum density is not exceeded in any location. 36 sf of usable space must be allotted per person at any given time. Usable space is defined as empty space / space that is not occupied by set pieces or equipment. Security guards at entrance to set must keep track of the number of people inside at all times. Signed form should be given to studio to be retained for permanent records.

**Episode #** \_\_\_\_\_

**POD #** \_\_\_\_\_

**X** \_\_\_\_\_  
Covid Compliance Officer's Signature

	(6/09/20) (Day 1) (Int. Bar)	(6/10) (Day 2) (Ext. Park)	(Date) (Shoot Day) (Location)							
Usable sq footage in this location	1620	3600								
Maximum # of people allowed in this location at one time to allow for 6ft distancing	45	100	0	0	0	0	0	0	0	0
Director	1	1								
Producer	1	1								
Production Supervisor	1	1								
Health & Safety Officer	1	1								
1st AD	1	1								
2 PA's	2	3								
DP	1	1								
Camera Operators	2	1								
1st AC's	2	2								
2nd AC's	2	2								
Camera PA	1	1								
Steadicam (if applicable)	1	1								
Stills Photographer	1	1								
Unit Publicist	0	1								
Gaffer	1	1								
Add'l Electricians	0	4								
Key Grip	1	1								
Add'l Grips	0	4								
On set props	1	2								
On set dresser	1	1								
Scenic	0	1								
Script Supervisor	1	1								
Sound Mixer	1	1								
Boom Operator	1	1								
Sound Utility	1	1								
Asst. Location Manager	1	1								
Craft Service	2	2								
Set Medic	1	1								
Cleaning Personnel	1	1								
Cast	7	7								
Stand-ins	4	4								
BG	4	30								

TOTAL:

45      82      0      0      0      0      0      0      0      0      0

## SPECIAL CONSIDERATIONS

### ACCOUNTING & PAYMENTS

- The accounting department will function on a paperless system. Crew will be set up on direct deposit payments. All vendor payments will be done electronically. Additional banking costs will need to be accounted for.
- Petty cash will be eliminated and we will use electronic transfers instead of checks.

## **ANIMALS**

- Animal trainers will follow the same protocol as all other Production Team members (e.g., testing, reporting and monitoring symptoms, completing health questionnaire, use of PPE, etc.).
- Trainers will not allow anyone to touch the animals besides the trainer and cast, if necessary for the scene.
- At this time, spread of Covid-19 between animals and humans is believed to be rare, so no other protocols involving animals will be put in place, but this could change in the future.

## **ART DEPARTMENT**

- Some in person work for select personnel will be permitted at the set or location, but the list of who is approved for in person work must be signed off on by the HSS and studio.
- If use of shared paperwork is required (blueprints, etc.), ensure proper hand hygiene is implemented before and after handling.
- All departments will be staggered to allow for isolation from each other. Construction, paint, dressing, etc. shall work in isolated shifts while adhering to established protocols.
- Additional time will be required to allow for adherence to new safety protocols, as well as slower acquisition and fabrication processes. Retail stores and prop houses may have limited stock or staffing availability and may require staggered entry. When possible, virtual shopping is encouraged. Additional time will also be needed to sanitize props, furniture, etc. that come into contact with cast and crew.

## **CAMERA AND SOUND**

- Each team should only handle its own gear. Only one designated person from A camera handles A camera gear, and one designated person from B camera handles B camera gear. The exception to this is that one person from the camera department will be responsible for walkie talkies, batteries, and chargers for the entire department and should follow protocol as outlined in EQUIPMENT (pp. 25-26).
- As recommended by Local 600, only one member of the camera crew will be permitted to work on the truck at a time and visible physical indicators (e.g., signage, cones, duct tape, etc.) will be placed in the truck to assist with 6 ft. of physical distancing.
- Equipment is not to be shared. Each camera person should have their own camera kit, etc. Additional equipment and multiple lens packages may be needed to ensure that sharing of equipment is not necessary.

- If DP or director need to look through the lens, it must be properly disinfected prior to them touching camera.
- All equipment (mics, transmitters, cases, carts, tape, etc.) should be disinfected/wiped down at call time and at wrap, as well as before and after anything is moved or transported.
- Boom-only mics should be used whenever possible. All mics must be labeled with the name of the user and mics and transmitters must be disinfected before and after each use.
- When lavalier mics are needed, the person who mics the actor must wear a mask and face shield, and must put on a new pair of disposable gloves. Gloves must be replaced before they mic another actor.

