



IATSE Local 728

COVID-19 Prevention Guidelines

Local 728 General Guidelines

Set Lighting Technician Recommendations

Asst. Chief Lighting Technician Recommendations

Rigging Chief Lighting Technician Recommendations

Console Programmer Recommendations

Fixture Technician Recommendations

Local 728 Recommended Links and Posters/Flyers

Industry Wide Labor-Management Safety Committee's White Paper

The Safe Way Forward

LA County Department of Health Order with Appendix J

OSHA Alliance Guidelines



COVID-19 PROTOCOLS FOR THE SET LIGHTING TECHNICIAN

As of July 15, 2020

These guidelines are comprised of the work done by the following Local 728 focus groups who dedicated their time and talents to getting us back to work safely: Chief Lighting Technicians (CLT); Rigging Chief Lighting Technicians (RCLT); Assistant Chief Lighting Technicians (ACLt); Lighting Programmers; Control System Technicians; Fixture Technicians; Underwater Lighting Technicians; Local 728 Women's Group; and Lamp/Equipment Operators. Attached to this document will be specific workflows of departments.

This document supplements and emphasizes the protocols outlined in the Industry Wide Labor-Management Safety Committee's White Paper and the inter-Union plan The Way Forward specifically for the work performed by Set Lighting Technicians. Everyone has their part to play in making sure that our workspaces are safe for our members, our families, our crews, and our industry. It is essential that all COVID-19 protocols are followed without fail. In the event that another Stay-at-Home order is issued, we must have demonstrated that the motion picture/television industry can continue to work without risking the health of our community or ourselves. No one can afford another shutdown and too many people are still hurt by the first one.

Nothing ever goes as planned and the guidelines surrounding COVID-19 prevention are no exception. These guidelines and the documents, plans, and training provided by our employers are intended to be updated at regular intervals.

Please read these recommendations carefully, as well as the information provided by your employer. In the case of any conflict between these plans, the employer's plan takes precedence. If you need clarification, please call the Local and/or speak with the COVID-19 Compliance Officer assigned to your production.

If you have any questions, please feel free to contact me at any time. Should you feel that you are in an unsafe situation or uncomfortable with working in the time of COVID, remember you are not alone. Please call me, the Local 728 Business Representative, and/or the IATSE Safety Hotline (844-IA AWARE) immediately. We are all in this together and together we will make it through this crisis.

In Solidarity,

Alan M. Rowe

President/Safety & Training Director, IATSE Local 728



PERSONAL PROTECTION EQUIPMENT (PPE)

All PPE is required to be provided by the employer. However, you have the right to supply your own PPE provided that these three conditions are met:

1. Your employer has provided PPE for you to use
2. The PPE you supply meets the same criteria and is at least as effective as the employer-provided PPE
3. The employer allows the use of employee-provided PPE. Many employers have already indicated they will not be allowing their employees to wear any employee-provided masks/cloth face coverings since there is no existing ANSI standard for cloth face coverings.

You may supply your own additional PPE that the employer is not requiring, however, the employer does have the right to restrict you from using it.

The PPE that Local 728 members have identified as being necessary includes, but is not limited to, the following items:

- Masks (when required) – KN 95
- Face Shields (when required)
- Face Coverings as defined by the government agency having jurisdiction and as provided/allowed by the employer
- Gloves. Universally, gloves are not recommended for virus prevention with the exception of when a surface or material cannot be otherwise cleaned. In the case of items such as unsanitary cable, work gloves will serve the purpose of virus protection but must be disinfected before re-use or disposed of in an appropriate receptacle. If the work gloves can become saturated, you should consider wearing nitrile or latex gloves underneath your work gloves.
 - Nitrile gloves for handling disinfectants and other chemicals.
 - Hy-Flex, Hybrid, or leather work gloves. Several pairs per crew member may be needed so they can be rotated and disinfected.
- Eye Protection. Two different types of eye protection have been identified.
 - Safety Glasses for general use and protection. The temples, rims, and bridge of the glasses should be wide enough to limit exposure of the eyes. The nose pads should sit in a position to allow the glasses to be comfortable and not cause irritation from eyelashes making contact with the lenses. These should meet the requirements of ANSI Z87.1 and provide UV protection.



- Work Goggles (a.k.a. “simones”). These should be worn when working in close proximity of another person when performing tasks such as tandem lifting. These are to avoid the possibility of someone inadvertently breathing on to the eyes. There are several types available and many can fit over prescription glasses. The key here is comfort with many goggles having silicon seals and elastic type straps for a secure fit.
- Coveralls (when required)
 - Disposable Tyvek coveralls or suits should be worn in unsanitary areas and for bulk equipment disinfection.
- Personal sized hand sanitizer. Hand sanitizer should be used when soap and water is not available. The crew should keep a stockpile of two weeks to ensure that the Set Lighting Crew does not run out mid-production.
- Personal sized disinfecting wipes for cleaning high touch areas and equipment. The best practice is to wipe down any high touch area before you touch it. This can include our lighting equipment and control panels. Please refer to the manufacturer’s instructions for the appropriate method and materials for cleaning and disinfection.
- Equipment and cleaning/disinfection solutions for cleaning equipment as required.
- Appropriate means for storing these chemicals, many of which are flammable.
- Fans and air filters. Ventilation is key to infection prevention. Keeping air moving in gold rooms, trucks, and lighting control spaces is essential. There are a variety of air filters available that can effectively kill viruses.

Always follow the basic rules of PPE.

- PPE is only as effective as your ability to use it properly.
- Always wash your hands after removing gloves, mask, or face covering.
- Always clean your PPE according to the manufacturer’s instructions.
- Never share PPE with another person.
- PPE should fit you properly and be fully functional.
- PPE should be labeled with your name.
- Keep your PPE clean and wash/disinfect reusable face coverings/masks daily.
- Always have extra PPE & clothing available.
- MASK OFF AREAS – It may be possible to work without wearing a mask, provided the environmental factors do not introduce the risk of exposure to you or another person. Examples of this include working outdoors while maintaining 6’ physical distancing or working alone in an enclosed office. The employer may also designate areas as “Mask Free Zones.” Always check with the production’s COVID-19 Compliance Officer before removing your mask in an area that is not clearly designated as a mask free area (such as dining areas.) Failure to comply with mask requirements may be grounds for termination.



PERSONAL HYGIENE AND BEHAVIOR

Maintain personal hygiene standards and professional behavior both on and off the clock. By following these guidelines, you are unlikely to get infected at work. However, if you relax your standards in public, you may become infected, infect others and cause your production to be shut down. *Don't be that person!*

- Wash your hands with soap and water several times per day, including after restroom breaks, before eating, and after removing your PPE.
- Use the hand sanitizing stations and carry personal hand sanitizer to use when handling equipment and materials.
- Avoid touching your face being especially aware of your mask/face covering and safety glasses.
- Clean & sanitize all shared workspaces as well as any shared tools.
- No one should enter another department's work area without specific permission.
- Do not share food, beverages, or utensils. Only eat in designated areas and maintain physical distancing requirements while eating.

MENTAL HEALTH

We live in a work culture that sees mental health as trivial. This culture must change and we all must recognize that mental health is a serious matter. Very few people in our communities have ever experienced a pandemic of this scale. For most of us, the consequences of acute social, cultural and economic disruption have been painful. For some of us the results have been catastrophic. Emotionally, we are not well equipped to deal with many of the circumstances and issues stemming from months of social isolation, the constant threat of illness to ourselves and our families, economic insecurity, and not knowing when, if ever, we will return to the lifestyles and activities that we enjoy. The loss of liberties that we had taken for granted has left many of us experiencing the various stages of grief.

It is important to get help if you, a friend, or a family member needs it. Several resources exist within the entertainment community to help and are included in these documents. It is also equally important to remember that everyone is feeling pressure from the pandemic and many people around you are literally afraid of going back to work. *Be compassionate, don't be a jerk, and forgive someone if they lose their cool.* We are only human and the best way to get through this is together.



PHYSICAL DISTANCING AND EQUIPMENT DISINFECTION

It has been proven that physical distancing, hygiene, and wearing face coverings are extremely effective at preventing the transmission of COVID-19. It is important whenever possible to comply with all infection prevention protocols, especially physical distancing, as required by your employer which will include at a minimum:

- Always maintain 6' between persons at all times except when a task, such as tandem lifting, requires us to work within 6' of another crew member. The use of appropriate PPE, such as face coverings and "simones" is essential. It may also be useful to consider employing the "Buddy System" where crew members pair off and only work in tandem with each other.
- All tools, plans, expendables, and equipment must be disinfected prior to use and/or transfer to another person or department.
- Whenever possible, assign departments with their own loaned equipment, e.g. stingers, for the run of the show.
- Blueprints, drawings, and paperwork should be laminated when possible so they can be disinfected on a regular basis. When not possible, they should be limited to individual use and disposed of appropriately.
- When riding in a shuttle van or bus, the use of face coverings and eye protection is essential. Sanitize any high touch surface you need to touch and wash/sanitize your hands when you get out of the van. When on Location Scouts, always sit in the same seat to prevent cross-contamination. Do not open or close the door to the van, that responsibility will fall to transportation.

DAILY CREW / SAFETY MEETINGS

Each department within Local 728 should start each day with a safety meeting to cover the day's work and the COVID-19 protocols. These meetings are for existing crew members and any new crew members that may join the production. These meetings should include the following information as necessary:

- Production methodology and who is assigned to which Pod/Zone
- Updates and reminders for testing requirements
- Hazards of each worksite
- Distribution and proper use of PPE
- Location of restrooms, hand sanitizing stations, and receptacles for used PPE
- The name and location of the COVID-19 Compliance Officer
- Company and IATSE Hotlines
- Company physical distancing protocols
- Specific lighting equipment that requires disinfection throughout the day and the proper method for disinfection
- Location of "Mask Free Zones"
- Specific areas designated for equipment deliveries and returns
- Any additional protocols if the crew is working at a lamp dock or vendor facility.



- Additional information related to the cleaning and disinfection of lighting equipment (e.g. date/tag system, equipment clean/dirty/quarantine areas, etc)

SET LIGHTING TRUCKS, GOLD ROOMS, SHOPS, CONSOLE ROOMS

Enclosed spaces can create a hazardous situation if proper steps are not taken to ensure that air does not become “stale.”

- Rooms and enclosed spaces should have no more than 3 people per 144 sq ft at any time to allow for physical distancing.
- Fans and air filters should be used to keep air circulating in and out of enclosed work and rest areas.
- HVAC should be configured to ventilate with fresh air and not recirculate air from other spaces. HVAC filters must be changed regularly and be appropriate for the HVAC system.
- Windows and doors, including the side door of the Set Lighting Truck, should be opened to ventilate the area with fresh air whenever possible.
- High touch surfaces and equipment in these spaces should be cleaned on a regular basis.
- Whenever possible, the doors to these spaces should be closed and locked to prevent people from contaminating the work area when the crew is not present.

GENERAL WORK PRACTICES

COVID-19 has turned our production workflow upside down. At the time of this writing, there are two different methodologies that productions are considering to prevent the transmission of the virus: Pods and Zones. Whichever one is used, it is important to work within the plan. If you have questions, please ask before you unknowingly violate a policy.

- Unless cleared by the COVID-19 Compliance Officer, face coverings should be worn in aerial lifts.
- Crews should plan work rotations or work with production to have a larger crew than normal with people transferring between the Rigging and Shooting crews as necessary.
 - a. For example, consider having a separate common pool of “Permanent Day Players” to fill additional personnel requirements. Shared between Rigging and 1st Unit when applicable, and as determined by the nature of a particular production.
 - b. Crew members designated as “Pool” Players should be capable of, and comfortable with, switching roles on alternating days (or as required).



- c. Consider an additional Lighting Programmer to be part of that pool.
- This can help avoid the necessity to have to call Day Players at the last minute who may get held up with testing delays.
 - Underwater Lighting Technicians face some unique and specific hazards with COVID-19.
 - No one other than the ULT, or their designee shall handle or move their personal dive equipment.
 - Only the designated crew member(s) shall work with them while they are in the water.
 - The designated crew member(s) working with the ULT while at the surface shall wear, at a minimum, a surgical style face mask. The ULT should have a conversation with the company's COVID-19 Compliance Officer to ensure that the PPE being used complies with the latest recommendations.
 - SCUBA equipment, other than tanks, shall not be shared among divers
 - SCUBA equipment should only be supplied by the diver using the equipment.
 - Production will require additional bandwidth for monitoring the stage. Prior to the arrival of the shooting unit, a Local 728 Control Systems Technician should work with all departments and co-ordinate the wireless frequency channels to ensure that the lighting control system remains viable, and that all departments/crew members relying on wireless transmission in the performance of their duties can work while being physically distanced.
 - Lighting Plot Draftspersons should work from home whenever possible. They should request a kit rental to include upgrades in their home internet speed.
 - Designated workstations (i.e. a Fixture Technician's bench) shall not be shared.
 - When delivery trucks are being unloaded by the crew, fans should be used to keep air circulating in the truck. In these cases, the driver should remain in the cab of the truck.

END OF DAY

Procedures to be performed at the end of the day will be a big challenge. People will be tired and the desire to "just get it done" and go home will be significant. None-the-less, they are just as important as procedures during other times of the day.

- Sanitize equipment according to the manufacturer instructions prior to putting it away or follow your equipment isolation/quarantine plan.
- If your production has a mandatory testing schedule, remember to be tested on your assigned day before you leave or you may have difficulty returning to work.
- If possible, stagger wrap times so as to maintain physical distancing on shuttles, security checkpoints, and crew parking



- Remember to wear your face coverings until you are safely in your personal vehicle.
- Wash/sanitize your hands before and after riding in a crew shuttle.

If you have questions, comments, or suggestions on upgrading the contents of any of the Local 728 COVID-19 related documents, please contact:

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LAMP OPERATOR/SPECIAL OP BACK TO WORK COMMITTEE

CORONAVIRUS COVID 19 MITIGATION PLAN

MISSION: TO DEVELOP A RECOMMEND APPROACH FOR SET LIGHTING TECHNICIANS TO HELP PREVENT THE SPREAD OF COVID 19

MEMBERS:

Dustin Gardner, Marc Shearer, Chris Zwirner, Zach Andrews, Ian Carre Burrett, Joel Sutherland, Tom Anderson, Amanda Campbell, Jeremy Schonwald, Kevin Perry, Mark Carlile, John Savedra

PERSONAL TOOLS

- Provide your own essential tools. Avoid sharing or borrowing.
- At the beginning of every workday disinfect your personal tool set.
- When using a sanitizing/disinfecting agent make sure it meets CDC guidelines for disinfectants.
- Take home tools everyday. This will avoid congestion in the truck or gold room in the morning. You also never know when your show could shut down.
- Sanitize your radio before using it and at least once per day. Consider department batteries and charger.

WORKING IN THE TRUCK OR TRAILER

- When you arrive at work and open the truck or trailer ensure the side door is unobstructed to allow ventilation in the box.
- For trucks smaller than 10 tons allow no more then 2 crew members inside. For larger vehicles consider no more then 3.
- PPE should be worn inside the truck at all times
- Ensure the technicians in the truck conform to the buddy system.
- Practice social distancing as much as possible.
- Be kind to the ACLT and stay away from their workspace as much as possible.
- Keep track of last used date for items shelved in the truck. (For disinfection purposes)
- At beginning and end of day sanitize the locks on the truck as well as any handles and lift gate control switches.
- Consider putting 6' reference markers on the floor to help ensure social distancing.

OTHER SMALL ENCLOSED SHARED WORK SPACES (GOLD ROOM, DIMMER SHED, ETC.)

- IF SHARING SPACE leave door open to allow airflow
- Enforce social distancing
- Mark floor with visual reference markers

- **DO NOT CONGREGATE** in these spaces
- **Display signage** of Covid 19 department procedures

WORKING IN ENCLOSED SETS ACTORS HAVE TO WORK IN (FOR EXAMPLE, CARS)

- **Ensure proper ventilation** is established (Roll down windows etc.)
- **Wear PPE** while working
- **If you need assistance** use your buddy system companion
- **Wipe down any areas** you interacted with. Consult appropriate parties about appropriate chemicals on surfaces. (Don't cause damage to sensitive surface)

WORKING CLOSE TO ACTORS

- **Work out a plan** with the 1st AD ahead of time for appropriate protocols for each cast member for walk and talks, last min adjustments, etc.
- **Consider wearing additional PPE.** (Goggles etc.)
- **Limit exposure** to your department. Perhaps operator does not participate in buddy system to limit actor exposure.
- **Always be aware of and follow** your productions guidelines for interacting with the cast.

AERIAL WORK PLATFORMS

- **When on a stage** always wear your PPE (mask/face covering) regardless of the elevation.
- **When accepting a lift** from vendor ensure commonly touched surfaces are sanitized to the specification of the manufacturer. (Control Panels, Joysticks, Door Latch, etc.)
- **For heavy leveling blocks** use buddy system for placement. Wear PPE when working in close proximity.
- **If sanitizing the harness** is needed, ensure you follow manufacturers specifications to not damage a critical piece of safety equipment.
- **While being elevated and outdoors** will likely allow a condor operator to work without a mask, **ALWAYS** keep it with you.

FOLLOW SPOT OPERATOR

- **Know ahead of time** what sanitization methods are appropriate for the sensitive electronics. Contact the vendor for their policy.
- **When stepping away** from the remote, sanitize control surfaces before letting another lamp operator use the device. Try to keep this to your designated buddy. Sanitize upon your return.

BALLOONS

- **When picking up the truck** from the vendor, ensure the cab is sanitized. Follow Teamsters Local 399 recommended cab cleaning procedures.
- **Limit contact** to balloon envelope.

- Sanitize commonly touched surfaces. (Ballast buttons, connectors, cables, cart handles, etc.)
- Always treat the lines as if they are contaminated.
- When help is needed from first unit try to limit exposure within the buddy system. Operate alone as much as possible.
- Keep track of date last used for vendor.

CROSS DEPARTMENT EXPOSURE

- Work out a plan ahead of time with the grips for minimizing cross contamination as much as possible.
- Consider cross department buddies. Grips that you work around regularly if possible.
- Work out protocols for ladders, sandbags, c-stands, etc. that are shared items.

BUDDY SYSTEM

- When performing any task within close proximity to another technician try to ensure they are your "Buddy." To explain what this means think of it as a mini pod in the department. You are trying to limit the people you have to get close to only one individual. Keep the same buddy for the duration of the production if possible.
- When working with a buddy consider additional PPE (for example, goggles.)
- Examples of activities requiring a buddy include ladder work, heading up large lamps, working inside the truck, etc.

