

## APPENDIX A

### AICP COVID-19 WORKPLACE GUIDELINES AND CONSIDERATIONS

Unions/Guild response Version 7 - December 1, 2020

The Producers and the DGA, IATSE, Teamster Locals 399 and 817 acknowledge that certain principles should guide those who are resuming work in the commercial industry with COVID-19 present in the community. In particular, advance planning, communication and training, adherence to sound cleaning and hygiene practices (including addressing ventilation and reducing the touching of surfaces), maintaining appropriate physical distancing and the use of personal protective equipment will all contribute to the maintenance of a safe working environment.

While no document can memorialize every practice that may be used to implement these principles safely and effectively, the practices described in this document are intended to provide points of consideration for operating in a safe work environment and are offered as examples of the ways those involved in motion picture production, pre-production and post-production can organize their work environments with these principles in mind. It is important to keep in mind that it may not be appropriate to utilize each and every practice in this document, depending on the circumstances.

#### **GENERAL PRACTICES FOR ALL WORKSITES (On-Set/Stage/Studio/Facility/Office)**

HR Considerations:

- Consider the mental and physical health and wellness of all personnel during these unprecedented times. The implementation of mental health resources to support the wellness of those participating in a production may be necessary. Options could include:
  - Emotional support hotline
  - Telemedical health and behavioral health resources
  - Mindfulness training; and
  - Provision of online tools and resources.
- All personnel are encouraged to report problems, ask questions and suggest solutions to enhance the safety and productivity of the workspaces.
- Utilize the AICP COVID-19 Symptom Screening for all participants working with others in-person
- Identify person(s) responsible for COVID safety protocol enforcement, support and management

- Company's Office: Person(s) assigned by company managers
- Set: COVID-19 Compliance Manager
- Contact tracing and notification shall be performed as defined by the CDC or local government authority, whichever is stricter.
- Comply with mandated or contractually obligated COVID-19 Sick Leave Policy.

### **Advance Planning, Communication and Training**

Implementing advance planning, communication and training:

- Call sheets should contain contact information for the COVID-19 Compliance Manager, as well as a mechanism for anonymous reporting.
- Any employee that does not receive a call sheet shall otherwise be notified by the employer of the contact information for the responsible COVID-19 Compliance Manager(s), as well as a mechanism for anonymous reporting.
- All personnel must be notified if they have been exposed to an individual who has exhibited symptoms of COVID-19 or who has tested positive for COVID-19.
- Limit the duration of workdays and excessive consecutive workdays whenever possible.
- Minimize use of crowd scenes or street scenes when a controlled flow of people is not possible.

Symptom Identification and Personnel Screening:

- All personnel must participate in the AICP COVID-19 Symptom Screening each day prior to arriving on set or at the workplace as has been required by various Government and Regulatory bodies.
- Some ways to fulfill this requirement are:
  - Electronic survey, which can be pushed by email or app to all personnel. The results of the prior day's self-screening should be confirmed to be "UNCHANGED" by the designated COVID-19 Compliance Manager upon arrival to the workplace.
  - Non-electronic survey, which can be done by a designated COVID-19 Compliance Manager using a written checklist prior to, or upon arrival to the workplace.
  - For visits to the workplace by unscheduled personnel, screening processes must be completed before they enter the workspace.

- Anyone who reports to work with new and unexplained COVID-19 symptoms will be instructed to return home and contact their healthcare provider.
- Americans with Disability Act (ADA) conformity:
  - All employees should be subject to the same screening.
  - In accordance with the ADA and other applicable laws, only designated person(s) may be privy to medical information provided by personnel. All such information must be stored separately from the employee's personnel records and be held in the strictest confidence.
- Please note, when working at a rented facility (e.g. studio lot, stage), there may be specific requirements for screening which may be performed by designated individuals employed by the facility.
- Temperature checks may be performed daily on a prescribed basis.

#### Development of Symptoms:

- All personnel must immediately report to a designated COVID-19 Compliance Manager at the workplace if they are experiencing symptoms of COVID-19.
- If any personnel develops symptoms of COVID-19 (not reported prior in the daily screening process), they must not go to work and should immediately contact their healthcare provider, and their direct supervisor as soon as practicable.
- Persons diagnosed with COVID-19 should follow current CDC guidelines or local government rules, whichever is stricter, regarding testing and quarantine.
- Persons who have not had COVID-19 symptoms but who tested positive and are under isolation should follow the CDC's recommended steps and prevailing governmental regulations.
- Doctor's notes are not required to return to work as long as the individual meets the CDC criteria and prevailing government regulations.
- For guidelines regarding contact tracing, follow the CDC, State and local guidelines in effect at the time, with respect to the treatment of other personnel (e.g., testing, quarantine or self-isolation) who have been exposed to the employee who tested positive.)