## **CAST**

### **ALL ACTORS**

- Cast is not permitted to be called to set until a member of health & safety or the 1<sup>st</sup> AD has approved/cleared the set.
- After leaving basecamp, cast should be brought to a holding area that is on stage (or at location), where they can remain 6 ft apart until they are needed on camera for a shot. Once needed on camera, only actor(s) in that particular shot should be brought to camera, while all others remain in the nearby holding area. Actors who are in the scene, but not in that particular shot, are encouraged to give off camera dialogue from the holding area, so as to minimize the number of people that are at camera / without masks.
- Limit number of actors in a scene whenever possible.
- Consider using a clear barrier between actors while establishing marks and positions. These barriers are to remain in place until removal is absolutely necessary for filming.
- All performers are encouraged to wear PPE for on set rehearsals whenever possible. Consider wearing or holding a face shield in place if mask usage and/or physical distancing is not possible.
- If two actors must be on set at the same time, make best efforts to keep them 6 ft. apart and use creative camera angles when possible, to make them appear closer together on screen. Consider alternate shot set-ups, camera angles, lenses, etc., to allow for greater distance between actors.
- Scenes with 2+ people in a car are not permitted without prior approval from the HSS physical distancing cannot be observed.
- No physical contact between actors unless the cast has been tested and the plan has been signed off on by the HSS, Studio, and the other cast involved in the scene. This

means no hugging, kissing or touching of any kind. No stunt work involving touching another actor.

- A mask or face shield should be worn by all talent whenever possible and a safety distance of 6 feet maintained except when necessary for shooting. Physical distancing and mask use must be resumed as soon as possible after any necessary breaks for filming. For actors in circumstances where makeup may be destroyed with use of mask, consider using a handheld face shield. HSS and 1<sup>st</sup> AD will determine particulars per incident. If it is not possible to maintain distance when masks are removed, a record should be kept of the interactions between the actors so that possible contacts can be identified if someone contracts the virus.
- When not wearing a face mask, actors should refrain from talking unless necessary.
- Cast should be encouraged to self-drive to set to reduce exposure to others.
- Cast movement must be limited between trailers and base camp and set.
- Visitors to trailers or set will not be permitted.
- Cast members will be provided with a large, sealable plastic bag in which all personal items will be kept and stored on their cast chair. All personal items must fit in this bag and cast member is responsible for moving their items into and out of the bag themselves. Personal items like cell phones or sides should not be given to crew members to hold on set.
- Reduce the number of guest cast to keep core group of cast and crew smaller.
- All cast will be tested for Covid-19 prior to starting work and with frequency, as directed by the studio. Actors should be cast early enough to allow for the testing timeframe requirements.

## **BACKGROUND/STAND-INS**

- Stand-ins should be booked on weekly contracts so that we are using the same stand-ins at all times. Stand-ins should also be used to double as BG whenever possible.
- Stand-ins are required to wear face masks at all times, even when on their marks for lighting.
- Limit the number of BG actors on set whenever possible.
- If more than 10 BG are working on any given day, whenever possible, BG should be clustered in groups of 10 or less and not co-mingle with any other BG outside their cluster of 10 in order to reduce density. When larger groups (up to 30) are working, or groups of the same BG are working over multiple consecutive days, show team should consider quarantining BG together to allow for comingling of extras while creating a safer workplace.
- Background must remain 6 ft. apart at all times. For scenes where 6 ft. of distance cannot be maintained consider repeat testing.

- When not filming, BG must wear mask or face covering.
- Large crowd scenes to be done with VFX.
- If possible, consider hiring families (who cohabit) as background extras as it would allow us to safely cluster small groups of extras that do not need to maintain 6 ft. of distancing between themselves.
- Hair and make-up are reserved for cast and specialty background actors only. In instances where BG artist requires prosthetics, torn or bloody costumes, dirt on their face, etc., they will be seen by additional hair, make-up, and costume personnel who work solely on BG. All other non-specialty BG should show up fully ready for camera and will receive an approval look by H/MU/Costumes from 6 feet away with masks on.
- Single-person changing areas will be provided.
- Extras are encouraged to bring their own pens to work in order to fill out their vouchers. When needed, production can provide BG with an individual pen to be used by only that person. A new pen must be given, used, and not returned

## **MINORS**

- Minors should be kept off set to the extent possible.
- Minors should not comingle with anyone outside of their one allotted guardian and studio teacher.
- Physical distancing and face coverings should be used at all times on set, including in school areas. The exception to this, is for children under the age of 2. Face coverings are not permitted for anyone under the age of 2.
- Studio Teachers must be trained on Covid-19 safety and practice, as well as enforce, frequent hand washing and proper use of PPE.
- Whenever possible, remote schooling should be made available.
- When multiple minors are working at the same time, consider adding an additional Studio Teacher to help ensure hand hygiene and proper use of PPE is occurring.