DEPARTMENT LIAISON

- Consider appointing a department liaison to make sure 728 Covid mitigation steps are being followed. The Covid production monitor cannot be everywhere.
- Use social pressure to ensure procedures are followed within the department.

PPE

- Gloves, consider them always dirty. You should have multiple pairs of gloves to rotate through.
- To allow gloves to be reused let sit in a marked paper bag for 72 hours. We are exploring other options such as UV sanitization and other soft fabric sanitizers.
- Safety Vests, Have production purchase everyone a personal vest. Mark as your own. Consider having the ACLT purchase the Local 728 ones from the hall.
- Hard Hats (if needed) sanitize the helmet regularly.
- Goggles, consider purchasing a pair of goggles (aka "simones") to protect your eyes from Coronavirus.
- Everyone will really have to slow down and asses what anti-viral PPE needs to be worn on a case by case basis for what is best. Face shields, masks, goggles, N95 etc.

CLEANING LAMPS

- High touch surfaces need to be cleaned on a regular basis. (T-handles, bails, handles, flood spot knobs, interfaces, buttons, etc.
- Some lamps operate at a high enough temperature to kill the virus.
- For low heat fixtures like LED's consider a wipe down before returning it to the cart or case.
- Ensure the device is powered down before sanitizing to prevent shock or shorts.
- Contact manufacturer for sanitization products safe to use on sensitive equipment.
- We don't want people to over think these procedures during a lighting setup. Current CDC data says surface transmission is difficult. At the end of every lighting setup technicians need to make sure they wash their hands rather than try to sanitize everything as they go. The virus is not going to leap off a sky panel into their nose. The wipe downs are meant to be periodic throughout the day to help mitigate the surface transmission.
- At the end of the day consider a deep clean that gets more surfaces of the lamps. We are exploring UV lighting, Electrostatic sprayers for something like this to save the production time.
- Develop a system for marking what is sanitized and what has been used. Keep track of last used dates.
- Consider bagging carts and sanitized lamps.
- For heavy cable consider a Hudson sprayer with a sanitizing solution safe for cable insulation, or quarantine for a specified amount of time.

SET WORKFLOW

- Consider utilizing Zone coverage for multiple lamps. One operator works the lights in a certain area, if he needs help, use his/her buddy.
- Staging, when lamps are brought back to staging they should have height touch surfaces wiped down.
- When passing off sources be mindful of where the last technician was handling it.

THE PERMS/GREENBEDS

- Anyone going up high needs to be mindful of ladders. Ladders have people shoes and hands on the surface regularly and we all know they will not be cleaned. Carry a bottle of sanitizer with you to the top of the ladder to clean your hands.
- Consider a one-way workflow or install multiple access points to the green beds.
- Maintain appropriate social distancing when possible.

PERSONAL HYGINE

- After every lighting set up wash your hands.
- After handling a cart on the truck wash your hands
- Before you eat a snack wash your hands

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- **Before/after you use the restroom wash your hands**
- **You should wash your hands for a minimum of 20 seconds, scrubbing every surface, including under the nails.**
- **One more thing, WASH YOUR HANDS**



ACLT COVID-19 FOCUS GROUP PHASE II RECOMMENDATIONS

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ACLT COVID-19 FOCUS GROUP PHASE II RECOMMENDATIONS

GOAL: TO PRODUCE A SET OF PROTOCOLS APPLICABLE TO 728 ALCT'S ACROSS THE CUSTOMARY RANGE OF OUR PROFESSION

1. TECH-SCOUT

A. BEFORE THE SCOUT

◆ **STAY HOME IF YOU'RE SICK! - REPLACE YOURSELF WITH YOUR BEST ELT!**

1. Reach out to the Production Coordinator or Art-Department Coordinator to request digital directors' plans, i.e., PDF Scout Packet emailed. (This can be imported in many iPad apps, for a no-touch note-taking practice) a few prominent top apps that work really well using an iPad Pro and Apple Pencil: [Notability](#), [GoodNotes 5](#)
2. Request risk assessment form from production. *Once this has become common practice, you can build your own template.*
3. Discuss scout workflow with CLT, CRT, and ACRT to best utilize the possible limited time in locations together
4. Familiarize yourself with protocol adjustments - ask questions ahead of time if you don't understand or feel uncomfortable

B. DURING THE SCOUT

1. Comply with producers directive on transportation, **unless** this is not in compliance with State and CDC ordinance and you do not feel it's safe for **you**
2. Self-drive if possible. Use P-Card and submit gas/mileage receipt/s
3. Show up with plenty of time to position yourself as safe as possible, distancing-wise, that is "if" the Transportation Department is providing transportation
4. If point 3 above is determined, practice "Don't Share Air" practice. *This may seem like a challenge in any van of kind*
 - Address any concerns with Transportation Captain, 1st A.D and UPM if necessary
5. Bring your own lunch and avoid socializing during the lunch break, though this is known to be a great collaborative note-gathering event with other department heads. Do it via [Slack](#) or email once your notes are cleaned up post Scout
6. Ask the 1st A.D., for **reasonable time to collaborate cross departments** to avoid having to return to any scout locations



ACLT COVID-19 FOCUS GROUP PHASE II RECOMMENDATIONS

7. *Don't feel obligated to enter any public or private locations/residences if the owner/ manager/facilitator is not in compliance with State and CDC ordinance if unable to comply with 6' physical distancing while scouting. Get 1st A.D's attention*
8. *Request from the UPM a Hot-Spot for ROS (RunOfShow) as the digital footprint will be exponential. This is a prime time for that.*
9. *Special Note - Stages: While on the scout pay attention to the layout of the build, make a note of designs that will force groups of people to congregate into limited areas of space that would encourage a breakdown of physical distancing guidelines. Consult with your CLT, RCLT, and any other relevant personnel (Production Designer, Construction Foreman, etc.) about ways to mitigate and/or correct these problematic areas*

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ACLT COVID-19 FOCUS GROUP PHASE II RECOMMENDATIONS

C. AFTER THE SCOUT

1. **Avoid** gathering in the production office to collaborate notes. Do this via [Slack](#), email or [Zoom](#) if you see fit with your scout keys
2. Go home, clean up notes and distribute pertinent info to other departments digitally

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2. PRODUCTION DOCUMENTS WORK-FLOW

A. ACCOUNTING

1. Request all 'paperwork' and forms to be distributed digitally i.e., P-Card form, P-Card top sheet, CC request form, 1099 form, start paperwork, etc.

B. PRODUCTION

1. Establish good relations and show healthy organization skills to inspire an all-digital interaction and workflow system
2. Request all 'paperwork' to be distributed digitally i.e., DTS templates, 1-Liners, Scripts, PreLims, CallSheets, CrewLists , etc.

C. ALL OTHER DEPARTMENTS

1. Use above A & B practices as you see fit




ACLT COVID-19 FOCUS GROUP PHASE II RECOMMENDATIONS

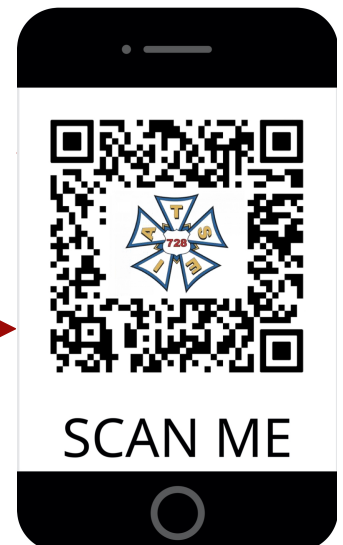
3. RISK ASSESSMENT

A. BEFORE THE CALL

1. Self-monitor for symptoms
 - ◆ **STAY HOME IF YOU'RE SICK!**
2. Email a form/sheet the night before the call containing a voluntarily [Covid-19 sign checker Form](#) to fill ((for new employees)(attached is an example made with [google forms](#)))
3. Crew-members will conclude contactless digital start paperwork. Crew-member will be compensated for all and any time to completing questionnaires while not at the call site. *The best practice here may be to open a dialog with UPM for added time at the end of the shift on the 1st day of the work week or or end of the week, the most effective solution maybe "Clocking" any time the day before the call for filling paperwork is not advised. This will create mayhem in the work-week for accounting, etc.*
4. Crew-members that has been absent for 72hrs or more will need to answer a small number of easy questions. (this will take about 25 seconds) example: ([Covid-19 sign checker Form](#)) (but can be in any contactless ACLT's preferred format). Crew-member will be compensated for all and any time spent completing questionnaires while not at the call site. *The best practice here may be to open a dialog with UPM if added time at the end of the shift on day one may be the most effective solution. "Clocking" any time the day before the call for filling paperwork is not advisable. This will create all sorts of mayhem in the work-week for accounting, etc.*

B. WHILE ON THE CALL

1. Crew-members small number of easy [Covid-19 sign checker Form](#) answers will be transferred onto the ACLT's risk assessment doc to track and share with production
2. Share all current production directives on how to exist and work in this new era to crew
3. Make **any and all of the above info available digitally and contactless. Example:** *A laminated sheet, for example, QR code positioned a few places on all Set Lighting Department Truck - Trailer - Gold-room would be advisable (i.e., Main Unit, Rigging Electric, etc. (Scan this - it's a live example)* 
4. **If the crew has worries, concerns or unsafe practice is witnessed** against the directive, search further advise from the designated [COVID-19 department coordinator](#) or call County Report # (877) 777-5799
5. Familiarize yourself with the multiple designated mask free zones in close proximity to all areas where work is being performed – clearly marked for physical distancing and coordinated with the COVID-19 compliance person, allowing special considerations for individuals with existing respiratory conditions
6. Advice crew on production established testing and screening protocols





ACLT COVID-19 FOCUS GROUP PHASE II RECOMMENDATIONS

C. END OF THE CALL

1. *Disinfect or delegate used truck tools*
2. *Request all core crew to disinfect and take home their personal tools, including Walkie Talkies (every day). This will avoid congestion on the truck or gold room in the morning*
3. *Request all day-calls to take home their personal tools every day*
4. *Request all day-calls to disinfect all production provided “tools,” i.e. Walkie Talkies, headsets (every day)*
5. *Request delivery of DTR (Daily Time Sheet) **digitally** to POC and other pertinent production personnel. Wet carbon copy is now of the past*
6. *Request observe all prevention protocols — hand washing, and **particularly OFF work***



ACLT COVID-19 FOCUS GROUP PHASE II RECOMMENDATIONS

4. HEALTH AND SAFETY

A. PRIORITIZE RESPONSIBLE PERSONAL BEHAVIOR AT WORK, AT HOME AND IN PUBLIC - WITH AN EMPHASIS ON PREVENTION

1. *Ensure a shared commitment to the IATSE adopted health and safety guidelines*
2. *Observe all prevention protocols:*
 - a) *Testing and screening*
 - b) *PPE as required*
 - c) *Hand washing & sanitizing*
 - d) *Physical distancing*
 - e) *Respiratory etiquette*
6. *Fulfill all mandatory training, as provided by CSATF and production*
7. *Fulfill any additional training required of department heads*
8. *Coordinate the posting of 'IA cares-tip sheet' and signage consistent with COVID-19 prevention training in all relevant areas*
9. *Expect and acknowledge less stamina and agility from crew-members while wearing PPE all day and encourage crew as often as possible to work at a pace that suits their physique*
10. *Encourage to watch out for each other. Be a team player and watch out for all of your teammates. Not just the ACLT's job*
11. *Continue to observe and practice all prevention protocols at home*
 - *Your commitment to safety at home ensures a safe and healthy work environment*

B. STRESS AND MENTAL HEALTH SUPPORT

1. *Consider orientation and additional training of addressing crew concerns*
2. *Posting of available member resources*
3. *Support available on site from trained member of COVID-19 coordination staff, or as provided by production*
4. *Announce no cost of [Mindfulness apps](#) – for Kaiser Permanente health care provider members ([Calm](#) & [myStrength](#)) to crew.*

5. Truck/Trailer/Gold-room

A. GENERAL

1. *Trucks smaller than 10 tons allow no more than two crew members inside. For larger vehicles consider no more than 3 people*
2. *Keep side and rear doors wide open at all times to allow airflow*



ACLT COVID-19 FOCUS GROUP PHASE II RECOMMENDATIONS

3. If alone, and side and rear doors are wide open PPE can be eased
4. Ensure the ELT's in the Truck/Trailer/Gold-room conform to the buddy system
5. Practice physical distancing as much as possible
6. ACLT and CLT work area to be off-limits of crew
7. Keep track of the last used date for items shelved in the Truck/Trailer/Gold-room. (For disinfection purposes)
8. At the beginning and end of the day, sanitize the locks on the Truck/Trailer/Gold-room as well as any handles and lift gate control switches
9. Install 6' reference markers on the floor to secure physical distancing
10. Request crew to hold all everyday contents by set carts on set. (Less contact applicable gear: (Rain-gear, harnesses, etc.), can be stored on Truck/Trailer/Gold-room in tote style containers)
11. Request all truck visitors (Set Lighting crew included) to announce themselves/ask permission to enter to allow for ACLT and or other working crew members to make necessary PPE or distancing adjustments
12. Establish crew truck rules - i.e. no eating on truck, no sleeping on truck etc.

B. EXPENDABLES

1. **Keep ample PPE stock**, i.e., Nitrile gloves, HyFlex Gloves, 'Kn-95 or Multi-Layer (Cloth Preferred) Masks (**minimum two masks a day per crew-member, multiples available for hot weather/location work**), Impact Rated Safety Glasses (Z-87), Hand Sanitizer, and BagIt's
2. **ONLY ACLT and one daily designated person** shall replenish exhausted expendables from the Truck/Trailer/Gold-room to the set

C. DRILL

1. No food or drinks on the truck!
2. If you open it...Close it **and disinfect!**
3. If you turn it on...Turn it off **and disinfect!**
4. If you unlock it...Lock it **and disinfect!**
5. If you move it...Put it back **and disinfect!**
6. If It belongs to someone else and you want it... Get permission!
7. If you borrow it...Return it **and disinfect!**
8. If you mess it up...Clean it up **and disinfect!**
9. If you don't know how to operate it...Leave it alone!
10. If you use it...Take care of it!



ACLT COVID-19 FOCUS GROUP PHASE II RECOMMENDATIONS

11. *If you break it...Repair it!*
12. *If you can't fix it... Call someone who can, label appropriately and notify ACLT!*
13. *If it will brighten someone's day... **Say it!***
14. *If you need a nap during lunch...Do it elsewhere!*
15. *Verbally announce you arrival before entering the truck to anyone present!*

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ACLT COVID-19 FOCUS GROUP PHASE II RECOMMENDATIONS

6. PPE – (Inspired by the CRT committee)

A. CREW ORIENTATION BY DEPARTMENT HEADS: PROVIDE THE FOLLOWING DETAILS CONCERNING COMPLIANCE / ACCESS / HOTLINE

1. All PPE required for use in the workplace will be provided by the employer. (in some instances a crew-member may be allowed to provide their own PPE)
2. Define employer & local government mandated requirements and explain the consequences of non-compliance
3. Indicate where to access PPE and what types are required in both 'normal' and 'close proximity' work circumstances
4. Local 728 is considering a "quartermaster" position, responsible for stocking and dispensing PPE, to be compensated at an elevated rate higher than ELT
5. Provide PPE 'packs' for daily rotation—masks, gloves, eye-protection, pocket-size hand sanitizer, disinfectant wipes, tyvek suit (when necessary)
6. Keep a two week supply on hand with regular restocking - based on core crew size. Make additional PPE available for augmented crew
7. Coordinate the posting of anonymous safety hotline information
8. Depending on an individual's physical characteristics and/or inclusion is defined as a 'high risk' or 'vulnerable' group, a member may be able to provide their own PPE if:
 - a. The need has been acknowledged by production
 - b. It meets or exceeds the standards of the employer provided PPE
 - c. It is approved by the COVID-19 department coordinator

CONTACT THE ANONYMOUS IATSE HOTLINE AND/OR LOCAL 728 BUSINESS AGENT FOR HELP IN RESOLVING ISSUES CONCERNING THE USE OF PERSONAL PPE – HOTLINE: 844-422-9273 – WEBSITE HERE (ALSO LISTED BELOW IN ['LINK' SECTION](#)).