## Exposure Reduction:

### Employer

- Employers must utilize the AICP COVID-19 Symptom Screening as instructed each day for all personnel for each day when others are present at the workplace.
- All Employers should familiarize themselves with the [US Equal Employment Opportunity Commission rules in this simple Q&A](#) to create company policy and procedures for the workplace.
- Provide a washing station(s) when there is no access to running water.
- Handwashing facilities with running water, soap and paper towels (dispensed using a non-touch system, if possible), adequate for the number of cast and crew, shall be available and accessible from the first day of work. Hand washing with soap and water is considered more effective than hand sanitizer in preventing the spread of COVID-19.
- Physical contact should be avoided, including shaking hands, “high fives,” fist or elbow bumps, or hugging.
- Provide alcohol-based hand sanitizer with a minimum of 60% alcohol (self-dispensing when possible) where hand-washing stations are not readily available.
- Separate washing stations from hand sanitizing dispensers.
- Provide appropriate Personal Protective Equipment (PPE) to all personnel.
- Permit people to supply their own PPE, when they have specific personal preferences, as long as the PPE conforms to policy and is approved by the Covid Compliance Manager.
- Ensure proper distancing at:
  - Work stations
  - Meal seating
  - Also, when possible, implement 6 foot markings on floors where personnel need to line up
- Designate pathways as one-way when possible.
- Store and stock adequate supplies of all required PPE.
- Encourage a work-from-home strategy when possible.
- Consider shifting workday start and end times to avoid rush hour commutes, congestion in elevators, lobbies, and common areas.

- Request that building management share their preparedness plans and confirm that building staff have appropriate PPE, and are adequately educated regarding social distancing and cleaning / disinfecting protocols.
- Request from building management a safety data sheet for all chemicals used for cleaning and have them confirm that the building's cleaning equipment is operational and maintained.
- Confirm that management inspects and maintains building equipment outside of your control.
- High touch points and equipment should be regularly wiped down during the day.
- Have a designated person in the role of a COVID-19 Compliance Manager to maintain best practices suitable for your worksite(s).
  - This individual should be trained on health and safety precautions, policies and procedures related to COVID-19 prevention, infection prevention practices, and PPE.
  - The designated individual(s) will oversee and monitor physical distancing, symptom monitoring, disinfecting protocols, and PPE compliance.
  - All personnel should know who the designated person(s) is and how to contact them.
  - The COVID-19 Compliance Manager may pause production or other work activities if he/she identifies a COVID-19 health and safety concern (e.g., issues of non-compliance with the health and safety protocols and procedures), to advise the appropriate party and resolve the concern.
- During production, incorporate pertinent COVID-19 considerations into Daily Safety Meeting. Staggered start times may require multiple meetings.
- Companies should provide proper ventilation, with HVAC systems that are regularly inspected and clean filters. Where practicable, the employer shall make reasonable efforts to utilize air filters with a minimum MERV 13 rating, or, in the alternative, implement CDC recommendations on air filtration in buildings.
- After equipment and equipment carts are cleaned, they should be covered when not in use.
- Communal tools and equipment shall be regularly cleaned as appropriate.
- All food prep/styling should occur in a designated and exclusive area, with only necessary personnel having access.
- Any Property Person handling food on set must follow all required food handling hygiene requirements.

- All employees shall have access to a clean water supply.

### All Personnel

- All personnel must fill out the AICP COVID 19 Symptom Screening and acknowledgement, for each day of employment.
- All personnel should familiarize themselves with the current [Centers for Disease Control COVID-19 information](#) as provided by Employer.
- Avoid touching your mouth, eyes, and nose.
- All personnel should be trained on hand hygiene practices (washing for a minimum of 20 seconds of duration, scrubbing all surfaces).
  - Periodically attend to hand hygiene during the day and at the start and end of all scheduled breaks.  
Hands should be washed or sanitized:
    - Upon arriving at the job site;
    - After blowing one's nose, coughing, or sneezing;
    - After using the restroom;
    - Before and after eating or drinking;
    - After contact with animals or pets;
    - After handling shared equipment or objects;
    - After cleaning or disinfecting equipment, tools or workspaces; and
    - At other appropriate times throughout the workday.
- Utilize PPE, including but not limited to face coverings that cover the nose and mouth, face shields, goggles, gloves, finger cots, etc., as needed or required.
- Replace PPE as necessary.
- Dispose, clean, or store PPE properly.
- Visitors to set should be limited to those who are absolutely necessary. If visitors are provided access, they will be subject to the same guidance as other personnel, including the need for symptom screening and PPE requirements.
- Union representatives exercising their rights to visit workspaces will be subject to the safety guidelines required of a visitor.
- Maintain good ventilation.
- Maintain social distance of a minimum of 6 feet whenever possible.
- Employers shall provide all employees with face coverings to be worn at all times on the job site, except when eating, drinking, or when their job duties prevent them from doing

so. Maintain personal hygiene and follow CDC advice (e.g. sneeze or cough into the elbow or tissue).

