

THIS IS A SAMPLE PRODUCTION COMPANY POLICES AND PRACTICES. PLEASE UPDATE AS NEEDED TO FIT COMPANY POLICIES.

Production Company Name: _____

Company Address: _____

Date Posted: _____

GENERAL:

Set has a designated COVID-19 Compliance Officer

NAME: _____ Phone: _____

Email _____

- Site-specific COVID-19 safety requirements posted at all site entrances and exits
- Personal protective equipment (face coverings, hand sanitizer) is provided daily as needed
- Face coverings are being worn properly by everyone on set (face coverings cover from the bridge of the nose to under the chin)
- Cast and crew are trained in start of day safety meeting in the use of PPE, face coverings and social distancing
- A log of all COVID-19 training provided to staff is maintained
- Staff observed properly using PPE
- Digital or individual copies of all documents are to be provided to avoid sharing
- Daily attendance log of all personnel on set is maintained
- A copy of this County of LA DPH Order of Health Office is distributed to each cast and crew member.
- CLOSED SET POLICY. No unannounced guests. The set is to be completely secure to prevent access by the public

SOCIAL DISTANCE POLICIES:

- Stop/start times staggered to reduce quantity of workers
- A minimum of 6 feet distance between each person except to carry out certain filming requirements. Distances marked on floor.
- A minimum of 8 feet distancing for music related productions for brass and wind sections and singers – or engineering controls such as plastic barriers.
- No hand shaking, high 5's, shoulder tapping etc. Avoid physical contact completely.

- Prohibits gatherings except for safety meetings or as strictly necessary to carry our tasks associated with the project
- Prohibits visitors
- Minimizes interactions and maintains social 6 feet distancing of delivery workers and 3rd party staff
- Prohibits staff from using others' phones and/or personal equipment
- Work tools that must be used by more than one person. must be cleaned and disinfected with agent that is effective against COVID-19 before use by another.
- Rooms have posted capacities that include social distancing.
- Set has directional traffic arrows to prevent contact or crowding in hallways.
- Minor children may be accompanied by no more than 2 adults. Nothing is to be touched except as part of film making.

HANDWASHING / SANITIZING POLICIES:

- Hand-washing stations or hand sanitizers are at entrances to set and in multiple locations.
- Individual containers of hand sanitizer may be provided to each person upon arrival at set each day as needed. Hand sanitation should be done frequently throughout workday

POSTED SIGNS & POSTERS:

- Personnel with signs/symptoms of COVID-19, and those who are quarantined, are not allowed on set
- Do not touch face with unwashed hands or gloves
- Wash hands for 20 seconds with soap and water or rub on hand sanitizer for 20 seconds
- Clean and disinfect high touch surfaces and objects frequently
- Cover mouth and nose with tissue when coughing or sneezing or use crook of elbow or sleeve
- Maintain minimum of 6 feet distancing at all times
- Screening protocol posted at entrance to set

- Cleaning and disinfection protocol posted at entrances and exits of set

CLEANING AND DISINFECTING POLICIES:

- Cleaning and disinfecting done frequently of all high-traffic/high touch point areas including:
 - meeting areas, lunch and break areas, trailers, entrances and exits, hand-wash areas, tools, equipment, counter tops, desks, table tops, restroom fixtures, door knobs, light switches
- All personnel performing cleaning and disinfection provided proper PPE
- Cleaning and decontamination is accomplished with good ventilation
- Daily cleaning and vacuuming done by janitorial crew versed in COVID-19 protocols
- Adequate time in the workday to allow for proper cleaning and decontamination provided
- Disinfectant should be on EPA List N to assure protection against COVID-19
- Trucks and vans are disinfected after each use.

COVID-19 COMMUNITY SPREAD REDUCTION POLICIES:

- Carpooling to and from set is prohibited (except for member of same household)
- Use of vans to include plans for social distancing(50 percent capacity, all windows rolled down, sanitized after evry trip)
- Sharing food or beverage is prohibited
- Use of microwaves, water coolers and other similar shared equipment is prohibited.
- Single serve containers of beverages and food are encouraged
- Eating and drinking are only permitted in designated areas. (no eating or drinking at any time on set. Masks can only be removed to eat or drink in designated areas, including water)
- Leaving set during the workday is prohibited unless work related and directed to do so (crew can step outside at any time to remove mask safely away from set and crew)
- Personnel advised to stay home if any symptoms related to COVID-19 are experienced

COVID-19 COMPLIANCE OFFICER MUST:

- Conduct daily screening of all personnel who enter set and at least once thereafter

- Prohibit personnel who do not pass screening from entering set
- Report personnel who fail screening to management
- Take remedial measures if any person on set becomes symptomatic
- Retain all attendance and screening results in separate file, maintaining privacy (production company retains records for compliance after the shoot day is over)
- Work with county health officer and/or CALOSHA if called upon to do so
- Ensure implementation of all recommended safety and sanitation requirements

Conduct briefings in person or via email:

- Review sanitation and hygiene procedures
- Solicitation of feedback for improving safety and sanitation
- Convey updated information relative to COVID-19
- Emergency protocols in the event of exposure or suspected exposure
- COVID-19 testing will be available for those in close contact with this person
- Work ceases in all areas where ill person was until decontamination complete.
- Personnel in close contact with this person shall be quarantined for 14 days.
- Decontamination by outside vendor of the set will take place upon discovering a person who is symptomatic
- COVID-19 Compliance Officer is authorized to stop non-compliant activity and bring back to compliance

CRAFT SERVICES & CATERING

- All food and drink must be in single serving containers
- All additional Public Health Requirements to be followed
- Food and drink consumed only in designated spaces
- Single Serve Lunches / No Buffets
(any servers must wear face mask, face shield and clean gloves at all times while in the presence of food)

WARDROBE, HAIR, AND MAKE UP

• **Wardrobe/HMU**

- Hands on assistance with these services to be limited to cast that require it and cannot do it themselves
- Actors and crew to sanitize hands before styling and costume session. Face masks to be worn.
- Actors to remain silent during make-up application to avoid spreading droplets
- HMU will be in a separate area from the main shooting area and is off limits to all crew except HMU and talent being worked on. No individuals should be in, around or hanging out in this area.

For questions or comments about this protocol:

Contact name _____

Phone number _____

Date last revised _____