B. MASKS

1. Use or request KN-95 or multi-layer (cloth preferred)
2. **Avoid neck fleeces, also called gaiter masks.** (these are the least effective. In fact, wearing a fleece mask resulted in a higher number of respiratory droplets because the material seemed to break down larger droplets into smaller particles that are more easily carried away with air) - (<https://shrtm.nu/mdZz>)
3. Allow for an acclimation period upon initial return to work
4. Minimum two masks a day per crew-member
5. Confirm that multiples are available for hot weather/location work
6. Promote a flexible respiratory (fresh air) break policy in designated mask free zones or areas approved by the COVID-19 department coordinator



ACLT COVID-19 FOCUS GROUP PHASE II RECOMMENDATIONS

7. Consider re-usable washable face shields where physical distancing can be observed
8. Below type mask with vents is not recommended read more [here: https://shrtm.nu/9gbV](https://shrtm.nu/9gbV)
 - ◆ It's not precisely clear if mask with exhaust vents is considered ratified. While the air is filtered in the figured mask, remember, face-covering protects others from your air. (attached types may be for sports, and to prevent inhaling dust or other airborne properties. The primary focus may not uniquely be related to the exhaust in terms of droplets and safety)



C. GLOVES

1. Worn whenever we're touching equipment (which is almost always) primarily for protection against exposure to rough surfaces and chemicals
2. Reinforce crew awareness of the health/safety issues regarding the use of gloves, i.e. a false sense of security, possible vector for infection
3. Observe hand-sanitizing before donning and after doffing
4. Use Hy-Flex & NITRILE (when appropriate) alone or in combination
5. Supply 2 pairs minimum a day per crew-member — if using disposable gloves
6. Use of leather, high heat or hybrid work gloves is approved if disinfection protocols (i.e., rotating multiple pairs of gloves through a 72-hour quarantine) are observed

D. EYE PROTECTION

1. Ansi standard Z-87 impact rated safety glasses or “no cry” OTG eyewear with safety straps for most work
2. Use close-fitting goggles for close proximity work
3. **Eye protection is to be disinfected at the start and end of shift and regular intervals throughout the workday**

E. WORK CLOTHES AND OUTERWEAR

1. Wear regular laundered work clothes for most circumstances
2. Use personal coveralls if preferred, but multiple pairs will be required to comply with sanitation guidelines (i.e., 72-hour quarantine)
3. Use production provided individual hi-vis safety vests assigned to each crew-member and clearly labeled
4. the use of disposable (i.e., Ty-Vek) suits is strongly recommended for unsanitary location work and bulk equipment disinfection



ACLT COVID-19 FOCUS GROUP PHASE II RECOMMENDATIONS

F. DISPOSAL

1. *Used PPE is not considered a biohazard but it must be disposed of immediately after use*
2. *Ensure the availability of adequate disposal facilities in all work areas*

G. RADIOS AND PRODUCTION ITEMS ASSIGNED TO DEPARTMENTS

1. *Provide individual radios and batteries — labeled and assigned to each crew-member for the length of hire*
2. *Additional (day-player or driver) radios/batteries should be clearly labeled and available for only that purpose*
3. *Radios and batteries should be disinfected at the start and end of every shift — and before returning to production*
4. *Typical use of personal headsets w/ regular disinfection*

H. PERSONAL ITEMS AND STORAGE

1. *Minimize the number of personal items, other than tools, brought to work*
2. *Storage of personal items in “gym” lockers or “tote style containers” with “snap-on” lids recommended when possible*
3. *Request Crew-members to hold all everyday contents by set carts on set. (Less contact applicable gear (Rain-gear, harnesses, etc.), can be stored on Truck/Trailer/Gold-room in tote style containers)*

I. REST PERIODS (WHILE IN PREP/WRAP)

1. *Acknowledge that wearing PPE may limit your physical abilities and cause metabolic stress*
2. *Encourage more frequent rest, fresh air, and hydration breaks*
3. *Ensure adherence to OSHA heat guidelines with additional allowance made for COVID-19 compliance*
4. *Ask production to provide shade and/or cooling misters for extreme temperature work*

J. MEAL PERIODS & CRAFT-SERVICE (WHILE IN PREP/WRAP)

1. *Wash-up periods prior to...*
2. *Staggered breaks when possible*
3. *Personal beverage containers or small individual coolers dispensed or bottled water in proximity tall work areas (craft service personnel recommended as that source)*
4. *... or a case of water and a tub of Sani-Wipes (not preferred)*



ACLT COVID-19 FOCUS GROUP PHASE II RECOMMENDATIONS

5. *Leaving the work premises for meals is strongly discouraged*
6. *The prep/wrap crew's traditional 'morning coffee break' will, for the purposes of this document, be considered as a meal period*
7. *Bring your own lunch — personal mini lunch-cooler*
8. *Boxed individual meals provided by production (preferred)*
9. *Pre-arranged food delivery service (as a last resort)*

K. VENTILATION

1. *Ensure an adequate supply of fresh air on stages and enclosed areas on location*
 - ◆ ***Determine the AHJ supervising studio ventilation systems***
2. *Request verification of COVID-19 compliant air filtration systems & installation by facilities*

L. ADDITIONAL GREEN-BEDS

1. *The addition of green-beds, where possible, will help alleviate set congestion, increase efficiency, and promote proper physical distancing*



7. PERSONNEL AND DEPLOYMENT

A. DESIGNATED COVID-19 DEPARTMENT COORDINATOR (SOMEONE OTHER THAN THE ACLT)

- ◆ *Additional training as required — to be coordinated by the department liaison with the COVID-19 department coordinator*
- ◆ *Expected increase in core crew size — stated reasons:*
 1. *Prevention of cross contamination*
 2. *PPE = slower pace of work*
 3. *Stage only / location only crews*
 4. *Probable shorter work days*
 5. *Designated disinfection gangs — as required per show*
 6. *'Testing' issues with day players*
- ◆ **A separate, common pool of "permanent day-players" to fill additional personnel requirements. shared between rigging and main unit set lighting when applicable, and as determined by the nature of a particular production (this may be turn-around challenging and inefficient)**
- ◆ **Crew members designated as 'pool' players should be capable of, and comfortable with, switching roles on alternating days**
- ◆ **Consider an additional lighting programmer to be part of that pool**



8. PRE-RIG / PRE-LIGHTING CREW / DEPLOYMENT

A. STAGE

1. *Hazard assessment prior to work w/COVID-19 department coordinator / staff*
2. *Staggered shifts*
3. *“Stage only” crew*
4. *Strict observance of production’s “zone system”*
5. *Use the “buddy system” - pair crew members when possible*
6. *When using ladders to access green-beds or permanents - use hand sanitizer after ascending and descending*
7. *Minimize crew size in enclosed spaces – recommend 3 crew members per 144sq.ft. to allow for physical distancing and work ergonomics – otherwise use enhanced PPE for close proximity work*
8. *Wash-up periods at prior exiting wash rooms, lunch and end of shift*
9. *When possible, designate crew-member(s) for:*
10. *Distribution of PPE, expendables, radio batteries and common use tools – as well as ...*
11. *Highly touched sanitizing duties*

B. LOCATION

1. *Hazard assessment prior to work w/COVID-19 coordinator / staff*
2. *Clear and concise prior vacancy and disinfection rules*
3. *“Location only” crew(s) – recommend one crew per location to minimize cross contamination*
4. *Core crew members involved in location rigging should be able to return to the stages for work the next day if all PPE and prevention protocols have been observed*
5. *‘Drive to’ when possible — transpo provided from crew parking*
6. *Adequate bathrooms and/or separate hand-washing stations and...*
7. *Establish minimum requirements based on overall crew size*
8. *Considerations for extreme working temperatures following OSHA heat guidelines - with additional allowance made for COVID-19 compliance*
9. *Additional PPE available as needed*
10. *A maximum of 3 crew members (wearing appropriate PPE) while working in the ten-ton at the same time*
11. *Ensure adequate ventilation in all work Trucks/Trailers/Gold-room’s*



ACLT COVID-19 FOCUS GROUP PHASE II RECOMMENDATIONS

12. *Minimize crew size in enclosed spaces (as above)*

13. *When possible, designate crew-member(s) for:*

- ◆ *Distribution of PPE, expendables and common use tools – as well as ...*
- ◆ *Highly touched sanitizing duties*
- ◆ *Wash-up periods at lunch and end of shift*

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9. EQUIPMENT & DISINFECTION

A. VENDORS AND RENTAL EQUIPMENT

- 1. Contact your vendors and determine their C-19 policies for the delivery and return of equipment – it will impact your workflow planning*
- 2. Designate a restricted-access area for receiving and returning set lighting equipment*
- 3. Consider additional run of show equipment - this will help with unforeseen shooting schedule changes and minimize the disinfection time between rigs*

B. DISINFECTION OF SET LIGHTING EQUIPMENT

- 1. Contact your vendors or refer to **PERG** guidelines <https://my.esta.org/perg-reopening-guidance> for info on their preferred disinfection protocols*
- 2. For info on protocols specific to equipment not referenced above consult manufacturer guidelines*
- 3. Designate a restricted-access area for disinfecting set lighting equipment when using sanitizing wipes and/or disinfectant in solution*
- 4. Designate a restricted-access area for disinfection when using the '72-hour quarantine' protocol*
- 5. Ensure proper labeling and date tagging of all disinfected equipment*

C. METHODS AND MATERIALS

- 1. Aim for efficacy and efficiency*
- 2. Use employer-provided storage rated for flammable liquids*
- 3. Disinfectant wipes and/or bottle sprayers and wiping rags are ok for most items – ensure an abundant supply of both in all staging and work areas*
- 4. Use electrostatic spray-systems or Hudson sprayers for bulk equipment disinfection ... but make plans to mitigate any environmental hazards associated with the runoff of disinfectant solutions*
- 5. UV-C systems are still being researched, but are not recommended at this time*
- 6. Used disinfecting materials are not considered a bio-hazard. However, they must be properly disposed of immediately following use*

D. CREW CONSIDERATIONS AND BEST PRACTICES

- 1. Equipment disinfection will be performed by 728 crew-members classified as “running repair technicians” – scheduling separate crews may be required*
- 2. Identify the appropriate PPE required for different disinfection protocols and ensure an abundant supply for your crew members*



ACLT COVID-19 FOCUS GROUP PHASE II RECOMMENDATIONS

3. *schedule periodic deep-cleaning on a weekly/bi-weekly basis, or as required by your C-19 compliance officer*
4. *When disinfecting and returning equipment to all locations/studio set or staging area — identify and put your efforts on all high touch surfaces*
5. *during the FINAL phase of rigging a set, make a collaborative effort to wipe down all high touch surfaces*

E. COMMON USE DISTRIBUTION AND LIGHTING EQUIPMENT TO BE DISINFECTED BEFORE AND AFTER EACH USE

1. *Safety harnesses*
2. *Floor sets — lights, stands, hardware — (when possible segregated by Main unit)*
3. *Distro boxes*
4. *Lunch boxes*
5. *Extension cords (stingers)*
6. *Ladders, aerial lifts, milk crates, and common use tools*
7. *Cable carts, bins, hand trucks and pallet jacks*
8. *Data/dmx nodes & wireless equipment*
9. *Run of show equipment rigged on back-lot/off-lot locations, or transferred between stages*
10. *We recommend that Main unit carts be sanitized by Main unit*

F. PERSONAL ITEMS DISINFECTION

1. *Below are all points of contact throughout the day. These items should need to clean throughout the day and at the end of the day*
 1. *All items in personal pack/backpack/purse*
 2. *Backback*
 3. *Bluetooth headset*
 4. *Car keys*
 5. *Cell phone*
 6. *Eyeglasses*
 7. *Eye protection PPE*
 8. *Hat*
 9. *ID Badge*
 10. *Ipad*
 11. *Laptop*
 12. *Personal food cooler*
 13. *Pocket knife*
 14. *Smart watch*
 15. *Sunglasses*
 16. *Wallet*



ACLT COVID-19 FOCUS GROUP PHASE II RECOMMENDATIONS

10. WORK FLOW PLANNING AND COORDINATION WITH OTHER DEPARTMENTS

A. INSPIRE A SPIRIT OF COOPERATION AMONG DEPARTMENTS (INCLUDING YOUR ASSISTANT DIRECTORS)

1. *Promote open and transparent communication*
2. *Coordinate your scheduling with other department heads. proper planning will minimize departmental overlap when rigging sets — staggered call times / multiple shifts will help*
3. *Institute a buddy or pod system with other departments (locals80& 44, i.e.) to minimize transmission and facilitate contact tracing*
4. *Establish a good working relationship with your COVID-19 department coordinator and staff, and inform them of your scheduling plans*
5. *Prioritize logistics meetings — use virtual meeting spaces if possible*
6. *Share risk assessment documents, workflow charts, blueprints (digitally)*
7. *Spotting plans and lighting plots digitally whenever possible*
8. *A health/safety-oriented approach to stage space utilization is recommended*

11. LINKS

1. [#728-C19-Protocols Channel - Slack 728 Covid-19 Forum](#)
2. [#goggles Channel - Slack 728 Covid-19 Forum](#)
3. [#mask Channel - Slack 728 Covid-19 Forum](#)
4. [#twitter Ca Public Health Channel - Slack 728 Covid-19 Forum](#)
5. [California COVID Assessment Tool](#)
6. [Centers For Disease Control And Prevention](#)
7. [Facemask Do's and Don'ts — Respirator On / Respirator Off](#)
8. [latse Local 728](#)
9. [latse Safety Hotline Program](#)
10. [Know Your Risk](#)
11. [Reopening Protocol for Music, Television and Film Production: Appendix J](#)
12. [Risk-Assessment Map Tool](#)
13. [Slack 728 Covid-19 Forum Workspace](#)



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Special thanks to Joe Ressa (CRT) and Greg Mayer from the RCLT COVID-19 FOCUS GROUP and FIXTURES COVID-19 FOCUS GROUP respectively

RCLT COVID-19 FOCUS GROUP

PHASE II RECOMMENDED PROTOCOLS REV v7.28 7/12/20

THE GOAL OF THIS DOCUMENT IS TO DEVELOP AND PRESENT A BROAD SET OF RECOMMENDED 'RETURN TO WORK' PROTOCOLS APPLICABLE TO 728 RIGGING CREWS

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1. HEALTH AND SAFETY

A. EMPHASIS ON PREVENTION

- *PRIORITIZE RESPONSIBLE PERSONAL BEHAVIOR AT WORK, AT HOME AND IN PUBLIC*
- *ENSURE A SHARED COMMITMENT TO THE IATSE ADOPTED HEALTH AND SAFETY GUIDELINES*
- *OBSERVE ALL PREVENTION PROTOCOLS:*
 - *TESTING AND SCREENING*
 - *PPE AS REQUIRED*
 - *HAND WASHING & SANITIZING*
 - *PHYSICAL DISTANCING*
 - *RESPIRATORY ETIQUETTE*
- *FULFILL ALL MANDATORY TRAINING, AS PROVIDED BY CSATF AND PRODUCTION*
- *FULFILL ANY ADDITIONAL TRAINING REQUIRED OF DEPARTMENT HEADS*
- *COORDINATE THE POSTING OF 'IA CARES TIP SHEET' AND SIGNAGE CONSISTENT WITH COVID-19 PREVENTION TRAINING IN ALL RELEVANT AREAS*

B. STRESS AND MENTAL HEALTH SUPPORT

- *CONSIDER ORIENTATION AND ADDITIONAL TRAINING OF DEPARTMENT HEADS IN ADDRESSING CREW CONCERNS*
- *COORDINATE THE POSTING OF AVAILABLE RESOURCES*
- *REQUEST THAT MENTAL HEALTH SUPPORT BE MADE AVAILABLE ON SITE FROM TRAINED MEMBER OF COVID-19 COORDINATION STAFF, OR AS PROVIDED BY PRODUCTION*

2. PPE

A. CREW ORIENTATION BY DEPARTMENT HEADS:

- *PROVIDE THE FOLLOWING DETAILS CONCERNING COMPLIANCE / ACCESS / HOTLINE*
- *ALL PPE REQUIRED FOR USE IN THE WORKPLACE WILL BE PROVIDED BY THE EMPLOYER.*
*(IN SOME INSTANCES** A CREW MEMBER MAY BE ALLOWED TO PROVIDE THEIR OWN PPE)*
- *DEFINE EMPLOYER & LOCAL GOVERNMENT MANDATED REQUIREMENTS AND EXPLAIN THE CONSEQUENCES OF NON-COMPLIANCE*
- *INDICATE WHERE TO ACCESS PPE AND WHAT TYPES ARE REQUIRED IN BOTH 'NORMAL' AND 'CLOSE PROXIMITY' WORK CIRCUMSTANCES*
- *LOCAL 728 IS CONSIDERING A "QUARTERMASTER" POSITION, RESPONSIBLE FOR STOCKING AND DISPENSING PPE, TO BE COMPENSATED AT THE ACLT RATE*
- *PROVIDE PPE 'PACKS' FOR DAILY ROTATION – MASKS, GLOVES, EYE PROTECTION, POCKET-SIZE HAND SANITIZER, DISINFECTANT WIPES, TYVEK SUIT (WHEN NECESSARY)*
- *KEEP A 2 WEEK SUPPLY ON HAND WITH REGULAR RESTOCKING - BASED ON CORE CREW SIZE. MAKE ADDITIONAL PPE AVAILABLE FOR AUGMENTED CREW.*
- *COORDINATE THE POSTING OF ANONYMOUS SAFETY HOTLINE INFORMATION*
- *USED PPE IS NOT CONSIDERED A BIOHAZARD BUT IT MUST BE DISPOSED OF IMMEDIATELY AFTER USE*
- *ENSURE THE AVAILABILITY OF ADEQUATE DISPOSAL FACILITIES IN ALL WORK AREAS*

- ****DEPENDING ON INDIVIDUAL PHYSICAL CHARACTERISTICS AND/OR INCLUSION IN A DEFINED 'HIGH RISK' OR 'VULNERABLE' GROUP, A MEMBER MAY BE ABLE TO PROVIDE THEIR OWN PPE IF:**
 - THE NEED HAS BEEN ACKNOWLEDGED BY PRODUCTION
 - IT MEETS OR EXCEEDS THE STANDARDS OF THE EMPLOYER PROVIDED PPE
 - IT IS APPROVED BY THE C-19 COMPLIANCE OFFICER
- CONTACT THE LOCAL 728 BUSINESS AGENT FOR HELP IN RESOLVING ISSUES CONCERNING THE USE OF PERSONAL PPE

B. MASKS

- KN-95 OR MULTI-PLY CLOTH ARE PREFERRED – (NO VENTS OR EXHAUST VALVES)
- ALLOW FOR AN ACCLIMATION PERIOD UPON INITIAL RETURN TO WORK
- PROVIDE A MINIMUM OF 2 MASKS / DAY / CREWMEMBER
- CONFIRM THAT MULTIPLES ARE AVAILABLE FOR HOT WEATHER / LOCATION WORK
- PROMOTE A FLEXIBLE RESPIRATORY (FRESH AIR) BREAK POLICY - IN DESIGNATED MASK FREE ZONES OR AREAS APPROVED BY THE COVID-19 COORDINATOR
- CONSIDER RE-USABLE WASHABLE FACE SHIELDS WHEN NECESSARY OR WHERE PHYSICAL DISTANCING CANNOT BE OBSERVED

C. GLOVES

- NORMALLY WORN WHENEVER WE'RE TOUCHING EQUIPMENT (WHICH IS ALMOST ALWAYS) PRIMARILY FOR PROTECTION AGAINST EXPOSURE TO ROUGH SURFACES AND CHEMICALS
- PLEASE REINFORCE CREW AWARENESS OF THE HEALTH/SAFETY ISSUES REGARDING THE USE OF GLOVES, i.e. FALSE SENSE OF SECURITY, POSSIBLE VECTOR FOR INFECTION
- OBSERVE HAND SANITIZING BEFORE DONNING AND AFTER DOFFING
- USE HY-FLEX & NITRILE (WHEN APPROPRIATE) ALONE OR IN COMBINATION
- SUPPLY 2 PAIRS MINIMUM /DAY/ CREW MEMBER - IF USING DISPOSABLE GLOVES
- THE USE OF LEATHER, HIGH HEAT OR HYBRID WORK GLOVES IS APPROVED IF DISINFECTION PROTOCOLS (i.e. ROTATING MULTIPLE PAIRS OF GLOVES THROUGH A 72 HOUR QUARANTINE) ARE OBSERVED

D. EYE PROTECTION

- ANSI STANDARD Z87 IMPACT RATED SAFETY GLASSES OR "NO CRY" OTG EYEWEAR WITH SAFETY STRAPS FOR MOST WORK
- USE "SIMONES" OR CLOSE-FITTING GOGGLES FOR CLOSE PROXIMITY WORK
- EYE PROTECTON TO BE DISINFECTED AT START AND END OF SHIFT AND AT REGULAR INTERVALS THROUGHOUT THE WORK DAY

E. WORK CLOTHES AND OUTERWEAR

- WEAR NORMAL LAUNDERED WORK CLOTHES FOR MOST CIRCUMSTANCES
- USE PERSONAL COVERALLS IF PREFERRED, BUT MULTIPLE PAIRS WILL BE REQUIRED TO COMPLY WITH SANITATION GUIDELINES (i.e. 72 HOUR QUARANTINE)
- USE PRODUCTION PROVIDED INDIVIDUAL HI-VIS SAFETY VESTS ASSIGNED TO EACH CREW MEMBER AND CLEARLY LABELED
- THE USE OF DISPOSABLE (i.e. TYVEK) SUITS IS STRONGLY RECOMMENDED FOR UNSANITARY LOCATION WORK AND BULK EQUIPMENT DISINFECTION
- REMINDER: USED PPE IS NOT CONSIDERED A BIOHAZARD BUT IT MUST BE DISPOSED OF IMMEDIATELY AFTER USE
- IDENTIFY APPROVED DISPOSAL FACILITIES IN ALL WORK AREAS

3. CREW PROTOCOL PART 1- PREPARATION AND PREVENTION

A. BEFORE COMING TO WORK

- SELF-MONITOR FOR SYMPTOMS
- DISINFECT HIGH TOUCH PERSONAL ITEMS (PHONE / TOOLS / KEYS ETC.)
- STAY HOME IF YOU'RE SICK!