- Work with the Producer, the Covid-19 Compliance Manager and Department Heads to follow proper sanitary guidelines.
- Employees should label PPE with their name when doing so does not interfere with the efficacy of the PPE.
- When individual or rental cars are being utilized, crew members shall not transport other members of the crew, except that crew members may transport other members of the crew who reside with them.
- When working in trucks, "bullpen style" offices or other confined spaces, efforts should be made to maintain social distancing. Consider using plexiglass to create individual workspaces, if appropriate.
- Plans for sheltering during inclement weather should be designed to ensure proper social distancing.

#### Surface Transmission Mitigation:

##### Employer

- The COVID-19 Compliance Manager will determine, in consultation with department heads or departmental operations, the health and safety protocols that are necessary and appropriate for work, which may differ from those in this document.
- Designate individual(s) for overall housekeeping, and to perform high-touch wipe downs, with an emphasis on shared spaces and equipment.
- Post signage to remind people to wash and/or sanitize their hands.
- Designate an area to receive deliveries outside vs. inside office / motorhome, and clearly post sanitary policies for messengers and deliveries.
- Provide covered no-touch trash disposal.
- Provide ample disposal receptacles for PPE.
- Make appropriate disinfectant supplies accessible to all personnel.
- EPA-approved disinfectant with a claim against SARS-CoV-2 should be widely available at the workplace.

### All Personnel

- Maintain regular housekeeping practices in your immediate space, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- Use appropriate disinfectant to avoid damaging surfaces.

### Reduce Commonplace Touchpoints:

#### Employer

- Provide a sensor-activated environment when possible (water coolers, toilets, faucets, soap dispensers, paper towel and hand sanitizer dispensers).
- Consider providing finger cots (preferable) or gloves for any shared equipment (e.g. copy machine, microwave) especially when washing stations or appropriate methods of disinfectant are not immediately accessible.
- Assign individual designated printers and scanners when possible for those whose tasks cannot be accomplished by electronic forms of communication.
- Assign tasks to specific individuals when possible (e.g. one person turns office lights on/off, one person adjusts thermostats, one person accesses specific areas, etc).
- Provide specific office supplies, such as pens (and have individuals label and keep them).
- Clean and sanitize all surfaces including high touch areas (fixtures, light switches, appliance handles, buttons, etc.) on arrival and departure of staff and clients.
- Ensure adequate stock of eco-friendly disposable products (plates, utensils, toilet paper, paper towels, etc.) when reusable, washable, service items are not available or practical.
- Eliminate self-serve in kitchen and designated food service areas.
  - Do not provide snack bowls or unpackaged goods.
  - Do not provide fruit that isn't individually wrapped, or washed and peel able.
  - Do not provide shared platters.
  - Communal "buffet style" food service, including salad bars, trays of food, or any food service that requires sharing of utensils such as serving spoons or tongs, will not be permitted.
- Stagger group meals to allow for social distancing guidelines.



### All Personnel

- Use a cell phone as opposed to a landline.
- Individuals should park and move their own vehicles.
- Use personal/reusable water bottles (clearly labeled with owner's name), dishes, and flatware when sanitary conditions for use can be maintained. Otherwise, use ecologically friendly single-use flatware, plates, and cups.
- Use contactless payment (as opposed to petty cash) whenever possible.
- Do not share cell phones, tablets, or computers.

## **PRODUCTION SPECIFIC CONSIDERATIONS**

### Art Department

- Allow the appropriate amount of time for pickups and drop-offs.
- Make decisions on the tech scout, and get approvals from Agency / Client as early as possible.
- Consider the potential value of art department prep and strike days. The time may be coordinated with location cleaning requirements.
- Allow for time to switch out and sanitize props as necessary.
- Coordinate between Art and Wardrobe departments with regard to handling of jewelry, bags, etc.
- After a prop has been cleaned and prepared for use by a performer, only members of the property department will touch the item before it is used. If someone who is not a member of the property department touches the item after it has been prepared, it should be cleaned before being used by the performer.
- Set pieces, props and surfaces on which or with which performers are working should be cleaned before and after use.
- Applicable food safety protocols for COVID-19 prevention must be followed when preparing food and beverage items for use on set.
- Stunt department or other appropriate personnel should disinfect stunt mats between users, per manufacturer protocols.