## **CASTING**

- It is strongly recommended that all casting sessions be done remotely, via taped sessions only. Try to cast locals whenever possible to minimize risk from travel.
- If an in-person casting session is essential, it must be pre-approved by the studio and safety. “Open calls” would be eliminated and actors would need to be assigned windows of time to arrive. Actors should wait in their cars until their scheduled time.
- In the rare event that a live casting session is necessary, consider putting a plexi barrier between talent and others in room.
- Casting should keep in mind that all guest cast will need to be tested prior to fitting and again prior to shooting. A replacement may need to be found for any actor testing

positive for Covid-19, therefore early casting will be essential, and available back-up choices for all roles are encouraged.

- All performers should discuss personal risks and benefits of participating with their physician.

## CATERING AND CRAFT SERVICE

- Craft service and catering crews may require additional health and sanitation training.
- All catering and craft service personnel must ensure they wash their hands at least every 30 minutes and a mask and gloves must be worn at all times.
- Minimize the number of people involved in preparing and distributing food.
- French hours are encouraged whenever possible as meal breaks should be staggered to prevent crowding.
- No Buffet or self-service food allowed.
- If caterer serves food, plexiglass (or similar) divider is required between servers and cast and crew, though productions should consider options for cast and crew to place orders ahead of time and then bring them boxed meals to avoid people lining up.
- 6 ft. of distance must be maintained at all times. This means one person per table while eating. Use of plexiglass dividers between crew members while eating is recommended. If people do need to line up for food, production should designate spots where crew members are to stand that have been measured and clearly marked (e.g., in chalk, tape, cones) to be 6 ft apart so that crew does not get too close.
- Table surfaces should be wiped down before and after use.
- All beverages should be individually packaged and any beverage dispensers must be touch-free.
- All plates, cups, eating utensils, condiments, etc. must be disposable and single use items. Napkins should be individually wrapped or in a single use dispenser so that no one else is touching another crew member's napkin
- Hand washing stations should be located outside of catering and craft service for use before and after meal times.
- All craft service items must be individually packaged.
- If practical, production should consider having one person from craft service stand at crafty table to serve individually packaged snacks so that they are the only person touching items on the table.
- Only one person allowed at a time at craft service area.
- Single use water bottles only.

- Coffee and beverage cups are to be clearly labeled with each individual's name and it will be each individual's sole responsibility to manage their cups to avoid any potential mistakes and exposures.

## COSTUMES/WARDROBE

- Since costume buyers may enter retail establishments such as clothing, department and fabric stores, all local public health guidance should be followed including the use of face coverings. Costumers should carry pocket hand sanitizer and practice hand hygiene before entering and after exiting retail establishments.
- Expect the need for additional time to procure and sanitize costumes properly.
- Costumes should be laundered on a daily basis.
- Any items that cannot be laundered daily must be discussed with the HSS so that proper disinfecting protocol is established. These items likely will need to be placed in quarantine lockup prior to being used again.
- When costumers are handling worn (dirty) clothing items, they should wear gloves and practice proper hand washing before and after.
- For best practices in cleaning and disinfecting wardrobe, please see:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- During costume fittings or when dressing an actor, physical contact should be kept at a minimum and all parties involved should use PPE, including a surgical mask and face shield.
- Fittings should take place in a private location used only for our show. Rooms should be disinfected between fittings.
- Wash rejected costumes after fittings and before reuse.
- There will be one authorized costumer on the truck and this will be the only person to pull items from the truck. Other costumers will remain at base camp.
- Costumes and outfits should be bagged up individually, per performer.
- Jewelry should be sanitized before use, after use and before reuse. For proper cleaning protocols consult with manufacturer or rental house, and the HSS.