B. ARRIVING AT WORK

- IF YOU HAVE BEEN ISSUED A DIGITAL SCREENING QUESTIONNAIRE, COMPLETE IT AND HAVE IT READY TO PRESENT ALONG WITH YOUR I.D. WHEN YOU ARRIVE
- WEAR A MASK (AND/OR OTHER REQUIRED PPE) WHEN ENTERING THE SCREENING / TESTING AREA
- WHEN CLEARED TO ENTER THE WORKPLACE, REPORT DIRECTLY TO YOUR DESIGNATED MEETING ZONE

C. CREW ORIENTATION & DAILY SAFETY MEETING WITH DEPARTMENT HEADS

- DAILY MEETINGS SHOULD INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:
- IDENTIFICATION AND EXPLANATION OF FACILITIES, RESOURCES, AND "PRODUCTION'S ACTION PLAN" IN THE EVENT OF A REPORTED INFECTION - INCLUDING TRACING AND QUARANTINE PROCEDURES
- NOTIFICATION OF ANY CHANGES OR UPDATES IN WORKPLACE SAFETY PROTOCOLS
- EXPLANATION AND COORDINATION OF SCHEDULED INDIVIDUAL TESTING REQUIREMENTS AND THE "ZONE SYSTEM"
- DETAILS OF CREW WORK ASSIGNMENTS TO STAGES AND LOCATIONS, 'PODS' AND THE 'BUDDY SYSTEM'

D. GENERAL PRECAUTIONS WHEN AT WORK

- FOLLOW ALL HEALTH SAFETY PROTOCOLS – WASH YOUR HANDS - AVOID TOUCHING YOUR FACE
- DISINFECT YOUR PERSONAL TOOLS AND EQUIPMENT AT THE START AND END OF EVERY SHIFT
- DON'T SHARE YOUR TOOLS
- MASKS WORN AT ALL TIMES WITH THE FOLLOWING EXCEPTIONS:
 - WHEN IN A DESIGNATED MASK FREE OR "FRESH AIR" BREAK ZONE
 - BREAK ZONES SHOULD BE CLEARLY MARKED FOR PHYSICAL DISTANCING AND COORDINATED WITH THE C-19 COMPLIANCE OFFICER
 - WHEN EATING
 - WHEN A RIGGING CREW MEMBER IS WORKING ALONE OUTDOORS IN AN AREA WITH NO RISK OF TRANSMISSION

4. CREW PROTOCOL PART 2 – WORKING CONDITIONS

A. REST PERIODS

- ACKNOWLEDGE THAT WEARING PPE MAY LIMIT YOUR PHYSICAL ABILITIES AND CAUSE METABOLIC STRESS
- ENCOURAGE MORE FREQUENT REST, FRESH AIR, AND HYDRATION BREAKS
- ENSURE ADHERENCE TO OSHA HEAT GUIDELINES WITH ADDITIONAL ALLOWANCE MADE FOR COVID-19 COMPLIANCE
- ASK PRODUCTION TO PROVIDE SHADE AND/OR COOLING MISTERS FOR EXTREME TEMPERATURE WORK

B. PERSONAL EQUIPMENT / CLOTHING / STORAGE

- MINIMIZE THE NUMBER OF PERSONAL ITEMS, INCLUDING TOOLS, BROUGHT TO WORK
- STORAGE OF PERSONAL ITEMS IN "GYM" STYLE LOCKERS OR "TOTE" STYLE CONTAINERS WITH "SNAP-ON" LIDS IS RECOMMENDED WHEN POSSIBLE

C. RADIOS AND PRODUCTION ITEMS ASSIGNED TO DEPARTMENTS

- PROVIDE INDIVIDUAL RADIOS AND BATTERIES - LABELED AND ASSIGNED TO EACH CREW MEMBER FOR LENGTH OF HIRE
- ADDITIONAL (DAY PLAYER OR DRIVER) RADIOS / BATTERIES SHOULD BE CLEARLY LABELED AND AVAILABLE FOR ONLY THAT PURPOSE
- RADIOS AND BATTERIES SHOULD BE DISINFECTED AT THE START AND END OF EVERY SHIFT – AND BEFORE RETURNING TO PRODUCTION
- NORMAL USE OF PERSONAL HEADSETS W/ REGULAR DISINFECTION

D. AERIAL WORK AND AERIAL WORK PLATFORMS

- WE RECOMMEND THAT INDIVIDUAL FALL PROTECTION EQUIPMENT (HARNESS) BE ASSIGNED TO EACH CREW MEMBER AND CLEARLY LABELED
- INSPECT YOUR HARNESS REGULARLY AND FOLLOW MANUFACTURER GUIDELINES FOR DISINFECTION BEFORE AND AFTER USE
- WHEN ACCEPTING A LIFT FROM A VENDOR, ENSURE HIGH TOUCH SURFACES ARE SANITIZED (CONTROL PANELS, JOYSTICKS, DOOR LATCH, ETC.)
- SANITIZE HIGH TOUCH SURFACES WHEN LEAVING THE EQUIPMENT OR SWITCHING TO ANOTHER OPERATOR
- PPE IS MANDATORY WHEN OCCUPYING A LIFT ON-STAGE OR INDOORS
- LIMIT THE OCCUPANCY OF AERIAL WORK PLATFORMS TO ONE CREW MEMBER AT A TIME IF AT ALL POSSIBLE
- WHEN LIFT OCCUPANCY OF MORE THAN ONE CREW MEMBER AT A TIME IS REQUIRED, THE USE OF ENHANCED PPE IS MANDATORY
- PLEASE KEEP YOUR MASK ON/WITH YOU AT ALL TIMES*
- THE FOLLOWING PRACTICES WILL REDUCE CLOSE PROXIMITY WORK AND ARE HIGHLY RECOMMENDED:
 - COORDINATE ALTERNATING DEPARTMENTAL ACCESS WHEN WORKING IN, ON, OR AROUND AN AERIAL PLATFORM
 - OBSERVE PHYSICAL DISTANCING WHEREVER POSSIBLE
 - THE USE OF FORK LIFTS, CHAIN HOISTS OR OTHER LIFTING EQUIPMENT WHEN RIGGING LARGE OR HEAVY LIGHTS (i.e. HMIs, S-360s, 20Ks) SHALL BE COORDINATED WITH LOCALS 399 AND 80
- *THE OPTIONAL USE OF A MASK MAY BE POSSIBLE IF THE FOLLOWING CONDITIONS ARE MET:
 - WHEN ALONE AND OPERATING AN AERIAL PLATFORM OUTDOORS AT AN ELEVATION OF AT LEAST 30' ...
 - AND THERE ARE NO PERSONNEL BELOW THE LIFT WITHIN A RADIUS OF 30' ...
 - AND THE OPERATOR MAINTAINS POSSESSION OF THEIR MASK AT ALL TIMES

E. MEAL PERIODS & CRAFT SERVICE

- SCHEDULE STAGGERED MEAL PERIODS WHENEVER POSSIBLE
- REQUEST A SINGLE SOURCE OF DISPENSED OR BOTTLED WATER IN PROXIMITY TO ALL WORK AREAS (CRAFT SERVICE PERSONNEL RECOMMENDED AS THAT SOURCE)
- USE SINGLE SERVE DISPOSABLE BEVERAGE CONTAINERS FOR COFFEE, TEA ETC.

- LEAVING THE WORK PREMISES FOR MEALS IS STRONGLY DISCOURAGED
- BRINGING YOUR OWN FOOD IN A PERSONAL MINI-COOLER STYLE LUNCH BOX PAIL IS A REALLY GOOD OPTION – BUT DON'T SHARE!
- BOXED INDIVIDUAL MEALS PROVIDED BY PRODUCTION ARE PREFERRED
- PRE-ARRANGED FOOD DELIVERY SERVICE (AS A LAST CHOICE)

F. VENTILATION

- ENSURE AN ABUNDANT SUPPLY OF FRESH AIR ON STAGES, IN WORK TRUCKS, FIXTURE SHOPS AND ENCLOSED AREAS ON LOCATION
- DETERMINE THE AHJ SUPERVISING STUDIO VENTILATION SYSTEMS
- REQUEST VERIFICATION OF COVID-19 COMPLIANT AIR FILTRATION SYSTEMS & INSTALLATION BY FACILITIES

G. ADDITIONAL GREENBEDS

- THE ADDITION OF GREENBEDS, WHERE POSSIBLE, WILL HELP ALLEVIATE SET CONGESTION, INCREASE EFFICIENCY, AND PROMOTE GOOD PHYSICAL DISTANCING

5. CREW PROTOCOL PART 3 – PERSONNEL AND DEPLOYMENT

A. DESIGNATE A “COVID-19” LIASON (SOMEONE OTHER THAN THE ACLT)

- ADDITIONAL REQUIRED SAFETY TRAINING WILL BE COORDINATED BY THE DEPARTMENT LIASON WITH THE COVID-19 COMPLIANCE OFFICER

B. EXPECTED INCREASE IN CORE CREW SIZE – STATED REASONS:

- PREVENTION OF CROSS CONTAMINATION
 - PPE = SLOWER PACE OF WORK
 - STAGE ONLY / LOCATION ONLY CREWS
 - PROBABILITY OF SHORTER WORK DAYS
 - DESIGNATED 728 DISINFECTION CREWS - AS REQUIRED PER SHOW
 - ‘TESTING’ ISSUES WITH DAY PLAYERS
- A SEPARATE, COMMON POOL OF “PERMANENT DAY PLAYERS” TO FILL ADDITIONAL PERSONNEL REQUIREMENTS. SHARED BETWEEN RIGGING AND 1ST UNIT WHEN APPLICABLE, AND AS DETERMINED BY THE NATURE OF A PARTICULAR PRODUCTION.
- WE STRONGLY ADVISE INCLUDING A LIGHTING PROGRAMMER IN THAT ‘POOL’
- ‘POOL’ PLAYERS SHOULD BE CAPABLE OF, AND COMFORTABLE WITH, ALTERNATING ROLES WITHIN THE RIGGING, FIXTURES AND 1st UNIT CREWS

C. STAGE RIGGING CREW & DEPLOYMENT

- COMPLETE A HAZARD ASSESSMENT PRIOR TO STARTING WORK - COORDINATED WITH THE COVID-19 COMPLIANCE OFFICER AND PRODUCTION
- SCHEDULE STAGGERED SHIFTS AS NECESSARY TO MAINTAIN REASONABLE WORK HOURS AND MINIMIZE DEPARTMENTAL OVERLAP
- ENCOURAGE THE SCHEDULING OF ‘STAGE ONLY’ CREWS TO REDUCE THE POSSIBILITY OF CROSS CONTAMINATION – NO MORE JUMPING FROM ‘STUDIO TO LOCATION AND BACK TO STUDIO’ DURING THE SAME SHIFT
- USE DIGITAL OR LAMINATED RIGGING AND LIGHTING PLOTS TO MINIMIZE THE POSSIBILITY OF TRANSMISSION. LAMINATED PLOTS SHOULD BE DISINFECTED BEFORE AND AFTER EACH USE.
- STRICT OBSERVANCE OF PRODUCTION’S “ZONE SYSTEM”

- USE THE 'POD' OR 'BUDDY SYSTEM' - PAIR 728 CREW MEMBERS WHENEVER POSSIBLE
- USE THE SAME SYSTEM WHEN WORKING WITH LOCAL 80 RIGGING GRIPS (AND OTHER DEPARTMENTS) - IT WILL MINIMIZE THE THREAT OF TRANSMISSION, AND HELP IF CONTACT TRACING IS REQUIRED IN THE EVENT OF AN INFECTION
- WHEN USING LADDERS TO ACCESS GREENBEDS OR PERMANENTS - MAKE HAND SANITIZING A REQUIREMENT AFTER ASCENDING AND DESCENDING
- *** MINIMIZE CREW SIZE IN ENCLOSED SPACES – RECOMMEND 3 CREW MEMBERS PER 144'sq TO ALLOW FOR PHYSICAL DISTANCING AND WORK ERGONOMICS*** - OTHERWISE USE ENHANCED PPE FOR CLOSE PROXIMITY WORK
- WASH UP PERIODS AT LUNCH AND END OF SHIFT
- WHEN POSSIBLE, DESIGNATE A CREW MEMBER(S) FOR DISTRIBUTION & SANITIZATION OF PPE, RADIOS, EXPENDABLES, AND COMMON USE EQUIPMENT AND TOOLS

D. TECH SCOUT

- REQUEST THAT SCOUT PACKETS, DIRECTORS' PLANS AND LOCATION MAPS / PHOTOS BE MADE AVAILABLE IN DIGITAL FORMAT
- SELF-DRIVE IS RECOMMENDED IF CONFORMING TO THE PROVISIONS WITHIN THE CBA - USE P-CARD OR SUBMIT GAS/MILEAGE RECEIPT/S
- IF USING PRODUCTION PROVIDED TRANSPORTATION OBSERVE ALL C-19 INFECTION PREVENTION PROTOCOLS, INCLUDING ENHANCED PPE
- AVOID HAVING TO RETURN TO ANY LOCATION FOR FURTHER NOTES.
- COORDINATE WITH YOUR 1ST A.D. TO ALLOW AMPLE TIME FOR GATHERING ALL PERTINENT INFORMATION.
- ENSURE THAT THE PROCESS OF SCOUTING / RIGGING ANY LOCATION WILL ALLOW ALL CREW MEMBERS TO OBSERVE ESTABLISHED C-19 PREVENTION GUIDELINES

E. LOCATION RIGGING CREWS

- COMPLETE A HAZARD ASSESSMENT PRIOR TO STARTING WORK - COORDINATED WITH LOCATIONS DEPARTMENT AND COVID-19 COMPLIANCE OFFICER
- WE NEED CLEAR AND CONCISE PRIOR VACANCY AND DISINFECTION RULES
- 'LOCATION ONLY' CREW(S) – RECOMMEND SCHEDULING ONE CREW PER LOCATION TO MINIMIZE CROSS CONTAMINATION
- CORE CREW MEMBERS AND 'POOL PLAYERS' INVOLVED IN LOCATION RIGGING SHOULD BE ABLE TO RETURN TO THE STAGES FOR WORK THE NEXT DAY IF ALL PPE AND PREVENTION PROTOCOLS HAVE BEEN OBSERVED
- 'DRIVE TO' WHEN POSSIBLE – TRANSPORATION PROVIDED TO AND FROM CREW PARKING
- ENSURE ADEQUATE BATHROOMS AND SEPARATE HANDWASHING STATIONS
- OBSERVE PROTOCOLS FOR EXTREME TEMPERATURE WORK FOLLOWING OSHA HEAT GUIDELINES - WITH ADDITIONAL ALLOWANCE MADE FOR COVID-19 COMPLIANCE
- HAVE ADDITIONAL PPE AVAILABLE AS NEEDED
- MAXIMUM OF 3 CREW MEMBERS (WEARING APPROPRIATE PPE) IN THE TEN TON AT THE SAME TIME
- ENSURE ADEQUATE VENTILATION IN ALL WORK TRUCKS AND ENCLOSED LOCATIONS
- ***MINIMIZE CREW SIZE IN ENCLOSED SPACES (AS ABOVE)
- WHEN POSSIBLE, DESIGNATE A CREW MEMBER(S) FOR: DISTRIBUTION OF PPE, RADIOS, EXPENDABLES AND COMMON USE TOOLS – AS WELL AS ...
- HIGH TOUCH SANITIZING DUTIES
- WASH UP PERIODS AT LUNCH AND END OF SHIFT

6. WORK FLOW PLANNING AND COORDINATION WITH OTHER DEPARTMENTS

A. FOSTER A SPIRIT OF COOPERATION AMONG DEPARTMENTS (INCLUDING YOUR ASSISTANT DIRECTORS)

- PROMOTE OPEN AND TRANSPARENT COMMUNICATION
- COORDINATE YOUR SCHEDULING WITH OTHER DEPARTMENT HEADS. GOOD PLANNING WILL MINIMIZE DEPARTMENTAL OVERLAP WHEN RIGGING SETS – STAGGERED CALL TIMES / MULTIPLE SHIFTS WILL HELP
- ESTABLISH A GOOD WORKING RELATIONSHIP WITH YOUR COVID-19 COMPLIANCE OFFICER AND STAFF, AND INFORM THEM OF YOUR SCHEDULING PLANS
- INSTITUTE A 'BUDDY' OR 'POD' SYSTEM WITH OTHER DEPARTMENTS (LOCALS 80 & 44 i.e.) TO MINIMIZE TRANSMISSION AND FACILITATE CONTACT TRACING
- PRIORITIZE LOGISTICS MEETINGS - USE VIRTUAL MEETING SPACES IF POSSIBLE
- SHARE RISK ASSESSMENT DOCUMENTS, WORK FLOW CHARTS, BLUE PRINTS, SPOTTING PLANS AND LIGHTING PLOTS DIGITALLY WHENEVER POSSIBLE
- WE STRONGLY RECOMMEND A HEALTH / SAFETY ORIENTED APPROACH TO STAGE SPACE UTILIZATION