- Members of the property department must have clean hands to handle any costumes, accessories, props and other items
- Consider whether show-and-tell of a property should be done virtually (e.g., by photos) or at a dedicated table separate from the main property storage area.
- Click [here](#) to view detailed information recommended by IATSE Local 44 Set Decorators.
- Click [here](#) to view detailed information recommended by IATSE Local 44 Food Stylists.
- Click [here](#) to view letter from IATSE Local 44 to our member companies.

### Camera Department

- Schedule pick-up from camera house if necessary.
- Handling and cleaning of camera equipment should be done only by members of the camera department.
- Review procedures of camera houses to minimize the number of handlers.
- Click [here](#) to view detailed recommendations from IATSE Local 600.
- A member of the camera crew should disinfect the eyepiece of a camera or any viewing mechanism before the eyepiece or viewing mechanism is used.

### Casting

- Consider remote casting sessions and callbacks.
- Schedule in-person auditions and callbacks further apart to accommodate social distance.
- Require that talent honor their specified appointment time.
- Distribute scripts digitally.
- Check talent in from outside the casting office.
- Sign talent in and out digitally if possible, otherwise assign one individual to do so.
- Minimize the number of personnel working with talent.
- Consider having talent bring their own personal items to simulate props (phone, etc).
- Place partition between or provide appropriate PPE for talent during in-person group auditions.

- Include wardrobe specs in the breakdown to increase the likelihood of being able to use the talent's personal wardrobe.
- Consider backups for each role when making final cast selections.
- Limit the number of Agency / Client personnel attending a callback due to social distancing requirements.

### Catering / Crafts Services

- Provide adequate tables and seating (outdoors when possible) to allow for social distance.
- Provide only single-serve packaged condiments.
- Provide individual, prepackaged snacks and other food items such as fruits that naturally require peeling.
- Refill reusable water bottles without person-to-person contact, and without contact between bottle and dispenser.
- If there is no access to running water in close proximity to the entrance of any designated eating area, handwashing facilities and/or hand sanitizer must be readily accessible and shall be used when entering and leaving the area.
- Wear PPE at all times when preparing or handling food.
- Follow all public health regulations regarding the delivery, handling, preparation, and distribution of food, including use of appropriate food service PPE, safe food temperatures, etc.
- Stagger meals times when possible.
- Serve food from the truck window or from individual boxes.
- Assign one person to distribute drinks.
- All eating surfaces shall be cleaned and disinfected before and/or after use to ensure appropriately cleaned area.
- Personnel should not leave the job site to obtain food during the course of the workday.
- Off-production offices, meeting rooms and other workspaces should have infection control protocols for use, especially when used for providing impromptu meals, snacks and coffee. Likewise, break rooms, microwaves, dishes and food deliveries will require regular cleaning and physical distancing.

- If food is to be delivered to the job site, one or more individual(s) should be designated to receive the delivery. Appropriate PPE should be worn when interacting with the delivery person and hand hygiene should be performed after handling the delivery.
- Consider options for cast and crew to place orders ahead of time to minimize the amount of time they must wait in line. Consider addition of plexiglass (or similar) barriers between servers and cast and crew.
- Avoid using or sharing items such as menus or condiments such as salt and pepper shakers. These items should be disposable and single serve.

#### Director Scouting / Tech Scouting

- Director scout virtually when possible.
- Self-drive when possible.
- Minimize the number of locations that require in-person scouting.
- Consider size and space when reviewing location options.

#### Electric / Grip Departments

- Handling of grip and electric equipment should only be done by members of those departments (stingers, apple boxes, stands, etc. often support other departments).
- Coordinate specific needs of Art and Camera departments well in advance.

#### Hair & Make-Up

- Full PPE must be worn by hair and make-up artists at all times while in proximity of performers (i.e., masks and face shields, gloves as appropriate).
- Special attention shall be given to ensuring proper ventilation in hair and make-up workspaces.
- Provide space between make-up stations or provide a partition in between.
- Use single-use brushes and applicators if proper disinfectant cannot be guaranteed.
- Schedule time to perform applicable disinfecting protocols between performers. Mix foundation, powders, lipstick, etc. on a separate clean palette for each individual.
- After each use, non-disposable hairbrushes, combs and make-up brushes should be cleaned with appropriate disinfecting solutions. All supplies for performers should be kept in individual cast bags.

- Have talent wear a mask when possible (e.g. while having their eyes or hair done).
- Talent shall only remove their PPE when essential.
- Artists involved in quick changes and continuity re-sets shall plan their touch-up procedures before approaching the performer, including by consulting with the performer.
- Hair and make-up should be planned so as to minimize the amount of time an actor is required to remove PPE.
- Production should schedule make-up/hair tests to avoid overcrowding.
- Once made up, talent may consider a face shield (as opposed to a mask) to not disturb completed make-up.
- Click [here](#) to view detailed recommendations from IASTE Local 706.
- Click [here](#) to view detailed recommendations from IASTE Local 798.