## DIRECTORS

- Increase non-consecutive prep to account for delays that occur as a result of operating under new protocols.
- When possible, cross-board episodes.
- Covid-19 education and safety training will be required by all directors.
- Directors must wear face mask at all times and stand minimum of 6 ft apart from actors when giving notes.

- Director must be 6 ft away from script supervisor and DP while at the monitor.
- Director must be aware that production image and sound transmissions from set will occur in order to operate a remote video village which allows for physical distancing.

## ELECTRIC, GRIP DEPARTMENTS

- Take into consideration that more gear may be required to ensure people are not sharing equipment.
- There should be no mingling of shooting crew and rigging crew.
- Avoid needing additional day player labor as much as possible and when it is needed, allow time for testing of day players 48 hours prior to employment.
- Departments should only handle their own equipment.
- For best practices in disinfecting grip stands, lights, etc. please see: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

## FACILITIES

- Show team must coordinate with all facilities (stage space, office space, etc.) to ensure any personnel designated to support our production in an in-person manner must not be assigned to any other shows. This will reduce potential for cross contamination with other crews.

## HAIR AND MAKEUP

- Simpler looks for talent should be agreed upon in prep to reduce time in hair and make-up.
- Consider smaller or individual trailers or utilizing every other station in the trailer to enhance physical distancing, so that make-up or hair stations can be spaced at least 6 feet apart.
- To minimize actor exposure, each cast member will be assigned only one hair and one make-up artist. Whoever is assigned to do hair or makeup for that actor will travel with them to set to do on set touch ups. Note that hair and make-up artist will be assigned multiple actors, however and whenever possible it is advised to have hair and make-up artists do the same group of actors that play in a scene together. For example, if there are different groups of actors (e.g., the A story line and the B story line), there could be different groups of Hair and Makeup personnel assigned to each story line / group of actors, to minimize how much Hair and Makeup personnel move between groups.
- Talent and hair/make-up artists should wash their hands before and after each hair and make-up session.

- Close activities should be limited to one-on-one interactions. In other words, an actor will be with a hair person OR make-up person but not both at the same time.
- Masks are to be worn by hair and make-up artists at all times in the trailer, not limited to when actors are present. In the presence of cast, face shields are required in addition to a surgical mask.
- Conversations involving any one person not wearing a face mask and/or within 6 feet of any other person must be restricted as much as possible. This means, no conversation with talent while they are sitting in h/mu chair.
- As hair and make-up artists will be crossing over between Zone A and Zone B on a daily basis, fraternizing with other crew members outside of their own department is not allowed.
- Documentation of which hair and make-up artist does which actor on any given day is required as this is a close contact interaction and must be logged for contract tracing. This could be included on the exhibit G, production report, or in a separate log.
- No food or beverages are to be allowed in the trailer at any time.
- Use disposable make-up kits and brushes when possible.
- Products should be sealed and disinfected with appropriate disinfecting solutions when not in use.
- Each actor's kit must be personalized to minimize contamination and single-use applicators must be utilized.

## **INSURANCE**

- During prep, an insurance meeting should be scheduled with studio and insurance broker to discuss changes in coverage as a result of Covid-19.
- Coverage should be verified at start of production as it cannot be assumed that the same limits and same levels of coverage are still applicable.
- Throughout the season, special consideration should be given to circumstances outside the norm to see if additional insurance should be added.

## **LOCATIONS**

- Stage work encouraged over location work as it's a more controlled environment.
- Elephant doors on stage to be opened whenever possible to maximize ventilation.
- Prioritize exterior locations that allow for plenty of space to adhere to physical distancing requirements.