7. EQUIPMENT & DISINFECTION

A. VENDORS AND RENTAL EQUIPMENT

- CONTACT YOUR VENDORS AND DETERMINE THEIR C-19 POLICIES FOR THE DELIVERY AND RETURN OF EQUIPMENT – IT WILL IMPACT YOUR WORK FLOW PLANNING
- DESIGNATE A RESTRICTED-ACCESS AREA FOR RECEIVING AND RETURNING SET LIGHTING EQUIPMENT
- CONSIDER ADDITIONAL RUN OF SHOW EQUIPMENT - THIS WILL HELP WITH UNFORSEEN SHOOTING SCHEDULE CHANGES AND MINIMIZE THE DISINFECTON TIME BETWEEN RIGS

B. DISINFECTION OF SET LIGHTING EQUIPMENT

- CONTACT YOUR VENDORS OR REFER TO THE [PERG SAFE RETURN TO WORK GUIDELINES](#) FOR INFO ON THEIR PREFERRED DISINFECTION PROTOCOLS*
- *FOR INFO ON PROTOCOLS SPECIFIC TO EQUIPMENT NOT REFERENCED ABOVE CONSULT MANUFACTURER GUIDELINES
- DESIGNATE A RESTRICTED-ACCESS AREA FOR DISINFECTING SET LIGHTING EQUIPMENT WHEN USING SANITIZING WIPES AND/OR DISINFECTANT IN SOLUTION
- DESIGNATE A RESTRICTED-ACCESS AREA FOR DISINFECTION WHEN USING THE '72 HOUR QUARANTINE' PROTOCOL.
- ENSURE PROPER LABELING AND DATE TAGGING OF ALL DISINFECTED EQUIPMENT

C. METHODS AND MATERIALS

- AIM FOR EFFICACY AND EFFICIENCY
- USE ONLY EPA APPROVED DISINFECTANTS IN RECOMMENDED CONCENTRATION
- USE EMPLOYER PROVIDED STORAGE RATED FOR 'FLAMMABLE LIQUIDS'
- DISINFECTANT WIPES AND/OR BOTTLE SPRAYERS AND WIPING RAGS ARE OK FOR MOST ITEMS – ENSURE AN ABUNDANT SUPPLY OF BOTH IN ALL STAGING AND WORK AREAS

- *USE ELECTROSTATIC SPRAY SYSTEMS OR HUDSON SPRAYERS FOR BULK EQUIPMENT DISINFECTION ... BUT MAKE PLANS TO MITIGATE ANY ENVIRONMENTAL HAZARDS ASSOCIATED WITH THE RUNOFF OF DISINFECTANT SOLUTIONS*
- *UVC SYSTEMS ARE STILL BEING RESEARCHED, BUT ARE NOT RECOMMENDED AT THIS TIME*
- *USED DISINFECTING MATERIALS ARE NOT CONSIDERED A BIOHAZARD, HOWEVER THEY MUST BE PROPERLY DISPOSED OF IMMEDIATELY FOLLOWING USE*

D. CREW CONSIDERATIONS AND BEST PRACTICES

- *EQUIPMENT DISINFECTON WILL BE PERFORMED BY 728 CREW MEMBERS CLASSIFIED AS "RUNNING REPAIR TECHNICIANS" – THE SCHEDULING OF SEPARATE CREWS MAY BE REQUIRED*
- *IDENTIFY THE APPROPRIATE PPE REQUIRED FOR DIFFERENT DISINFECTION PROTOCOLS AND ENSURE AN ABUNDANT SUPPLY FOR YOUR CREW MEMBERS*
- *SCHEDULE PERIODIC 'DEEP CLEANING' ON A WEEKLY / BI-WEEKLY BASIS, OR AS REQUIRED BY YOUR C-19 COMPLIANCE OFFICER*
- *WHEN DISINFECTING AND RETURNING EQUIPMENT TO A LOCATION, STUDIO SET OR STAGING AREA - IDENTIFY AND CONCENTRATE YOUR EFFORTS ON ALL HIGH TOUCH SURFACES*
- *DURING THE FINAL PHASE OF RIGGING A SET, MAKE A COORDINATED EFFORT TO WIPE DOWN ALL HIGH TOUCH SURFACES*

COMMON USE DISTRIBUTION AND LIGHTING EQUIPMENT TO BE DISINFECTED BEFORE AND AFTER EACH USE

- *SAFETY HARNESES*
- *FLOOR SETS - LIGHTS, STANDS, HARDWARE – (WHEN POSSIBLE SEGREGATED BY 1ST UNIT)*
- *DISTRO BOXES*
- *LUNCH BOXES*
- *EXTENSION CORDS (STINGERS)*
- *LADDERS, AERIAL LIFTS, MILK CRATES, AND COMMON USE TOOLS*
- *CABLE CARTS, BINS, HAND TRUCKS AND PALLET JACKS*
- *DATA/DMX NODES & WIRELESS EQUIPMENT*
- *RUN OF SHOW EQUIPMENT RIGGED ON BACK-LOT OR OFF-LOT LOCATIONS, OR TRANSFERRED BETWEEN STAGES*

8. LINKS

IATSE LOCAL 728

[IATSE 728](#)

[IATSE Safety Hotline Program](#)

[IATSE Cares — Coronavirus Active Response, Engagement, & Support](#)

[IATSE-TTF Safety | Online Classes](#)

[728 Covid-19 Forum slack](#)

PUBLIC HEALTH

[Motion Picture Industry Pension and Health Plan](#)

[MPIPHP / Optum Mental Health Resources](#)

[Centers for Disease Control and Prevention](#)

[LA County Department of Public Health](#)

[LA City / Covid-19 Testing](#)

[California Covid-19 Assessment Tool](#)

[Cal/OSHA Statewide Industry Guidance on Covid-19](#)

WHITE PAPERS

[INDUSTRY-WIDE LABOR-MANAGEMENT SAFETY COMMITTEE TASK FORCE WHITE PAPER](#)

[THE SAFE WAY FORWARD DGA, SAG-AFTRA, IATSE & TEAMSTERS](#)

[LACDPH Appendix J / Reopening Music Television Film Production pdf](#)

[Production Equipment Rental Group \(PERG\) Guidelines](#)

DOWNLOAD OPERATING PROTOCOLS HERE FOR [CINELEASE](#) , [MBS](#) , [RatPac](#) , [LiteGear](#)

PPE

[COVID-19: How to put on and remove personal protective equipment](#)

[A Step-by-Step Guide to Preventing PPE-Related Skin Damage](#)

[KN-95 Respirators and Safety Masks](#)

[Antimicrobial Face Mask - Adjustable & Washable](#)

[No Cry OTG Safety Glasses](#)

[Prescription Sport Safety Glasses | Optics Outfitter](#)

[Simone Style Goggles](#)

[DUPONT Tyvek Suits and Coveralls](#)

[Tyvek Suit / Amazon](#)

DISINFECTION

[Evaclean Protexus Electrostatic Spray Systems](#)

[Victory Electrostatic Spray Systems](#)

[Infection Control Solutions | EvaClean](#)

[TwinOxide Spray Disinfectant](#)

UVC

<https://www.cuimc.columbia.edu/news/far-uv-light-safely-kills-airborne-coronaviruses>

<https://www.goldenseauv.eu/uvm216/>

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Lighting Consoles and Gear within the Lighting Programmer's Purview

- Lighting consoles, lighting control servers, other control surfaces and media servers are sensitive electronic equipment and should be treated as such. Never clean a console or other electronic equipment while powered on. If a console, for example, must be touched by a second user for any reason, then they must first power off the console, clean the console, and then power on the console. Disinfectant should be applied to a cloth and then the cloth should wipe the equipment—never spray consoles, or other electronic equipment directly as the liquid could damage the equipment in the short and/or long term. Please reference ETC's recommendations for best practices on ETC and High End lighting consoles: ([https://support.etcconnect.com/ETC/Consoles/General/How to Clean and Disinfect your ETC Console](https://support.etcconnect.com/ETC/Consoles/General/How%20to%20Clean%20and%20Disinfect%20your%20ETC%20Console))
- Check In/Check Out procedures apply to lighting consoles as well as other lighting control gear. A "log of use" should be posted, preferably in a digital format accessible to everyone on the crew, so health concerns can be investigated if necessary.

Lighting Programmer

- COVID symptoms can rapidly develop and quickly take a programmer off the job. A backup plan should be in place in case a Programmer becomes ill.
- Lighting Programmers can test positive for COVID. If your production is utilizing a Lighting Programmer, then it is recommended that a second Programmer and a separate lighting console (that can network into any rig) are also hired for the "Run of Show". The second Programmer will know the workflow of the job and step in without a delay if Programmer "A" tests positive. A separate console, along with separate control surfaces, will be touched only by the second Programmer and allow for control surfaces to remain isolated between Programmer "A" and "B". (Before assuming the programmer assigned to the Rigging Crew can fill this role, consider if

there are any effects of the Producer's plan, such as zone restrictions, or scheduling/call times that may not make this practical.)

Air Circulation /Particulate Infection

- Due to the increased production value of controlling lights and media servers via control protocols, a Lighting Programmer's request for a separate space which meets the most current COVID-19 recommendations for social distancing, air circulation, et al should be honored by Production.
- If in a separate enclosed space, the Programmer may wish to include an air filter with PECO (Photo Electrochemical Oxidation) technology to their kit.



IATSE Local 728 Fixtures Covid Protocols

1. Start of the day:

- a) Follow all production safety protocols before coming to work.
- b) Take your extra precaution not to pass anything to another crewmember.
- c) Be your own advocate; think about your other teammates.
- d) Masks must be on at all times BEFORE entering the shop.
- e) Wash hands once an hour or when asked. Goodtime to drink water.
- f) Keep a 6ft distance, if possible.
- g) Make sure you have your PPE on.
- h) Remember to drink water.
- i) Scan the local's 728 QR code. (See below)

2. Shop/Bench Protocols:

- a. Assign a shop foreman.
- b. Clean your work area regularly.
- c. Clean and sanitize all tools.
- d. Clean all surfaces with (Approved cleaning product)
- e. Each person is responsible for their area (cleaning and disinfecting)
- f. No shared bench space, unless authorized.
- g. Maybe have a small shop bench for a quick build and test.
- h. Install fans to move air in the shop.
- i. Look into a HEPA filter machine for the shop.
- j. Install a transparent barrier if there are two people on one bench.
- k. Keep 6 ft. Apart. when possible.
- l. Avoid congregating inside the shop; nothing more than 14 minutes.
- m. Wash your hand minimum once per hour.

3. Tool Protocols:

- a. No sharing your personal tools.
- b. No loaning any of our tools to other departments unless authorized by Shop Foreman.
- c. Regularly sanitize the tools.
- d. Setup a cleaning station next to the set carts.
- e. Have all cleaning supplies clearly labeled.
- f. Return loaned tools to the correct spot after sanitizing.
- g. All personal tools are to be cleaned daily with (Approved cleaning product)
- h. Safety Harness Protocols? TBD
- i. Use a Bag-it after the carts have been cleaned.

4. Sub Rental Protocols:

- a. Incoming:
- b. Clean with an approved cleaning product.
- c. Label the date and time it was cleaned. (See cleaning check-off sheet)

5. Returning Sub Rental Protocols:

- a. Spray down all surfaces with an approved cleaning product.
- b. Label and initial the date and time it was cleaned. (See cleaning check-off sheet)



IATSE Local 728 Fixtures Covid Protocols

6. Outgoing Built Shop Items:

- a. Item built in the shop will be stored in a clean zone (for 24 HR if possible) before the item leaves the shop. (See check-off sheet)
- b. Limit deliveries to the set as needed.
- c. One person (Pusher) will bring other items required to the set.
- d. Minimize returns to the shop.

7. Incoming Shop Items:

- a. All gear will be cleaned and sanitized before entering the shop.
- b. All tools, used or not, will be sanitized with the approved cleaning product.
- c. All equipment brought to the stage will remain and be secured.
- d. All ladders will be locked to the cart at lunch and wrap.
- e. Sanitize all surfaces that are staying on the stage.

8. Truck Protocols:

- a. Truck(s) will need to be sanitized every day.
- b. Before entering the truck for travel, wash your hands.
- c. Masks must be worn at all times. KN95 preferred.
- d. Windows are down when possible to provide ventilation
- e. Self-drive to a location. (This might not be possible. Location/union concerns)
- f. Fill out a mileage form if self-driving.

9. In The Box Area:

- a. Truck(s) are cleaned every day.
- b. Before entering the truck to wash your hands.
- c. Masks must be worn at all times. KN95 preferred.
- d. Doors are open when possible.
- e. Install fans to move air in the truck.
- f. Items bins that are used are to be left out and cleaned before putting away.
- g. Limit two people inside the box area when possible.
- h. Outgoing/returned gear will be placed on the tailgate to be handled by truck personnel.

10. Craft Service:

- a. Wash hands before entering the crafty area.
- b. Wear gloves provided while making coffee or similar items.
- c. Clean up after yourself.
- d. We would like to keep this area safe and clean
- e. No communal foods. (Single serving only)
- f. Only touch what you are going to eat.
- g. Disposable gloves attached to the ice chest.



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11. Modifying Items For Other Departments

- a. Assign an area near the shop to drop off items to be modified.
- b. Disinfect item(s) and Leave in the assigned area overnight or maximum 24hrs- 72hrs
- c. Mark the item(s) with the time/date dropped-off and when modification needs to be completed.
- d. Bring (1) disinfected item to shop for test modification
- e. When an item(s) are completed, return to the assigned area.
- f. Mark the item(s) with the completed date and time.
- g. Notify the Department and arrange a pick up of the item(s).

12. Working Alongside Other Departments

- a. Make contact and work out a timeline on when the fixtures team can work on the project.
- b. If possible schedule time when no other depts. are working.
- c. Minimize working alongside other departments.
- d. Do not share/loan tools to other departments unless necessary and approved.

13. Working With an Outside Vendor

- a. Get information on what Vendor's Covid Protocol is.
- b. Bring appropriate PPE that Vendor requires.
- c. Clean/Disinfect gear before entering the Vendor.
- d. Arrange an optimal time to work at Vendor's facility.
- e. Clean/Disinfect equipment after leaving vendor.

14. Location Work

- a. Have Locations Representative designate an area for Fixtures Dept. to set up.
- b. Arrange when other Departments will be at the location and when Fixtures need to be present.
- c. Coordinate with Locations Dept. what specific PPE is needed for a location.
- d. Clean/Disinfect gear when leaving the location.
- e. Coordinate all necessary information with the location Department representative 24hrs before arrival.

15. Daily Cleaning:

16. Shop:

- a. Keep the shop clean with approved cleaning products.
- b. Wipe down all bench tools and bench tops.
- c. Maintain clean the crafty area.
- d. Sweep the floor.
- e. Take out the trash.
- f. Disinfect all high traffic areas.



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17. Sanitize your items.

- a. Tools
- b. Phone
- c. Bluetooth headsets and speaker
- d. Walkie Talkie
- e. Hat
- f. Bluetooth headset
- g. Eye protection PPE
- h. Eyeglasses
- i. Sunglasses
- j. Smart Watch
- k. Cell Phone
- l. Pocket Knife
- m. Wallet
- n. Car Keys
- o. ID Badge
- p. Backpack
- q. All the items in the backpack
- r. Laptop
- s. I pad
- t. Personal food cooler

18. Truck:

- a. Sanitize and put away all bins.
- b. Sanitize and put away all tools.
- c. Sweep the truck.
- d. Sanitize all high traffic areas.
- e. Setup a cleaning station next to the set carts.
- f. Have all cleaning supplies clearly labeled

19. Tools:

- a. Sanitize all tools used or not.
- b. Inventory all tools.

20. Personal Tools For Daily Use:

- i. All personal tools are to be cleaned daily with (Approved cleaning product)
- ii. Required Personal Tools:
- iii. Multi Screwdriver
- iv. Miniature Screwdriver
- v. Scissors
- vi. Matt/ Exacto Knife
- vii. Electrical Voltage Meter
- viii. Side Cutters
- ix. Flashlight
- x. Wire Cutters
- xi. Micro Cutters
- xii. Stacon Crimper Tool



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- b. Suggest Tools:
 - i. Tape measure
 - ii. Screw gun with drill bits
 - iii. Soldering Iron
 - iv. Helping Hands
 - v. DMX Testing Tool
 - vi. Voltage Sniffer
 - vii. Knee Pads (Your responsibility once production has given them to you)
 - viii. Head Lamp
 - ix. Nut Driver Set
 - x. Pick Set
 - xi. Mini Nose Pliers
 - xii. Extendable Magnet Hook
 - xiii. Mini Grabber Tool

21. Meals:
 - a. No off-campus meals please (this will introduce a potential of contagion)
 - b. BYO lunch/snacks are always option #1
 - c. Lunch orders are taken @ 1st coffee and picked up by Shop Foreman
 - d. Coffee break meals are BYO or use crafty
 - e. Eat box lunch that production provides.

22. MSDS:
 - a. Gather all your MSDS for the items you are using.
 - b. Email to your crew.
 - c. Label all containers/ spray bottles.

23. End of the Day:
 - a. Review daily checks of the sheet.
 - b. Sanitize and organize your work area.
 - c. Clean/sanitize tools; carts put bag-it over the carts.
 - d. All tools and ladders are inventoried and locked up for the night. If a device is missing bring to the attention the FACLT
 - e. Discuss next days assignments/work
 - f. Take out trash in the shop and truck(s).

24. Links

IATSE SAFETY HOTLINE

844-IA-AWARE 844-422-9273

LA COUNTY HEALTH DEPARTMENT

888-770-9995



IATSE Local 728 Fixtures Covid Protocols

Check to see if the CDC approves your mask

<https://www.cdc.gov/niosh/npptl/respirators/testing/NonNIOSHresults.html>

OSHA Guidance on Preparing Workplaces for COVID-19

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

CDC Guidance Documents

<https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc>

Federal Covid-19 information site: <https://www.usa.gov/coronavirus>

California Covid-19 information site: <https://covid19.ca.gov/>

Los Angeles Covid-19 information site: <https://corona-virus.la/>

Los Angeles Department of Health Covid-19 information site:

<http://publichealth.lacounty.gov/media/Coronavirus/>

COVID-19 Informational Videos

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://www.youtube.com/watch?v=WfJSVbQtHsk>
- **Video 2:** What To Know About Hand washing <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/12ZD2IG7yLg>



IATSE Local 728 Fixtures Covid Protocols

Facemask Do's and Don'ts

For Healthcare Personnel

When putting on a facemask

Clean your hands and put on your facemask so it fully covers your mouth and nose.



DO secure the elastic bands around your ears.



DO secure the ties at the middle of your head and the base of your head.

When wearing a facemask, don't do the following:



DON'T wear your facemask under your nose or mouth.



DON'T allow a strap to hang down. DON'T cross the straps.