#### Handling of Equipment

- Assign work tools to individuals or have them use their own tools whenever possible.
- Require individuals to sanitize their own equipment.
- Limit the number of people who handle certain materials and/or equipment.
- Check gear in a separate space to avoid cross contamination, when possible.
- Avoid direct handoffs (one person puts an item down, another person picks it up without proper sanitization).
- Do not allow for shared walkie talkies.
- Sanitize replacement batteries in between uses. No one should carry replacement batteries for others on their belt.
- Hands should be cleaned before and after handling props, accessories, and other items.
- Stunt body pads should be assigned for use by a single stunt performer or cleaned before being assigned to another stunt performer. A stunt performer may choose to bring his/her own stunt body pads for his/her own use on a production.

#### Location Department

- Provide a clean work environment.

- Locations shall be prioritized during scouting that allow complete control of the site, including controlling access, ability to shut down the site for cleaning and high standards of hygiene.
- The location shall provide sufficient space for performing planned production activities while adhering to physical distancing recommendations.
- Prioritize locations with access to hand-washing facilities. Provide ample mobile hand hygiene stations.
- Productions should avoid locations that recently have been occupied or used by people thought to be infected with COVID-19, if possible.
- If an occupied private home or building location is required for shooting, the non-production occupants should be asked about signs/ symptoms of COVID-19 and should vacate the premises for proper cleaning and sanitizing prior to pre-production crew and production cast and crew entering the facility.
- Productions shall select buildings that can be easily and effectively cleaned and that provide sufficient space for performing planned production activities while adhering to physical distancing recommendations.
- Allow adequate ventilation of indoor locations.
- Utilize locations repped by agents / services (as opposed to cold scouting) when possible.
- Assign one individual to handle (post and remove) location signs.
- Close every set (Union Representatives shall have access). No non-essential visitors. This must be actively monitored.
- Require the owner of a location to reduce personal belongings prior to shooting.
- Apply for permits as early as possible:
  - Neighbors or neighborhoods may have a diminished desire for the presence of film crews for the time being.
  - Acquiring signatures will be logistically more difficult.
  - Fewer people may be eager to provide signatures for filming activity on their street. Consider electronic methods to gather permissions.
- Execute location contracts as early as possible.
- Anticipate providing alternative lodging to house occupants for the duration of the shoot (may be best for them not to return home in between crew call times).
- Anticipate possibility of having to board animals.

### Medic

- Set medics should be trained to recognize symptoms of COVID-19 and procedures related to individuals who show symptoms.
- Wear appropriate PPE for the duration of person-to-person contact.
- Observe the set and consult with personnel on safety measures.

### Pre-Pro Meeting

- Schedule the pre-pro meeting as early as possible in order to have time to plan properly.
- Finalize as many creative decisions as possible no later than the pre-pro meeting in order to reduce last minute changes on shoot days, and to plan for all sanitary accommodations.

### Schedule / Staffing

- Stagger call times by department, when possible.
- Build in time for each department to “step in, step out” at a time.
- Decide whether a prep, pre-light, or strike day will be required.
- Strive to keep the same individuals on an entire job (as opposed to individuals swapping in and out), thereby minimizing the number of interpersonal contact.

### Script Supervisor

- Provide a separate monitor when possible.
- Provide an earpiece when required.

### Sound Department

- PPE must be worn for the duration of person-to-person contact.
- Disinfect Comteks before and after each use.
- Label Comteks with the name of the user.
- Disinfect Lav mics and transmitters before and after each use.
- Replace Lav mounting components that cannot be thoroughly cleaned.
- Consider utilizing boom-only audio (as opposed to rigging Lav mics).

- Headsets, ear-pieces, IFB, hand mics and all communication equipment should be dedicated to a specific person or cleaned prior to a change in users.
- Click [here](#) to view detailed recommendations from IASTE Local 695.

### Stages / Studio Lots

- Investigate requirements for cast/crew entry to stages.
- Plan for extra security/screening time for gate entry.
- Discuss sanitary practices performed or provided by studio operations staff.
- Understand all differing requirements of staffing, catering and access for each facility.
- Prepare for quarantine measures at a multi-stage facility where other productions may be taking place.

### Talent Actors / Extras

- Consider a temporary barrier between actors while establishing marks and positions.
- Consider alternate shot set-ups, camera angles, lenses, etc. to allow for maximum separation.
- Consider the number of Extras required.
- Provide ample space and infrastructure for Extras holding areas.
- Manage paperwork digitally. If not feasible, provide a pen for each Extra to keep while completing paperwork.
- Prep and execute talent paperwork digitally when possible.
- Provide actors with extra tender loving care. Remember, they have to give an on-screen performance.