- Locations where Covid-19 infections have been on the rise in the community should be avoided when possible.
- Locations and sets must be thoroughly cleaned prior to prepping, prior to shooting, prior to wrapping, and between when one pod finishes working, prior to the next pod beginning work.
- Locations that cannot be exclusively controlled by production must be approved by the HSS and studio before permission will be granted for that location to be used. Though exceptions may be granted on a case by case basis, production should always seek locations that have no public ingress and have their own controllable exits and entrances.
- When possible, productions should avoid locations recently occupied by people who may have been infected with Covid-19. If a private home or building is required for shooting, the occupants must be asked about any signs/symptoms or knowledge of Covid-19 infections that have been present, and should vacate the premises at least 24 hours prior to cast or crew entering the facility. In agreements, ensure there is a clause about disclosing if Covid-19 has been in the house.
- Encourage location owners to reduce personal items until after wrap.
- When scouting potential locations, sites should be treated as if they are infected and the crew should use PPE and avoid touching items native to the location while scouting.
- Consider using walkie-talkies on scouts.
- Include the HSS in preliminary scouting.
- Scouting of locations should be done virtually as much as possible, with these exceptions:
  - 1) One designated member from the location department can scout a location in person, alone.
  - 2) Tech scouts can include essential personnel only who will self drive, wear a mask, and must maintain 6 ft. of physical distancing at all times. Any discussions needing to take place on tech scouts should occur outdoors.
  - 3) Tech scouts will take place in smaller groups. Sample recommendation\* for tech scout groupings as follows:
    - Group 1 – Director, Director of Photography, Production Designer, Assistant Director, Producer, Location Manager
    - Group 2 – Director of Photography, Key Grip, Gaffer, Rigging Gaffer, Key Grip, Rigging Key Grip, Location Manager
    - Group 3 – Key Grip, Gaffer, Best Boy Grip, Best Boy Electric Location Manager
    - Group 4 – Director, Art Department, Set Dresser, etc.

\* Please note customizations and amendments to this sample recommendation can be discussed and approved in conference with the HSS on a case by case basis.

- Anyone present for tech scouts must be tested prior to scout. Zone B crew members may follow their usual, weekly testing schedule prior to tech scout, but any remote workers who have not been tested within the last week will need an updated Covid-19 test.
- Productions must select buildings that can be effectively cleaned and provide sufficient space for planned production activities while adhering to physical distancing guidelines.
- Wherever possible, one-way access for entrances and exits to and from a location and/or sets should be arranged and indicated with clear signage to avoid crew contact in confined spaces. Maximum allowable density should be posted on the door daily.
- Productions should consider additional space requirements for the use of locations in a public space so that crew members can be separated.
- A well-delineated holding area,
- separate from other cast and crew should be arranged for anyone whose job function does not permit them to wear PPE at all times (Zone A).
- Other show personnel including but not limited to producers, writers, executives, will not be allowed on set, however if a special dispensation is required, an isolated space off stage, and away from the rest of the cast and crew, will be provided and a dedicated production team representative will remain with them at all times in isolation. Testing protocol, health screening, and PPE would still be required of such personnel.
- Maximize space and air flow when designing spaces for a shoot. Ensure adequate ventilation of indoor locations, install or replace existing filters with a HEPA filtration system when possible.
- Prioritize locations with available hand-washing facilities or arrange to bring them in.
- Follow toilet/bathroom protocol see TOILETS (pp. 26-27).
- Consider selecting locations in close proximity to each other so as to limit base camp moves as much as possible.
- If shooting in inclement weather, adequate shelter facilities such as tents must be provided in order to allow physical distancing of cast and crew.
- Backup locations should be permitted in the event a location becomes unavailable.
- While on location, conduct conversations outside as much as possible.

## **PRODUCTION OFFICE**

- We will operate with a Virtual Production Office that will function remotely.
- All meetings must happen via teleconference using WebEx or a similarly approved platform.
- We will utilize paperless workflow. Scripts, crew lists, production reports, call sheets and contracts should all be electronic. Security of electronic workflow must be signed off on by security team.
- Production office should utilize Scenechronize's mobile DPO to create digital call sheets, sides, etc.

## **PROPS**

- Prop approval to happen virtually via shared photos instead of in person.
- The handling of key props should be limited to the relevant actors and one prop person only.
- Props must be sanitized before and after each use or anytime the prop changes hands.
- Cast chairs must not be shared on set. Series regulars should have their own designated chair and chairback for run of show. Guest cast should use plastic chairs that can be wiped down between use.
- When setting up or moving a cast chair, prop person must disinfect chair prior to cast use.
- Glasses and eyewear should be sanitized before use, after use, and before reuse. For proper cleaning protocols consult with manufacturer or rental house, and the HSS.

## **SET**

- Access to the shooting space will have a specific marked entrance and exit area with proper signage and a designated person to control proper access.
- The number of people who have access to shooting space must be minimized.
- Hand washing stations will be made available throughout filming sites.