DON'T touch or adjust your facemask without cleaning your hands before and after.



DON'T wear your facemask on your head.



DON'T wear your facemask around your neck.



DON'T wear your facemask around your arm.

When removing a facemask

Clean your hands and remove your facemask touching only the straps or ties.



DO leave the patient care area, then clean your hands with alcohol-based hand sanitizer or soap and water.



DO remove your facemask touching ONLY the straps or ties, throw it away", and clean your hands again.

"If implementing limited-reuse: Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. Folded facemasks can be stored between uses in a clean, sealable paper bag or breathable container.

Additional information is available about how to safely put on and remove personal protective equipment, including facemasks:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>.



CS 316488A June 2, 2020 11:30 AM

cdc.gov/coronavirus



Respirator On / Respirator Off

When you put on a disposable respirator

Position your respirator correctly and check the seal to protect yourself from COVID-19.



Cup the respirator in your hand. Hold the respirator under your chin with the nose piece up. The top strap (on single or double strap respirators) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears.



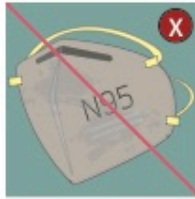
Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose.



Place both hands over the respirator, take a quick breath in to check the seal. Breathe out. If you feel a leak when breathing in or breathing out, there is not a proper seal.



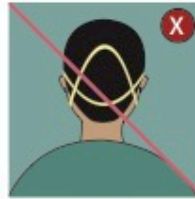
Select other PPE items that do not interfere with the fit or performance of your respirator.



Do not use a respirator that appears damaged or deformed, no longer forms an effective seal to the face, becomes wet or visibly dirty, or if breathing becomes difficult.



Do not allow facial hair, jewelry, glasses, clothing, or anything else to prevent proper placement or to come between your face and the respirator.



Do not crisscross the straps.



Do not wear a respirator that does not have a proper seal. If air leaks in or out, ask for help or try a different size or model.



Do not touch the front of the respirator during or after use! It may be contaminated.

When you take off a disposable respirator



Remove by pulling the bottom strap over back of head, followed by the top strap, without touching the respirator.



Discard in a waste container.



Clean your hands with alcohol-based hand sanitizer or soap and water.

Employers must comply with the OSHA Respiratory Protection Standard, 29 CFR 1910.134, which includes medical evaluations, training, and fit testing.

Additional information is available about how to safely put on and remove personal protective equipment, including respirators:
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>



CS 11703A June 5, 2020 3:07 PM

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



IATSE Local 728 Fixtures Covid Protocols

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 514888 8/10/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

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



Stop the Spread of Germs

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



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

316917-4 May 13, 2020 11:00 AM



IATSE Local 728 Fixtures Covid Protocols

How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick**. www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



CS 116201A 06/09/2020

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



IATSE Local 728 Fixtures Covid Protocols



What's the Difference? Cleaning ▪ Disinfecting ▪ Sanitizing

Cleaning, disinfecting, and sanitizing are three terms that have become commonplace in our new COVID-19 vocabulary. The problem is that while these terms are often used interchangeably, their meanings are quite different. Understanding the difference between cleaning, disinfecting, and sanitizing is an important part of promoting safe return to work practices. This handout was developed using information provided by the *Centers for Disease Control and Prevention (CDC)*, *Environmental Protection Agency (EPA)*, and the *Public Health Agency of Canada* and is intended for use by IATSE workers. The information in this handout is not exhaustive and entire trainings can and should be done to ensure that safe cleaning, disinfecting, and sanitizing practices are being implemented at work.

- **Cleaning removes germs**, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces.

The CDC recommends cleaning a surface using soap and water prior to using disinfectant.

- **Disinfecting kills germs** on surfaces or objects. Disinfecting refers to killing nearly 100 percent of germs on surfaces or objects, according to the CDC. This works by using chemicals to kill germs. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Before using disinfectant, the CDC recommends that you *always* read and follow the directions on the label to ensure safe and effective use.

- **Sanitizing lowers the number of germs** on surfaces or objects to a safe level by either cleaning or disinfecting.

Please note that while sanitizing methods are thought to lower the risk of spreading infection, the proper combination of cleaning and disinfecting is recommended for preventing the spread of infectious disease on objects and surfaces. Workers *always* should refer to manufacturer instructions on how to properly clean and disinfect equipment.

Surface disinfecting products are more effective at killing germs than surface sanitizing products, according to the United States EPA and the Government of Canada. In addition, Hand 'sanitizers' are not disinfectants and not as effective as proper handwashing with soap and water.

For more information on cleaning, disinfecting, and sanitizing procedures and approved-surface-disinfecting products that may be effective against the SAR-CoV-2 virus (COVID-19), please visit the resources below.

Resources

- CDC, Cleaning & Disinfecting Schools: <https://www.cdc.gov/flu/school/cleaning.htm>
- CDC, Cleaning & Disinfecting Your Facility: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- EPA, What's the difference between products that disinfect, sanitize, and clean surfaces?: <https://www.epa.gov/coronavirus/whats-difference-between-products-disinfect-sanitize-and-clean-surfaces>
- Canada, Cleaning and disinfecting public spaces during COVID-19: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>
- Canada, Hard-surface disinfectants and hand sanitizers (COVID-19): <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html>



IATSE Local 728 Fixtures Covid Protocols

A laminated sheet, for example, QR code positioned a few places on all Set Lighting Department.

Trucks - Trailers - Gold- Room – Cart - Fixtures Room would be advisable (i.e., Main Unit, Rigging Electric, etc. (Scan this -it's a live example)





IATSE Local 728 Fixtures Covid Protocols

List of Participants:

Phillip Abeyta
Mike Anderson
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David Scott

COVID-19

CORONAVIRUS DISEASE

BE INFORMED:

Know Your Risk During COVID-19

On a scale of 1 to 10, how risky is...

Ranked by physicians from the TMA COVID-19 Task Force and the TMA Committee on Infectious Diseases.

Please assume that participants in these activities are following currently recommended safety protocols when possible.



LOW RISK

LOW-MODERATE

MODERATE RISK

MODERATE-HIGH

HIGH RISK

White Paper

Alliance of Motion Picture and
Television Producers

Industry-Wide Labor- Management Safety Committee Task Force

Proposed Health and Safety Guidelines
for Motion Picture, Television, and Streaming Productions
During the COVID-19 Pandemic

Submitted: June 1, 2020



Introduction

The Industry-Wide Labor-Management Safety Committee Task Force (the “Task Force”) respectfully submits the following guidelines for consideration and adoption for the resumption of motion picture, television, and streaming productions in an environment that minimizes the risk of contracting or spreading COVID-19. These recommendations set forth the consensus of the Task Force and outline guidance regarding protective measures to be used, including regular screening, diagnostic testing, use of personal protective equipment, cleaning and disinfecting work sites, and appropriate response should an employee contract COVID-19 or be exposed to it.

The proposed recommendations were developed by the Task Force at the request of and in collaboration with the various unions of the motion picture and television industry and the Alliance of Motion Picture and Television Producers, which collectively exercised final control over their content, based on the input provided. The Task Force consists of the International Alliance of Theatrical Stage Employees (IATSE) and its West Coast Studio Local Unions, as well as its New York Local Unions, the International Brotherhood of Teamsters as well as the Basic Crafts Unions, the Screen Actors Guild-American Federation of Television and Radio Artists, the Directors Guild of America as well as the Alliance of Motion Picture and Television Producers and other representatives of the producers. The guidelines are based on discussions with health experts, guidelines issued by U.S. Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA), and input from industry participants familiar with the working conditions of motion picture and television production. The participants in the Task Force are listed in the Appendix.

While these guidelines and protocols address many elements of production, productions must consult applicable state and local public health orders as well as applicable federal and state OSHA guidelines. These recommendations are intended to address the circumstances under which production can safely resume. The Task Force recognizes that COVID-19 is a new disease and many of the facts surrounding COVID-19 are still being determined. Several elements of the protocols including testing and PPE are subject to further discussion and agreement between the Employers and the Unions and Guilds representing the cast and crew. As circumstances change, and public health officials issue new guidance, the protocols under which production occurs may be adjusted accordingly.



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Guiding Principles

The intent of this White Paper is to establish recommendations for governments to authorize the safe resumption of motion picture and television production activities within their jurisdiction. These guiding principles may evolve over time. In addition to the recommendations provided in this White Paper, the Unions, Guilds and Employers have acknowledged the need to develop department-specific operational protocols and project-specific workflows, which will be subject to further discussion and agreement between the Employers and the respective Unions and Guilds representing the cast and crew. All have agreed to develop those protocols and workflows separately once government authorizes production to resume.

Guiding principles underlying these recommendations are:

- The health and safety of the general public and all cast and crew is the highest priority. Re-opening the industry and returning to

work are also significant and important priorities.

- All state, local, and federal (CDC) public health guidelines will be followed.
- To the extent possible, physical distancing shall be maintained. When physical distancing is impracticable, other risk mitigating measures shall be taken as described below.
- Regular, periodic testing of cast and crew for COVID-19 is critical for a safe return to work.
- Universal symptom monitoring, including temperature screening, may be used to further mitigate risk.
- Appropriate and adequate PPE will be provided to cast and crew by the employer as necessary. Disposable masks will be replaced each day and reusable masks will be cleaned each day.
- Medical expertise must always guide decision making with respect to testing, contact tracing, symptom screening and similar

protocols that raise medical questions.

- Infection prevention measures will be developed and applied, including physical distancing at all times when possible, enhanced sanitation (high-touch wipedown, disinfection of equipment), and hand hygiene (increased access to hand washing stations, alcohol-based hand sanitizer).
- One or more autonomous COVID-19 Compliance Officer(s) with specialized training, responsibility and authority for COVID-19 safety compliance and enforcement will be in the workplace to address issues as they arise.
- Thorough training on principles of infection prevention, PPE, physical distancing and signs/symptoms of COVID-19 will be provided to all, with role-specific additional training as needed.
- The judgment of Department Heads and their crews, in collaboration with Unit Production





Managers (UPMs) and Assistant Directors (ADs), will be considered when structural and logistical changes are made to accommodate the new working practices.

- Individual rights under applicable laws intended to protect against discrimination must be respected and safeguarded to support the maintenance of a non-discriminatory workplace.
- Adequate staffing and space for physical distancing is essential for an effective health and safety plan.
- Resuming production during this time may be highly stressful and cause anxiety. 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.
- Paid leave policies shall be flexible and non-punitive to allow sick and quarantined employees to stay away from co-workers and the general public. These paid leave policies will be implemented to encourage compliance with infection prevention guidelines.
- The National Institute for Occupational Safety and Health's (NIOSH) Hierarchy of Control will guide approaches to mitigate risk:
 - Systems will be employed to assess health/wellness of all personnel prior to entry onto set.
 - Engineering and administrative controls will be developed and emphasized whenever feasible.
 - When engineering and administrative controls are not feasible, personal protective equipment (PPE) will be used.
- Cast and crew are encouraged to report problems, ask questions and suggest

solutions to enhance the safety and productivity of the workspaces.

- The CDC advises that those over age 65 and those with co-morbidities consult with their healthcare providers regarding the risks of COVID-19.
- Given the dynamic and evolving nature of the COVID-19 pandemic, these interim guidelines will likely need to be modified and adapted as circumstances change.

***Note:** Numerous different job roles are involved in the industry, including pre- and post-production staff, cast, craftspersons, laborers, and many others. To avoid confusion, the term “cast and crew” is used throughout to refer to any/all individuals who are involved in the production process.*

***Note on nomenclature:** to maintain consistency with public health and medical guidelines, COVID-19 refers to the name of the clinical syndrome caused by the virus referred to as SARS-CoV-2.*

Reopening Process



Production may resume upon the approval of public health authorities based on the Roadmap to Recovery Framework. A staged reopening process may be necessary, with entertainment industry sectors reopening sequentially based on risk and public health authority approval. For example, aspects of pre- and post-production activities may be deemed lower risk and could reopen sooner than production activities.

In accordance with these plans, this document addresses the following critical areas of concern:

1. Infection control
2. Protecting and supporting cast and crew health and safety

3. Physical distancing
4. Training and education
5. Unique production-specific concerns

The Task Force recognizes that many of the recommendations outlined in this document represent considerable changes in current workflows and processes. The recommendations will need to be applied to specific circumstances and their application will need to be flexible, bearing in mind the utmost priority of safety considerations on production.



Infection Control



Diagnostic Testing

Regular, periodic testing of the cast and crew will be used to mitigate the risk of the spread of COVID-19. Employers will utilize current effective testing protocols that must be developed in conjunction with, and approved by, the Unions and Guilds. Employers, Unions and Guilds shall rely upon medical experts for advice and guidance. As tests are developed and others become more accurate, the testing protocols shall also change. Employers should advise cast and crew that they will be subject to testing as a condition of employment and of continued employment.

Personal Protective Equipment (PPE)

The Task Force recommends use of face coverings at all times when on set or at production/studio

facilities workspaces, except when not feasible as noted below. These will be provided by employers to all cast and crew at no cost and meet applicable regulatory guidelines (CDC, Public Health, NIOSH, OSHA) as appropriate. Medical masks, cloth masks and face shields reduce the transfer of saliva and respiratory droplets to people close to the wearer. Appropriate training in donning, doffing, cleaning and safe PPE use is required. The Task Force recommends all cast and crew be issued personal face coverings that are assigned to the individual and are not shared with others; there shall not be a common central pool of shared face shields or face coverings.

The Task Force recommends against universal glove use by all cast and crew. Gloves may lead to a false sense of security and may actually increase

risk, particularly due to self-contamination while donning and doffing. Instead, effective and frequent hand hygiene with soap and water or alcohol-based hand rub is imperative, along with avoidance of touching the eyes, nose or mouth. However, gloves may be worn as infection prevention PPE when touching potentially contaminated commonly shared equipment is unavoidable and equipment cannot feasibly be disinfected (e.g., lighting/electrical cables, worn costumes, etc.) Adequate training in glove use, including safe doffing, will be required. Non-medical (work) gloves shall be worn as usual when appropriate.

PPE may be disposed of as regular (non-biohazard) waste. Ample trash receptacles shall be available, and these shall be emptied regularly.

Hand Hygiene

Hand hygiene is a cornerstone of infection prevention and will need to be practiced widely in entertainment industry work environments. Given the potential concern about transmission of COVID-19 via contact, enhanced hand hygiene measures are critical. Hand washing with soap and water is considered more effective than hand sanitizer in preventing the spread of COVID-19.

The Task Force recommends the following regarding hand hygiene:

- Cast and crew should avoid touching their eyes, nose and mouth.
- 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.
- Handwashing facilities shall be kept clean and well-stocked.
- When production is taking place where handwashing facilities are not readily

available, mobile handwashing stations shall be provided.

- Stations with alcohol-based hand rub (“hand sanitizer”) with at least 60% alcohol shall be strategically placed around work areas and readily accessible.
- Sufficient supplies of hand sanitizer shall be stocked and maintained.
- Cast and crew shall be provided with pocket-sized hand sanitizer that can be used if hand washing or sanitizing stations are not available, such as in vehicles or remote locations.
- Cast and crew should be trained on hand hygiene practices (washing for a minimum of 20 seconds of duration, scrubbing all surfaces).
- Production should encourage and promote opportunities for cast and crew to practice hand hygiene and perform disinfectant wipedowns of high-touch areas.
- 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.
- Signage should be posted prominently with instructions on how to stop the spread of COVID-19, including hand hygiene and PPE instructions.

Disinfection and Maintenance

Heightened cleaning and disinfection should be practiced. Those responsible for performing cleaning should adhere to the following recommendations and any other guidance issued by public health authorities with respect to cleaning practices.

- Appropriate, EPA-registered disinfecting methods and supplies with a claim against SARS-CoV-2 shall be available in all workspaces.





- High-touch surfaces shall be wiped down periodically with appropriate, EPA-registered disinfectant, following the disinfectant manufacturer's instructions (e.g., safety requirements, protective equipment, concentration, contact time). Examples of high-touch surfaces are tables, doorknobs, countertops, phones, faucets, etc.
- Productions and a COVID-19 Compliance Officer (discussed below) will work with all departments to review and implement specific plans for disinfection of department-specific equipment. Departments will review specific workflows and identify ways to ensure disinfection of equipment and physical distancing (e.g., cleaning of camera dollies,

use of remote focus devices, lights).

- All workspaces should be cleaned with increased frequency, with an emphasis on high-touch surfaces.
 - Whenever possible, minimize use of shared office equipment such as copiers and fax machines. When use of such equipment is unavoidable, hand hygiene should be performed after use.
 - Manufacturer's cleaning instructions should be followed for cleaning of sensitive equipment such as electronics.
- Production on set and work off set should designate specific individuals to perform

high-touch wipedown, with an emphasis on shared spaces and equipment.

- Shared workspaces should be cleaned daily with an emphasis on high-touch surfaces, including but not limited to production sets, studios, dressing rooms, hair and make-up stations, trailers, on- and off-production offices, break areas, shops and eating/meal areas.
- Dedicated cleaning crews should clean common spaces at appropriate daily intervals.

Props, Costumes, Accessories, Wigs, and Other Specialty Items

Due to inability to clean many of these objects, special care should be taken.

- As many of these items have unique cleaning requirements, those responsible for cleaning such items will do so in the customary manner.
- Hand props (other than those with unique cleaning requirements) shall be cleaned and disinfected before and after use.
- Hands shall be cleaned before and after handling props, accessories and other items.

Personal Equipment

- Personal equipment (such as tools, headsets, microphones and radios) shall be cleaned and disinfected before being issued and then at least once per day. Manufacturer's suggested cleaning instructions should be followed for electronics and other sensitive items.
- Equipment such as radios/walkie-talkies will

be issued to a single cast or crew member and used exclusively by that cast or crew member for the duration of production.

- Personal items or equipment that must be shared between members of the cast and/or crew must be wiped down with disinfectant between use and hand hygiene shall be performed after handling.

Vehicles

- High-touch surfaces in vehicles (e.g., steering wheels, controls, seatbelts, door handles, arm rests) shall be cleaned at least once per day and prior to a change in operator or passenger.