### Minors

- Allow ample time for permitting.
- Notify guardians to not bring non-essential persons.
- Provide ample space and infrastructure for schooling.
- Confirm you have PPE that fits minors.
- Provide PPE for teachers and guardians.



- Provide extra attention for children to ensure they follow safety guidelines.

### Transportation Department

- Limit number of people in a passenger van at one time.
- Consider a higher-capacity bus for shuttling, to allow for social distance.
- Allow time for people who prefer to walk from crew parking to set rather than be shuttled.
- Add signage to the van exterior identifying maximum capacity and requiring all personnel wear masks.
- Keep windows down to promote ventilation (weather permitting).
- Additional shuttle trips will be necessary.
- Commit to one driver per vehicle when possible.
- Stakebeds may be required to transport cross-loaded equipment from crew parking to the location.
- Consider type of vehicle when determining number of persons allowed:
  - One person per row
  - Truck cab with a second row: Driver plus passenger in back on opposite side
  - Cube Truck: Driver only
  - Golf Cart: Driver plus one person in back.
- Vehicles should have non-toxic disinfectants and appropriate disposal readily available.
- The following high-touch surfaces should be cleaned:
  - Door handles (inside and out)
  - Steering wheels, gear shift levers, signaling levers, air conditioning controls, and any other items the driver touches regularly
  - Seats, if they are made of a wipeable material such as vinyl. Fabric surfaces should not be wiped.
  - Seat belt buckles
- If physical distancing cannot be maintained and/or a trip of more than 15 minutes duration is anticipated, consider use of face shields (in addition to masks) for passengers and driver.
- Passengers should not sit in the front seat next to the driver.

- Passengers should not sit directly next to each other in a vehicle whenever possible. If spacing allows, ideally only one passenger should be in a row and should stagger seating diagonally, so they are not directly in front of or behind the passenger in the next row.
- Adjust practices to encourage physical distancing, such as staggering start times for drivers, to prevent crowding at pickup/dropoff locations.
- If staff need to travel between workplaces in vehicles such as vans, maintain physical distance wherever possible. Larger vehicles may be able to accommodate physical distancing by using a seat configuration that maximizes distance between people.
- One person per seat row in all vehicles (e.g. 5 including driver in 15 pass).
- In multi-passenger vehicles such as vans or buses, load the vehicle from back to front, and unload from front to back. The driver should be the last one to board.

### Travel

- PPE should be worn for the duration of person-to-person contact.
- Employer shall notify employees as to any quarantine orders in effect.
- Employer shall review individual airport and airline requirements for the use of face coverings or other PPE.
- Identify local medical personnel in advance that could assist with care of cast and crew in the event of COVID-19 symptoms.
- Production shall monitor local outbreaks and trends, including local public health guidance and restrictions on travel to and from the U.S., and keep cast and crew informed as appropriate.
- Whenever possible, those traveling for productions should not bring family members or other non-essential personnel.
- Air travel shall be booked only on aviation suppliers (airlines) whose policies comply with the Federal Aviation Administration's regulations with respect to COVID-19.

### Domestic Travel

- Employer shall provide state guidelines for travel restrictions or quarantine requirements. Links to state COVID-19 websites and information on travel, quarantine, and other orders are available via the [Association of State and Territorial Health Officers](#).
- Employer shall provide [CDC](#) guidelines and considerations for domestic travel.

## International Travel

- Employer shall provide the [U.S. State Department Travel Advisory](#) for your intended destination, as well as the [COVID-19 Country Specific Information](#).
- Employer shall provide the [U.S. Embassy](#) website of the country they plan to travel to in order to determine if there are any entry restrictions or quarantine requirements for U.S. citizens.
- For travelers returning to the U.S., the Employer shall provide [U.S. Department of Homeland Security guidelines, entry restrictions, and quarantine requirements](#).
- The Employer shall provide [CDC health advisories and travel recommendations by country](#).
- The Employer shall provide [CDC guidelines for returning from international travel](#).
- The Employer shall provide [any World Health Organization \(WHO\) specific guidance for countries/regions you will be visiting](#).

## Video Village

- Encourage the use of a remote video village to be used whenever possible.
- Locate the physical video village in a designated area that is only accessed by the Agency / Client team.
- Provide for audio feedback between video village and set.
- Set up chairs 6 feet apart (when a physical video village is required).
- Consider easily cleaned furnishings.

## Wardrobe Department

- Wear appropriate PPE for the duration of person-to-person contact.
- Members of the costume department must have clean hands to handle any costumes, accessories and other items.
- Wear PPE when preparing the wardrobe.
- Advance planning should be employed to avoid overcrowding in costume and wardrobe areas.
- Plan wardrobe ahead of shopping / pulling from rental houses.