## **TRANSPORTATION**

- Private transportation is recommended whenever possible. Production should consider car allowances for crew to rent cars for those who would otherwise take public transportation.
- Coordinating of transportation, particularly the commonly used 15 passenger vans, will provide ongoing logistical challenges as it is not easy to physically distance inside a vehicle. This is an area that will need continual coordination between transpo, health & safety, and the Covid UPM or Covid 1<sup>st</sup> AD.

- Attempt to limit number of people in a passenger van to promote physical distancing. Establish a passenger capacity and post it on the vehicle.
- When possible, production should replace vans with busses to promote physical distancing. This would also allow more than 2 passengers at a time.
- Additional drivers will be necessary to allow for more transports with fewer passengers in each.
- Everyone is required to wear masks inside vehicles and should sit in the same seat for the duration of the trip or trips. Face shields will also be required if physical distancing cannot be maintained.
- Keep windows open when possible to promote ventilation.
- Production vehicles should seek to add a contactless hand sanitizer dispenser.
- Production should attempt to provide separation devices inside vehicles whenever possible.
- Drivers should wipe down their vans inside and out (seats, handles, etc.) every time anyone exits the vehicle.
- For recommendations on disinfecting vehicles, refer to CDC recommendations:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

## TRAVEL & HOUSING

- Minimize out of town travel as much as possible and if travel is necessary choose ground over air travel where possible. Also minimize back-and-forth out of town travel as much as possible. To these ends, all departments should aim to cast and crew as many locals as possible.
- If air travel is necessary, it must be booked solely on airlines that follow the FAA's recommended Covid-19 regulations.
- If air travel of a large number of cast and crew is necessary, consider a private charter plane rather than commercial flights.
- Anyone who travels in from another location via airplane may be subject to quarantine prior to being allowed to work. A negative Covid-19 test will be required prior to being cleared to work.
- Choose hotels with published Covid-19 protocols (e.g., touchless check in, increased cleaning and disinfecting standards, optional house keeping, etc.).
- Stay abreast of local outbreaks and local public health guidance as well as any travel restrictions to or from the U.S.
- If possible, any cast or crew traveling for productions should not be accompanied by family members or any other non-essential personnel.

## **VIDEO VILLAGE**

- Video village is to be occupied by director, script supervisor, and DP only and they must each have their own monitor. Showrunner and/or writer/producer may elect to be part of the on-set pod on a show-by-show basis and will be determined in consultation with the showrunner, producer, and studio. Showrunner and/or writer producer will be subject to testing, training and all other protocols associated with pod.
- Everyone else will access the monitor via a remote video village feed on their phone or iPad. Producers and writers can watch the monitor via remote video village feed from their home offices.
- Video village chairs may not be shared. If village moves, on set prop person may move chair but must disinfect chair after moving it.

## **VISITORS**

- There will be no visitors allowed at any time.

## **WRITERS**

- Writers will work remotely.
- Writers will continue to write as required by the studio. Please consider the following:
  - 1) Writers are encouraged to minimize the number of characters necessary for the story and reduce any need for background actors.
  - 2) Minimize food and beverage consumption in scenes wherever possible.
  - 3) The number of sets and locations should be reduced and use of stages should be increased. If location work is necessary, consider potentially recurring locations/swing sets.
  - 4) Outdoor spaces may end up having looser physical distancing restrictions than indoor spaces. If so, some indoor scenes may be able to be moved outside to minimize risk.
- Scripts to be received by studio at studio-approved dates, but in any event, at a minimum of 2 weeks prior to start of prep for Covid-19 review.

## **INDIVIDUALS WITH A DISABILITY & VULNERABLE INDIVIDUALS**

Cast or crew with a disability may require additional reasonable accommodations to be made due to the changes in production caused by the need to prevent Covid-19 from spreading. Anyone with a disability should advise their supervisor of their disability and the individual and Studio will engage in the interactive process prescribed by law to determine what accommodations can be made. All Production Team members, whether considered specifically vulnerable to Covid-19 or not, are advised to consult with their physician to discuss the risks and benefits of participating in production at this time.

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## OSHA

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To assist with understanding occupational risks associated with Covid-19 exposure, OSHA has classified exposure risks into four groups: Very High, High, Medium and Lower Risk (Caution).

### OCCUPATIONAL RISK PYRAMID FOR COVID-19



Jobs in the Film and Television sector do not fall in the Very High or High risk categories. Most are considered to fall in the **Lower Risk** category.