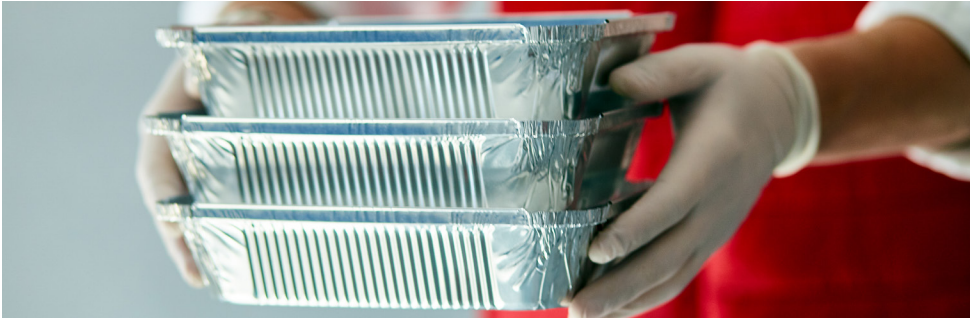
Paper

- Whenever possible, use of paper should be

minimized. Alternatives such as electronic scripts and electronic sign-in/out should be explored.

- Consider alternatives to petty cash to minimize the need to handle paper money, such as purchase cards.
- When paper scripts are unavoidable, they should be assigned to a specific individual, clearly labeled with their name, and not shared between others.
- Crew lists, call sheets, production reports and other similar documents should be electronic whenever possible.
- When use of shared paperwork is required, such as blueprints or editing binders, hand hygiene before and after handling is recommended.





Food and Beverages

COVID-19 is unlikely to be spread through food or beverages; however, catering, crafts service and eating within workspaces present several unique challenges.

- Those responsible for preparing and distributing food must clean their hands with soap and water or hand sanitizer prior to beginning food preparation and/or distribution and regularly thereafter.
- All local public health regulations regarding preparing and distributing food must be followed, including regulations regarding the use of appropriate food service PPE (hair nets, gloves, and face coverings), safe food temperatures, etc., and all personnel responsible for the preparing and/or distribution of food must be properly certified to do so.
- As face coverings cannot be worn while

eating, adequate eating space must be provided to ensure physical distancing can be maintained during meal periods.

- Handwashing facilities and/or hand sanitizer must be readily accessible at the entrance of any designated eating area and shall be used when entering and leaving the area.
- Meal times should be staggered in a manner designed to avoid the gathering of large groups in the same location at the same time.
- All eating surfaces shall be cleaned and disinfected before and after use.
- Eliminate 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.
- Meals and snacks should be served in individually packaged or wrapped portions. Avoid shared communal trays or bowls.
- Eating utensils should be disposable and individually wrapped.

- Cast and crew 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. Cast and crew who bring their own food are encouraged to bring food that does not require refrigeration or heating/microwaving.
- 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.

Beverages

- Drinks should be individually packaged or, if drinks are to be dispensed from a water station, soda fountain, coffee machine or similar equipment, receptacles should not come into contact with dispensers.

General Infection Prevention Issues

- Limit the duration of workdays and excessive consecutive workdays whenever possible.
- Physical contact should be avoided, including shaking hands, “high fives,” fist or elbow bumps, or hugging. Physical contact related to performers is discussed below.
- Visitors to set should be limited unless absolutely necessary. If visitors are provided access, they will be subject to the same guidance as cast and crew, 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.
- All cast and crew should avoid touching their eyes, nose or mouth.
- In indoor spaces, ventilation systems and

other measures should be used to increase circulation of outdoor air as much as possible (e.g., by opening windows and doors, using fans and other methods).

- Stagger cast and crew call and wrap times to limit the number of individuals arriving to and departing from work simultaneously.
- In the course of performing their duties, various cast and crew members may enter retail establishments during the workday. Applicable public health guidance should be followed, including use of face coverings. They should carry hand sanitizer and practice hand hygiene before entering retail establishments and after exiting.



Protecting and Supporting Cast and Crew Health and Safety



Designated COVID-19 Compliance Officer

- An autonomous COVID-19 Compliance Officer(s) with specialized training and responsibility and authority for COVID-19 safety compliance and enforcement will be in the workplace to address issues as they arise. COVID-19 safety plan oversight and enforcement shall be the principal responsibilities of the COVID-19 Compliance Officer(s), provided they may be assigned additional responsibilities related to workplace safety.
- COVID-19 Compliance Officers will undergo

specialized training on health and safety precautions, policies and procedures related to infection prevention practices including COVID-19 prevention, disinfection and PPE.

- Specific duties and responsibilities of the COVID-19 Compliance Officer(s) may include, but are not limited to, overseeing and monitoring physical distancing, testing, symptom monitoring, disinfecting protocols, and PPE education, protocols and adherence and such other duties as may be determined by the employer. A COVID-19 Compliance Officer shall be accessible in the workplace at all times during work hours and all personnel should have access to the COVID-19

Compliance Officer(s). All cast and crew shall be informed who the COVID-19 Compliance Officer is and how to contact him or her.

- In addition to the COVID-19 Compliance Officer, there should be a communication/hotline system to respond to all cast and crew safety questions and concerns (including pre-, post- and off-production offices/spaces). The system shall allow for anonymous reporting.
- Productions should consider engaging a board-certified infectious diseases physician or infection preventionist with certification in infection control (CIC) to assist with development of specific workflows and operational implementation.

- Cast and crew shall not be discharged or disciplined for reporting concerns about COVID-19 or other safety issues in good faith.

Symptom Screening

- All cast and crew will be required to participate in daily symptom monitoring prior to arriving on set or at their workspace. Recommended options include electronic survey, manual screening and/or temperature spot-checks. Productions shall emphasize and reinforce to all cast and crew that working while sick with symptoms of COVID-19 is not permitted. This should be part of training, set orientation and reinforced with posted signage and frequent reminders.

Development of Symptoms

- Cast and crew are expected to immediately report to a designated person or persons (such as the COVID-19 Compliance Officer or such other person designated by the Producer) if they are experiencing, or a member of their household is experiencing, symptoms of COVID-19. If a cast or crew member is experiencing symptoms or has come into close contact with someone who has tested positive for COVID-19 either on or off site, they must report to their employer and follow the employer's contact tracing guidelines.
- If a cast or crew member develops symptoms of COVID-19 when off site, they must not go

to work and should immediately contact their healthcare provider. Anyone who reports to work with symptoms of COVID-19 will be instructed to return home and contact their healthcare provider.

- Cast and crew 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.

Leave Policies

Paid leave policies shall be flexible and non-punitive to allow sick and quarantined employees to stay away from co-workers and the general public. These paid leave policies will be implemented to encourage compliance with infection prevention guidelines.



Physical Distancing



Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. Cast and crew must practice physical distancing whenever possible. Physical distancing involves maintaining a distance of at least 6 feet from any other person at all times, except when doing so is incompatible with one's job duties (see below). Cast and crew should avoid congregating in groups. When practical, separate work locations into zones to facilitate physical distancing.

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 crafts service, eating/meal areas, make-up and costume trailers.

Meetings

Use phones, videoconferencing or similar technologies for meetings whenever possible. Avoid people gathering around a computer to watch together. Consider virtual production meetings whenever feasible.

Writers' Rooms

Whenever possible, move to virtual writers' rooms.

When virtual writers' rooms are not possible, maintain 6 feet of distance, use face coverings, and perform hand hygiene before and after the meeting. Minimize use of paper.

Video Village

Use technology options such as additional monitors and remote viewing with the prior approval of or consultation with the Director, when required and as applicable, to allow the viewing of video from a separate location to facilitate physical distancing.

Audiences

At this time, the use of live audiences is discouraged. On a case-by-case basis, live audiences may be used as long as audience members:

- Wear face coverings at all times
- Maintain 6 feet of physical distance, including

while waiting in line and sitting in a studio; and

- Undergo symptom screening on entry.

An appropriate physical separation shall be maintained at all times between performers working without PPE and audience members. Medical professionals shall be consulted to determine the nature of the physical separation required for the safety of the performer in such situations, including additional physical distance or physical barriers (e.g., plexiglass walls).

Working Remotely (Telecommuting)

On a temporary basis and without diminishing work opportunities, consider remote work/telecommuting opportunities for cast and crew. This should only apply to those who can perform their job duties effectively while working remotely/telecommuting.

Shared Workspaces

To the extent possible, reduce crowding of all shared workspaces (e.g., production offices and shops) with a goal of keeping people 6 feet apart.

In control rooms, editing rooms and other small spaces, if physical distancing cannot be maintained, all individuals must wear face coverings and should practice hand hygiene.

Training and Education

- The Task Force recommends that training in the employer's COVID-19 plan to reduce infection risk be mandatory on or before the first day of employment.
- All employees should be educated about the signs and symptoms of COVID-19 as part of their training. People with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Signs and symptoms include the following:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- All employees should receive dedicated training on the following topics:
 - PPE, with a focus on safe donning and doffing
 - Hand washing, including proper techniques
 - Environmental cleaning and



- disinfection, including high-touch wipedown
 - Policies and procedures related to COVID-19 on set or in offices
 - Psychological impact of the crisis
 - Protecting yourself at home
 - Preventing cross-contamination
- Post signage in all production workspaces where production activities occur, reinforcing training principles.



Unique Production-Specific Concerns



Special Considerations for Cast and Crew Working in Close Proximity to Performers

The work of some cast and crew members (e.g., hair stylists, make-up artists, costume designers, costumers, wardrobe department personnel, sound technicians, property persons, studio teachers and special effects technicians, etc.) may not be possible while maintaining physical distancing from others. The performers with whom they work may not be able to wear face coverings at all times, for example when make-up is being applied. Testing, contact tracing and task-specific controls such as

the following shall be in place:

- Alter workspaces to permit physical distancing.
- Control the entrants to trailers and other workspaces.
- Allow sufficient work time to follow safety protocols.
- Cast and crew in close proximity must wear a face mask and/or face shield at all times and perform hand hygiene before and after the encounter.
- Additional protocols must be established before work of this nature could resume.

Special Considerations for Performers

The work of performers will frequently put them in close (less than 6 feet) contact with other performers or cast and crew including, for example, hair stylists, make-up artists, stunt coordinators, costumers and wardrobe personnel. Face coverings/masks may not be practical during many of these activities. Additionally, certain activities such as fight scenes or intimate scenes increase the risk of transmission.

- Whenever possible, performers shall practice physical distancing.

- When maintaining physical distancing is not possible (e.g., between a performer and make-up artist) and the performer cannot wear appropriate PPE, contact must be kept to the shortest amount of time possible, and the other cast or crew member must wear appropriate PPE and observe hand hygiene practices.
- The number of people involved in close proximity with a performer should be kept to a minimum whenever possible. If a performer requires work by more than one make-up artist/hairstylist, make-up artists/hairstylists should observe appropriate PPE requirements, and both performer and make-up artist/hairstylist should observe hand hygiene practices immediately after completing the task.
- Consider measures to minimize scenes with close contact between performers, such as amending scripts or use of digital effects.
- Stand-ins should wear face coverings even if the performer they are standing in for may not.

- When possible, adjust shooting schedules to minimize the amount of back-and-forth travel needed by performers.
- Visitors should be limited unless their presence is absolutely necessary. If visitors must come, they will be subject to the same guidance as cast and crew, including, but not limited to, symptom screening and/or temperature screening, and PPE requirements.
- When performers are in a holding area, waiting to be used in a production, employers and performers must adhere to the recommendations outlined herein, including recommendations regarding physical distancing and the use of PPE.

Personal Protective Equipment for Performers

- When it is possible to do so consistent with their job duties, performers shall wear appropriate PPE.
- When wearing PPE is not possible, such as when a scene is being filmed or after make-up

has been applied, the number of people with whom the performer is in close contact shall be minimized.

- As soon as possible after filming a scene, the performers shall put on their PPE and/or physically distance themselves.

Casting and Auditions

- Casting should be conducted virtually via self-tape, online video conference, or other applicable technology whenever possible.
- If that is not feasible, or for any additional calls or live sessions necessary, there must be a sufficient space large enough to accommodate 6 feet physical distancing in all directions.
- If performers will not be wearing PPE during an audition, a plexiglass partition or similar barrier between the performers and those observing the audition shall be provided by the employer and used and cleaned between performances along with any furniture, props etc.
- If no barrier is present, increase the physical





space between those observing to those auditioning beyond the 6 feet physical distancing standard.

- No more than one individual auditioning at a time except for legitimate pairs (e.g., household members, domestic partners, roommates, living together for a minimum of 14 days or more prior to the audition).

Minors

As minors may have difficulty adhering to physical distancing, wearing PPE, and practicing hand hygiene, when not working, they should be relocated to a secure off-set location to the extent possible.

- Extra personnel on set with a minor are strongly discouraged and should be limited to a studio teacher and one guardian only.
- Visitors should be limited unless their presence is absolutely necessary. If visitors must come, they will be subject to the same guidance as cast and crew, including, but not limited to symptom screening

and/or temperature screening, and PPE requirements.

- Physical distancing and face coverings should be used at all times on set, including in school areas.
- As studio teachers will need to interact with minors within 6 feet of distance, teachers should wear face coverings, practice frequent hand hygiene, and receive training on COVID-19 prevention. Whenever possible, remote schooling should be made available.
- PPE requirements and options may be modified for minors, especially those of tender years. Face coverings are not expected for minors under two years of age.

Animal Performers

There is presently no data to suggest that companion animals/pets such as dogs and cats serve as vector for transmission of SARS-CoV-2 to humans.

- Animal handlers/trainers should receive training on COVID-19 prevention and should



follow all rules regarding physical distancing and PPE.

- Animals should not be handled by others except those necessary for shooting a scene (i.e., no petting, cuddling, feeding). All those involved in touching animals should perform hand hygiene before and after.
- Other animals not involved in production such as personal pets should be kept off sets.

Transportation

- Private (i.e., self-drives) or production-provided transportation to and from sets, offices and locations should be prioritized over mass transit/public transportation whenever possible. All drivers and passengers should wear face coverings and maintain social distancing to the extent possible. High-touch surfaces in vehicles shall be cleaned and disinfected frequently throughout the day.
- If neither private nor production-provided transportation is available or reasonably

practical under the circumstances, public transportation may be used.

- At all times while in transit, cast and crew should wear face coverings per local public health guidance. Whenever it is reasonably possible to do so, cast and crew shall maintain a distance of at least 6 feet from the driver and other passengers, if any. Upon disembarking, cast and crew should promptly practice hand hygiene.
- If public transportation is used, travel should be arranged to avoid peak travel times, if practical.

Special Considerations for Travel

Production travel presents multiple unique

circumstances and challenges. Given the changing nature of the COVID-19 pandemic, individual countries are likely to have separate restrictions on travel to and from the United States. Individual states and counties will also have separate restrictions in their jurisdiction. Pandemic “hot spots” may change rapidly, necessitating alterations in plans. Cast and crew traveling for productions should be aware that, should circumstances change in the location, they may be subject to travel restrictions, including enforced quarantine.

- Minimize travel to the extent possible. When travel is necessary, attempt to minimize frequent back-and-forth travel.
- 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 airlines whose policies comply with the Federal Aviation Administration’s regulations with respect to COVID-19.

Special Considerations for Filming on Location

Filming on location can pose certain risks compared with shooting on a studio/stage set. Given the changing epidemiology of COVID-19, particular attention to current public health guidelines and outbreak hotspots is important.

Those responsible for selecting a location should take the following considerations into account.

- Provide adequate space, such as additional trailers, tents and eating space, during location filming to allow for physical distancing.
- Perform wipedown of high-touch areas at least daily.
- Minimize use of crowd scenes or street scenes when a controlled flow of people is not possible.



Outdoor Locations

- Prioritize locations where access can be secured and members of the production can be kept away from the general public when possible.
- 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.
- If shooting in inclement weather, provide adequate shelter facilities such as tents to allow physical distancing of cast and crew.

Indoor Locations

- Productions should avoid locations that recently have been occupied or used by people who may have been infected with COVID-19, if possible.
- If an occupied private home or building location is required for shooting, the 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. Locations with hand-washing facilities



available should be prioritized.

- Allow adequate ventilation of indoor locations.

Scouting

Traditional, in-person location scouting is considered essential to the success of a production. However, given the need for physical distancing and minimizing entry into private spaces, consider alternative options.

- To the extent possible, location teams should pursue alternatives to traditional, in-person location scouting, such as creating virtual options including the use of photographs and



digital scouting.

- Tech and director scouting should occur in small groups to the extent possible.
- All departments that provide assessments of scouting locations (environmental hazard assessment, engineering, etc.) as well as the location teams shall be trained in appropriate PPE use and provided sufficient PPE.
- 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.

Appendix

List of Participants

Companies

Alliance of Motion Picture and Television Producers
Amazon Studios LLC
Apple Studios
CBS Studios Inc.
Columbia Pictures Industries, Inc.
Disney Television Studios
Fox Corporation
HBO
HBO Max
NBCUniversal
Netflix
Paramount Pictures Corporation
Sony Pictures Television Inc.
Walt Disney Pictures
Warner Bros. Entertainment

Unions and Guilds

Directors Guild of America
International Alliance of Theatrical Stage Employees (IATSE)

- Local #44, Affiliated Property Craftspersons
- Local #52, Motion Picture Studio Mechanics
- Local #80, Motion Picture Studio Grips & Crafts Service
- Local #161, Script Supervisors, Production Coordinators, Assistant Production Coordinators, Production Accountants,



Assistants Productions Accountants and Payroll Accountants

- Local #600, International Cinematographers Guild
- Local #695, I.A.T.S.E. Production Sound Technicians, Television Engineers, Video Assist Technicians and Studio Projectionists
- Local #700, Motion Picture Editors Guild
- Local #705, Motion Picture Costumers
- Local #706, Make-Up Artists and Hair Stylists
- Local #728, Studio Electrical Lighting Technicians
- Local #729, Motion Picture Set Painters and Sign Writers
- Local #764, Theatrical Wardrobe Union
- Local #798, Make-up Artists & Hair Stylists
- Local #800, Art Directors Guild
- Local #829, United Scenic Artists
- Local #871, Script Supervisors/Continuity, Coordinators, Accountants & Allied Production Specialists Guild
- Local #884, Motion Picture Studio Teachers and Welfare Workers
- Local #892, Costume Designers Guild

International Brotherhood of Electrical Workers, Local #40
Operative Plasterers and Cement Masons
International Association of the United States and Canada, Local #755
Screen Actors Guild – American Federation of Television and Radio Artists (SAG-AFTRA)
Southern California District Council of Laborers and its affiliate, Studio Utility Employees, Local #724
Studio Transportation Drivers, Local #399 of the International Brotherhood of Teamsters
Theatrical Teamsters, Local #817 of the International Brotherhood of Teamsters
United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada, Local #78

Medical Consultant

DANIEL Z. USLAN, MD, MS, MBA, FIDSA, FSHEA; Co-Chief Infection Prevention Officer, UCLA Health

Special Thanks

Special thanks to the New York Producers COVID Response Alliance (NYPCRA), whose expertise helped guide this process.