- Use PPE when looking through garments in rental houses and retail stores.
- Anticipate delays at rental houses and retail stores.
- Review current retail return and exchange policies.
- Book talent as early as possible, and get sizes as early as possible.
- Encourage remote alternatives to stages for selecting wardrobe.
- Stagger talent appointments for fittings.
- Whenever possible, performers should maintain appropriate physical distancing from other performers and costume staff when receiving a costume or item.
- Sanitize jewelry and glasses with appropriate, non-damaging cleaning solutions.
- Assign one person to take fitting photos.
- Costumes and outfits should be bagged up individually, by performer.
- Seek permission from Clients to allow actors to keep purchased wardrobe.
- Use of antimicrobial floor mats and surfaces treated with bio-barrier coatings.
- Personal clothing items used as costumes, or personal items of above-the-line personnel should not be prepped (e.g., steamed, ironed, etc.) without first being cleaned, if practical. Background actors who are asked to bring personal clothing to be used on camera must bring clean clothing.
- All wardrobe items must be properly disinfected with appropriate EPA-registered disinfecting methods and supplies with a claim against SARS-CoV-2 before they are provided to a performer; however, items with unique cleaning requirements that cannot be disinfected with such methods or supplies will be cleaned in the customary manner before being provided to the performer.
- When dealing with items likely to be degraded by steam/hot washing, production may "quarantine" the item for an appropriate period of time as an alternative disinfecting method.

### Unions & Guilds

If working with Union or Guild represented employees, be mindful of requirements as outlined in any agreement(s) you are signatory to. Reasonable discussions should lead to practical solutions when analyzing new scenarios in these unprecedented times. Submit a set of your company guidelines, procedures, and/or protocols to applicable unions, prior to employing personnel.

The Union will be notified promptly when employees test positive for COVID-19 or are being asked to return to a worksite that was shut down due to COVID-19 and shall be given the opportunity to address any concerns.

## **POST PRODUCTION SPECIFIC CONSIDERATIONS**

### General Studio Procedures

- Consider assigning defined roles to specific employees, for example:
  - COVID-19 Compliance Manager: Assures that all employees, visitors, clients are aware of protocols and are following them. Has responsibility for education of freelance workers in new protocols.
  - PPE Manager: Maintains current knowledge of PPE use, quantities, stock, location, disposal.
  - Deliveries Manager: Administers receipt of and the sanitizing of all items arriving in the workplace such as packages, couriers, food, etc.
  - Food Distribution: Strictly limits those responsible for serving food, using the strict sanitized processes.

### Supervised Sessions

- Assign workstations and disallow sharing of equipment, computer peripherals (keyboards, mice, Wacom tablets, etc.).
- Establish methodology for determining maximum suite occupancy for sessions and post clearly in each suite. Limit session attendance to match occupancy guideline.
- Consider a staggering schedule of supervised sessions to minimize studio occupancy.
- Maintain a list of session attendees sorted by the rooms they occupy.
- Consider steps to meet all guidelines for ventilation of suites with closed doors.
- Schedule supervised sessions based on maximum capacity allowed to maintain adequate social distancing.

### Client Requirements / Session Preferences

- Discuss with the client any corporate policies they may have a bearing on in-person meetings.
- Consider offering hybrid approaches to supervised sessions such as:
  - Artist in facility / Client remote supervising
  - Artist Remote / Client in facility
  - Artist and Client remote, Editorial Assistant in facility

- Limited number of in-person sessions to be allocated as desired (i.e.: approvals only, approvals & conform, etc.)

### Social Distancing

- Create a policy for the studio and conduct regular counts of occupants per floor, per session and per office throughout the day.
- Maintain count of occupants at reception and post clearly visible maximum occupancy signage at entrance.
- Wherever the potential exists for lines to form, it may be helpful to mark 6' separation increments (kitchen, bathrooms, elevator banks, emergency exits, etc) to aid in social distancing.
- In all open work spaces or bullpens, consider alternate layouts, such as alternate desks / workspaces in a checkerboard pattern, disable alternating desks, or remove them entirely if they do not allow for recommended social distance.
- Consider how to maximize usage of studio floor plan to spread out all personnel.
- If possible, add panels between desks including height adjustable panels for sit / stand desks.
- Specify permanent seat assignments for all personnel.
- Reduce capacity of larger existing spaces—e.g., remove some chairs from conference rooms and post new maximum capacity.