Positions that may at times require close contact, especially where PPE or Physical Distancing are not always possible, would be classified as **Medium Risk** including:

- Cast
- Makeup Artists
- Hairstylists
- Cleaning Personnel
- Security
- Medics
- Health & Safety Officers
- Construction

Risk assessments should be conducted by the HSS with each department, to review risks associated with all positions along the risk pyramid. Risk assessments should be documented and submitted to the Studio.

Please refer to p. 18-20 of OSHA's Guidance on Preparing Workplaces for COVID-19 (OSHA 3990-03 2020) for detailed definitions of all four risk groups.

See addendum(s) for additional state regulated OSHA requirements.

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## **ONLINE RESOURCES/ADDITIONAL RESOURCES/LINKS**

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We strongly suggest all cast and crew visit these sites for more information and updates.

CDC:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>  
<https://www.cdc.gov/coronavirus/2019-nCoV/reopen-guidance.html>

OSHA:

<https://www.osha.gov/Publications/OSHA3990.pdf>  
<https://osha.gov/Publications/OSHA3990.pdf>

EPA:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Mental Health Resources:

<https://mhanational.org/covid19>  
<https://dmh.lacounty.gov/covid-19-information/>  
<https://www.headspace.com>

Studio will reimburse for Headspace subscription or mental health co-pays for anyone who needs to seek additional resources during this time.

See addendum(s) for location specific information.

A number of manuals and publications were reviewed in establishing best practices including but not limited to medical consultation by Dr. Elizabeth S. Egan, M.D., Ph.D., Assistant Professor of Pediatric Infectious Diseases, Stanford University School of Medicine.

Please contact the HSS with any questions or concerns. Contact information for the HSS can be found on the crew list and callsheet.

Please contact Studio Safety with any questions or concerns:

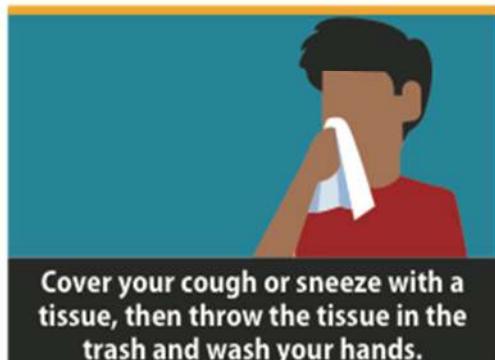
(424) 208-8391 OR [StudioSafety@platformonemedia.com](mailto:StudioSafety@platformonemedia.com)

# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet  
(about 2 arms' length)  
from other people.



Cover your cough or sneeze with a  
tissue, then throw the tissue in the  
trash and wash your hands.



When in public, wear a  
cloth face covering over  
your nose and mouth.



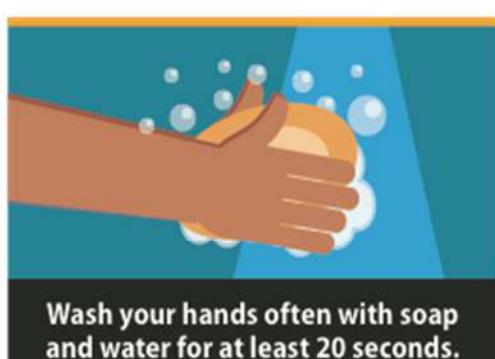
Do not touch your  
eyes, nose, and mouth.



Clean and disinfect  
frequently touched  
objects and surfaces.



Stay home when you are sick,  
except to get medical care.



Wash your hands often with soap  
and water for at least 20 seconds.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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# How to Remove Gloves

To protect yourself, use the following steps to take off gloves



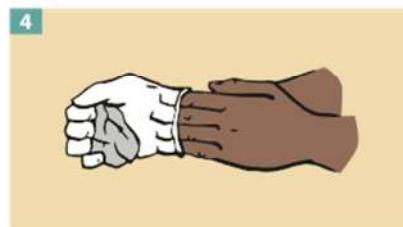
Grasp the outside of one glove at the wrist.  
Do not touch your bare skin.



Peel the glove away from your body,  
pulling it inside out.



Hold the glove you just removed in  
your gloved hand.



Peel off the second glove by putting your fingers  
inside the glove at the top of your wrist.



Turn the second glove inside out while pulling  
it away from your body, leaving the first glove  
inside the second.



Dispose of the gloves safely. Do not reuse the gloves.



Clean your hands immediately after removing gloves.