### AGENCY/CLIENT CONSIDERATIONS AND PLANNING

- Try to book production company and post production company with as much lead time as possible to make sure all needs specific to the project can be attended to and scheduling thought out to ensure safety measures can be met adequately (e.g. any specific testing) or that props and specific equipment can be sourced.
- Costs for complying with workplace guidelines should be clearly delineated in the bid.
- Work should be planned to minimize COVID-19 related disruption risks so far as it is reasonably practicable to do so. However, no amount of planning can fully mitigate risks. It should be understood that additional measures will require an approved overage. For COVID-19 related risks, Agency / Client should:
  - Maintain contingencies for non-insurable COVID-19 related costs such as:
    - Additional production costs (e.g. locations become unavailable, duplication of crew required due to sickness, transmission failure, etc.)

- Non-production related costs (e.g. regulations change, costs for quarantining crew are incurred, etc.).
    - Cancellation, postponement, and force majeure.
  - Include in agreement with the Company that the Agency and/or Client is responsible for COVID-19 related costs in the likely event such costs are not covered by insurance.
- If Agency/Client are attending remotely, or if the project is to be completed remotely, cyber liability insurance should be in place (by way of wrap-up or individually acquired policy) to cover any data security breaches, and any delays due to connectivity should be treated as an overage.

## COVID-19 Symptom Screening

Your safety is our top priority. To that end, we are asking the following health screening questions to ensure a safe work environment. Everyone must answer these questions before they arrive to work.

Remember, if you are sick with or exhibiting symptoms of COVID-19 (fever of 100.4° or greater, chills, cough, fever, difficulty breathing, muscle aches, sore throat, diarrhea, recent loss of taste or smell), or have had close contact with someone diagnosed with COVID-19 within the last 14 days, you must not report to work.

### AICP Screening Questionnaire

Date: \_\_\_\_\_

- Question 1: What is your first name?
  - \_\_\_\_\_
- Question 2: What is your last name?
  - \_\_\_\_\_
- Question 3: What project are you working on?
  - \_\_\_\_\_
- Question 4: : Have you had close contact with someone who in the past 14 days was diagnosed with COVID-19 or had a test confirming they have the virus?
 

*Check One:*

  - Yes
  - No
- Question 5: Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
 

*Check One:*

  - Yes
  - No

- Question 6: Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by a pre-existing condition?
  - Fever of 100.4° or greater, Chills, or Repeated Shaking/Shivering • Cough • Sore Throat • Shortness of Breath, Difficulty Breathing • Feeling Unusually Weak or Fatigued • Loss of Taste or Smell • Muscle Pain • Headache • Runny or Congested Nose • Diarrhea •

*Check One:*

  - Yes
  - No
- Question 7: Have you traveled internationally or outside the state you reside within the past 14 days (please answer 'Yes' or 'No')? If yes, please list where.
  - \_\_\_\_\_
- Question 8: By checking 'Yes' below I attest that my answers above are accurate to the best of my knowledge.
  - Yes
- Question 9: By checking 'Yes' below I affirm I will notify COMPANY if there are any changes to my answers that occur after I complete this form, and before I arrive to the work location.
  - Yes

**COVID-19 Informational Videos (Suggested links for carrying out procedures)**

All Personnel should understand the fundamentals of required hygiene and PPE use and maintenance. To this end, information, including readily available instructional videos should be made available.

(The following are 5 examples of videos that could be used for this purpose):

- Video 1: How to Help Stop the Spread of COVID-19
  - <https://youtu.be/kEhNyxKopsg>
- Video 2: What To Know About Handwashing
  - <https://youtu.be/d914EnpU4Fo>
- Video 3: Proper Donning and Doffing of Face Mask
  - <https://youtu.be/z-5RYKLYvaw>
- Video 4: Proper Donning and Doffing of Face Shield
  - <https://youtu.be/EATqw6m44RY>
- Video 5: Proper Donning and Doffing of Gloves
  - <https://youtu.be/12ZD2lG7yLg>



## **COVID-19 General Safety Practices**

- ENTER YOUR COMPANY'S GENERAL SAFETY PRACTICES AND/OR PRACTICES FROM THE AICP GUIDELINES YOUR COMPANY FOLLOWS.

### **Acknowledgment**

I've received and reviewed the COVID-19 General Safety Practices.

I understand the fundamentals of hygiene as well as the use and maintenance of PPE, and to this end, I have reviewed any information provided, including videos.

Nothing contained herein is intended to revoke or repeal any employee rights, either statutory, regulatory, or collectively bargained, and are not exhaustive. Nor are they a substitute for any existing safety and health-related regulatory requirements, such as those of Cal/OSHA.

*This screening check list shall be treated as a confidential medical record in accordance with federal, state and local medical and data privacy laws. It shall be retained by the Company separately from any personnel or payroll records that the Company maintains for such period as permitted under applicable law.*

By selecting 'Yes' I acknowledge the above.

Yes

*The information in the questionnaire(s) or any report generated from information contained in the questionnaire(s) is the sole property of the Employer. Any designated person that would need to be furnished with this information to carry out their duties must return the information to the Employer and may not retain the information.*