THE SAFE WAY FORWARD

A Joint Report of the DGA, SAG-AFTRA, IATSE and Teamsters'
Committees for COVID-19 Safety Guidelines



INTRODUCTION

This document represents what we believe to be a path for employers to provide a safer workplace for their cast and crew members in a pre-vaccine COVID-19 world. Taking action based upon these guidelines is an essential and necessary element of any such return to work.

This document was conceived and initially drafted by a DGA committee of working members, based upon close consultation with infectious disease epidemiologists and other experts including W. Ian Lipkin, Larry Brilliant and Baruch Fischhoff. SAG-AFTRA was simultaneously but independently working on its own protocols through its President's Blue Ribbon Commission on Safety, its staff, and expert consultants including Jonathan Fielding, Mark Katchen, and Monona Rossol. IATSE was also engaged in a similar process with experts including Letitia Davis, Gregory R. Wagner and David H Wegman.

SAG-AFTRA, IATSE and the Teamsters all subsequently joined with the DGA in the effort to create this document.

These guidelines follow the Industry White Paper, developed by the Industry-Wide Labor-Management Safety Committee Task Force,¹ that was recently delivered to the Governors of New York and California. While that White Paper offered a foundation for the appropriate state agencies to examine the resumption of production and provides guidance employers must follow to provide a safe working environment, it expressly provided that the specific protocols regarding mandatory testing, personal protective equipment, and department-specific procedures would be the subject of further discussions and agreement between the producers and the unions. These guidelines are our recommendations with respect to testing and department-specific protocols related to employees represented by DGA, SAG-AFTRA, IATSE, Teamsters and the Basic Crafts (the "Unions").

Not surprisingly, there's been a wealth of smart and detailed work done by members of the industry all over the world on possible pre-vaccine safety guidelines. Some of that work is summarized and/or incorporated in Parts Three and Four of this document (by the way, if someone out there recognizes their work in these documents, THANK YOU VERY MUCH).

What we are trying to describe and contribute is an *organizing principle*, an *overlay*; the granular detail that lies beneath can be tailored to each production.

¹ The task force consists of representatives from the DGA, International Alliance of Theatrical Stage Employees (IATSE), the International Brotherhood of Teamsters, the Basic Crafts, the Screen Actors Guild-American Federation of Television and Radio Artists (SAG-AFTRA), and Alliance of Motion Picture and Television Producers.

PART ONE – GUIDELINES FOR A SAFE SET IN THE CURRENT ENVIRONMENT

The Unions' members' strong desire to return to work is obvious but comes with a question: *Can it be done safely?* As we contemplate and plan for resuming production, there are some important facts to keep in mind:

- First, this is a truly dangerous, easily transmitted disease;
- Second, scientists have learned in the early months of this novel virus that it spreads in an uneven way, and many outbreaks have been traced back to “events and places” like markets, community gatherings, and musical events, which represent outbreaks that could have been prevented by planning with best practices. Given these facts, a working film set provides an exceptional opportunity for virus spread. (The “set” can also include any work space or place that a cast or crew member may be performing work);
- Third, we still don't know whether antibodies confer immunity, and if so, at what threshold and for how long (along with questions about the antibody tests themselves); and
- Fourth, the nucleic acid tests are also challenging—false negatives endanger lives and false positives slow production.

Given these facts, and without a working vaccine, **how does one mitigate the risk of people getting sick when they are violating every physical distancing guideline** for hours on end, for weeks at a time? As you might imagine, it ultimately comes down to **testing**. A *lot* of testing.

TESTING IS THE CORNERSTONE

We believe strategic testing for the presence of COVID-19 is critical for a safe return to work. Without such testing, the entire cast and crew would be asked to work each day in an environment of unknown risk; a single confirmed case would lead to a quarantining of all who came into close contact with that person. This could potentially lead to shooting delays, and—should that person be a key actor/performer or director—to production shutdowns, not to mention the real possibility of illness and death. Our belief in regular, consistent testing is based on the best available public health science. **The modeling in Part Two clearly shows how testing is the most effective option in preventing infection during production.**

THE ZONE SYSTEM

The Zone System is the foundation of our safe set strategy. It is step one. All subsequent production decisions regarding safety should be engineered to fit its premise.

It proposes this: **Production will consist of three ZONES: A, B, and C.** Consistency in the terminology in this area could be helpful and reassuring to cast and crew.

Zone A is any perimeter within which activity occurs without physical distancing or the use of PPE. In most cases, this will mean performers working on set *with no protection* alongside crew. Zone A is a bubble encasing closely vetted vulnerable people. It can be as small or as large as necessary, can function only for a few hours if need be, and can include controlled points of access between different Zone As. It can also exist within a Zone B (and often will, if your set is on a stage with production offices).

Zone B is everywhere the production has a footprint that is not Zone A. Use of PPE and stringent physical distancing practices are observed and enforced within Zone B, with variations and modifications specific to both general filmmaking demands and specific production needs. This could be a production office, base camp, a vehicle, a control room/truck, basically any work space or place that a crew member may be performing work. Again, the goal is that *people cleared to work in Zone A ONLY come into contact with people in Zone B who are rigorously practicing physical distancing.* Think of it this way: from door to door, people working in Zone A travel along a cocooned path—sometimes involving multiple Zone As—laid out and controlled by people working in Zone B.

Zone C is the outside world: homes, hotels, wherever people employed in the production go when they're not working.

No one can be allowed access to Zone A or Zone B for the first time unless they have been tested and cleared within the last 24 hours. The reason is simple: People often begin to shed the virus before they're symptomatic, and there have been no indications to date an infected person is shedding virus in less than 48 hours from initial virus exposure. (An argument for testing twice is that a false negative test, whether due to inadequate sampling or a technical error, could have devastating effects on a production.) Going forward from that initial test, there are several potential testing scenarios, with varying degrees of risk attached. We have modeled a series of these scenarios, ranging from no testing at all (for those who think such a thing is an option) to testing every day. The risks associated with each of these scenarios are discussed in detail in Part Two, and the modeling shows a clear variance between testing once a week and testing three times a week (the latter being safer). For this reason, **Zone A personnel should be tested three times a week at a minimum, with the understanding that certain circumstances may require daily testing (such as performers and crew involved in production of scenes that require close or intimate contact, or extreme exertion, etc.).** Turnaround time for testing, which can range from hours to days, will be a key factor in determining when and how often tests are administered.

People working in Zone B are tested at least once a week, preferably on a Monday or Tuesday, but they too will have been tested and cleared prior to entering Zone B *for the first time*. Again, they adhere to strict physical distancing guidelines and use PPE at all times. Also, no one can be instantly “bumped” from Zone B to be permitted to enter Zone A; they would have to be tested and cleared 24 hours before entering Zone A.

Generally speaking, by staggering tests and tailoring them to each cast and crew member’s work obligations, a sourcing bottleneck and long testing lines at the end of a wrap day can be avoided.

To anticipate a question: if traveling by plane, cast and crew members must be tested and cleared within 24 hours of the flight. They will be tested and cleared again before entering Zone B or Zone A for the first time.

SARS-CoV-2, the virus that causes COVID-19, enters through the mucous membranes of the mouth, nose, and eyes. Accordingly, these surfaces must be protected by PPE. We consider N95 masks (subject to their availability) and either goggles or a face shield to be the best available standard, while acknowledging face shields may make some jobs awkward or impossible to perform. Surgical masks, while not ideal, are still better than nothing for people who cannot wear N95 masks because of sizing or grooming issues. A reminder: a proper testing program shows you’re not *spreading* the virus; it doesn’t mean you can’t *get* the virus. For this reason, we support crew cleared for Zone A to use PPE as an added precaution until the evolving science provides more clarity.

For particularly close physical encounters between actors/performers, it is possible to implement a rapid CEPHEID test that can be completed on site in less than 60 minutes. These tests will also help the producer respond to (what we hope will be) the rare instance where the company needs to bring people from Zone B to Zone A without the usual prescreening procedure.

Like we said, it’s a *lot* of testing, and it still doesn’t guarantee a virus-free set (and people who are at high risk from COVID-19 should be made aware of the limitations of *any* plan). What the Zone System tries to limit is the possibility that someone contracts COVID-19 *while at work*, but it should be understood that as long as the cast and crew are going home at night and on the weekends, they are open to contagion, which is what all the testing is for. With the Zone System and regular testing, an employer will have put in place a robust system to significantly mitigate risk on set.

It is also recommended that all employees maintain up-to-date status with influenza, pneumococcal and pertussis immunizations to reduce possibility of misdiagnosis.

While we support the use of temperature monitoring, it is neither sensitive nor specific. First, someone could be running a temperature for any number of reasons; second, many people shed the virus and are infectious before they become febrile; and third, temperature testing has historically led to a false sense of security.

It's important to remember that performers are the most vulnerable people on the set. While it's terrible we're surrounded by a lethal, highly transmissible virus, that is our current reality, and unless all stories in a pre-vaccine world portray every character wearing PPE and standing six feet apart behind plexiglass, the Zone System is how we believe we can stay as safe as possible.

AND THIS WILL WORK HOW, EXACTLY?

We fully understand and acknowledge the practical and perceptual implications of the Zone System.

On a practical level, sourcing the tests, the personnel, and the equipment at any sort of scale will be an enormous task, not to mention the interactions with multiple city and state agencies regarding coordination and waivers. Fortunately, our expert consultants believe testing scarcity will be resolved in the near future, which would address the primary question of testing availability.

Also, this is an industry with a long history of solving logistical problems creatively; why not use those powers to work back from a starting point of maximum safety?

Perception will play a significant role in any proposed safety plan, and we cannot be viewed as poaching supplies and personnel from the public sector during a time of perceived testing and resource scarcity. This issue will require continual close attention to ensure the results of our approach are objectively transparent and perception is aligned with reality.

The volume of testing required will prompt a deeply critical analysis of who really needs to be in Zone A and how often. Think about it this way: who really needs to be within six feet of an *unprotected* performer as part of a normal workday?

There are currently several apps available to monitor cast and crew testing status, along with contact tracing capability in the case of a confirmed positive test. Also, we have verified an easy-to-use app could be developed based on factors used to create the models in Part Two to allow each production to assess its risk regarding COVID-19 exposure and test accordingly.

At present we are recommending nasopharyngeal testing because it is the gold standard for sensitivity. We are nonetheless closely tracking developments in saliva and anterior nares testing for COVID-19. In the event that these less invasive methods are proven to be as reliable as nasopharyngeal testing we would adjust our sampling strategy accordingly.

These protocols would necessitate the creation of a Health and Safety Unit solely dedicated to their execution. This unit would be supervised by qualified professionals and technicians in the requisite field to ensure compliance and accuracy.

IN CONCLUSION

We believe the approach outlined herein provides a vigorous set of protections under current conditions to have a safe set. What we are in the dark about is the real-world emotional effect on the cast and crew. Early projects that share information transparently will provide key, live data in a timely, public fashion, so the entire industry can take advantage of the real-world knowledge being accumulated. Of particular value will be contemporaneous how-to postings that illustrate the myriad ways cast and crew are adapting to our new way of working. Success in a safer return to work will also depend on cast and crew being willing and able to engage in good safety practices when at home and in areas throughout Zone C.

Part Three of this report, *A VIRTUAL TOUR THROUGH THE ZONE SYSTEM*, gives examples of how this approach would work and what it would require in a much more specific way.

Also, except for Part Two, this is not a static document; it will likely never be “finished.” We intend for it to be improved by the industry as production resumes. Occasionally, you will see questions—both practical and philosophical—asked aloud that have no solutions (yet). We felt they were important to retain for their contextual value (of particular interest is the effect on small-scale independent projects of the resources required to stay safe).

Remember that all things related to the virus will improve over time—better, faster, cheaper testing, a clear understanding of immunity, a drug that helps fight the virus, etc. The Zone System is a plan to get us started *today*. With it, we can move forward safely and learn a lot in the process.

PART TWO: TO TEST OR NOT TO TEST...IS NOT A QUESTION, IT TURNS OUT

Jeffrey Shaman of Columbia University modeled the effectiveness of various testing protocols. The key factors were: the community infection rate in the area contemplated for production, equal to the percentage of individuals with active infections; the community transmission rate, equal to the number of people infected by each newly infected individual (known as the R-naught, or R_0); the number of daily crew members working in Zones A and B (100 was used for the models); the number of shooting days; and the accuracy of available testing, measured in terms of sensitivity (the percentage of people with the disease who test positive) and specificity (the ability of the test to correctly identify those without the disease).

The community in this case is Zone C, the world to which cast and crew return each evening.

The model predicts the risk for a production in two ways. The first is the expected number of new infections during the shoot (on the left in the figures below). The second is the probability that there will be at least one new infection during the shoot (on the right in the figures below). The first measure allows estimating the resources needed to deal with infections (e.g., health care, contact tracing). The second measure allows estimating the chance that a production will be shut down and attract negative publicity because someone tests positive.

Each model was run a hundred times with a randomizing element to mimic real-world x factors. We looked at four possible testing protocols:

1. No testing
2. Testing once per week
3. Testing three days per week
4. Testing every day (7 days per week)

We have run these analyses for various scenarios. The figures below show one set of scenarios. The bottom-line conclusions are similar for other scenarios.

The models assume a 30-day shoot, with 10-hour workdays, with 100 cast and crew working in LA County. We look at community infection rates from 0% to 0.35%, a plausible range over areas in the County, at various future times. We look at community transmission rates ranging from low enough that the disease is slowly dying out ($R_0 = 0.96$) to high enough that it is exploding ($R_0=3.0$). We assume a very accurate test (99% sensitive and specific) and a low transmission rate on set ($R=0.96$), given the many precautions taken to avoid it (PPE, etc.).²

² These models can be run with alternative assumptions, regarding each element (e.g., shorter shoots, less sensitive or specific tests). They provide a way of evaluating different ways of managing productions, in terms of costs and risks. They provide a basis for communicating those risks to cast and crew, investors, management, and insurers. By way of illustration, we show analyses informing one production decision: the length of the workday.

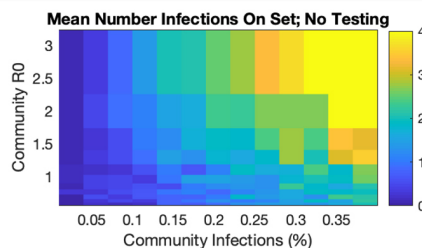
The figures on the left show the expected mean number of infections acquired on set during the 30-day shoot for the three scenarios. The color code gives the number of expected infections, ranging from 0 (blue) to 4 (yellow). For example, if the community infection rate is 0.2% (x axis) and the community transmission rate is 2.0 (y axis), then we would expect 2 infections on set (medium green, in the column on the right).

The figures on the right show the probability of at least 1 infection acquired on set. With the same assumptions about community infection rate (0.2%) and community transmission rate ($R_0=2$), there is about a 50% chance of at least one infection (light green on scale on the right).

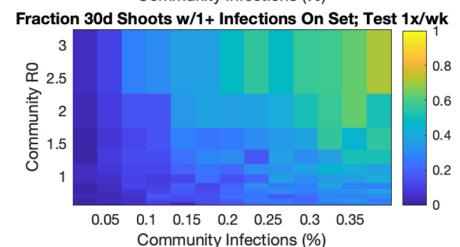
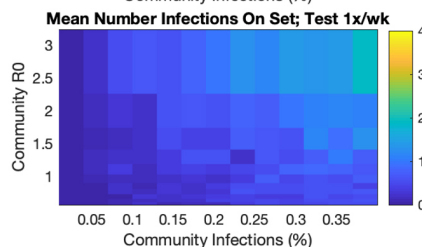
The four figures in each column show the analyses for the different testing protocols. The text inserts give the story that the figures tell. With no testing (top figures), the shoot should expect at least one case, and likely more, unless conducted in an area (Zone C) where the community infection rate and community transmission rates are low. With daily testing (bottom figure), the risk is very low in any Zone C. Weekly testing (second row) makes a big difference.

In layperson's terms, deep blue is the desired result.

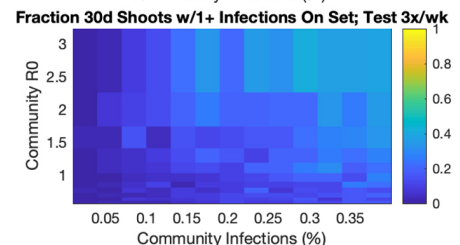
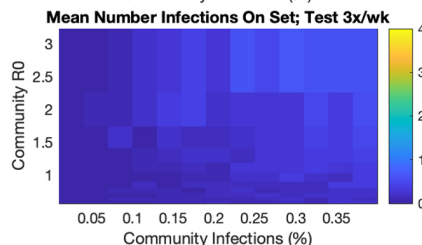
With no Testing there is a Much Higher Risk of Infection Acquired in Zone A



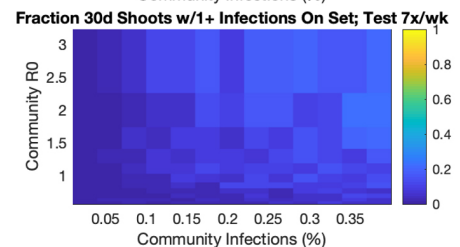
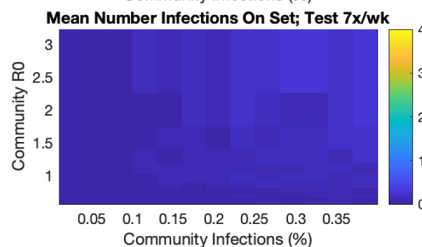
Dramatic Reduction in Infections Acquired on Set with Testing Once Per Week



With Testing 3 Times per Week there are Few Infections Acquired on Set



Enormous Effect: Virtually NO Infections Acquired on Set with Testing Every Day



Conclusions:

Increased testing frequency reduces the risk of acquiring infection on set. Weekly testing makes an enormous difference, taking the risk from it being almost certain that if someone comes to the set with disease, additional cases of COVID-19 will occur on the set to a high chance of avoiding them. Testing every three days reduces the risk further still. Daily testing largely eliminates it. We see the cost and logistics issues associated with testing coming down, to the point where such testing should not be prohibitive, by the time the productions are ready to begin.

Community infection and transmission rates make a big difference. If public health measures are successful, these rates will come down over time, reducing the need for testing; if those measures fail, the opposite will be true.

PART THREE: A VIRTUAL TOUR THROUGH THE ZONE SYSTEM

According to William of Ockham, in problem-solving, “Entities should not be multiplied without necessity.” In other words, don’t make things harder than they need to be. That being said, the transition to safer production procedures requires a methodical approach, based on the best information from scientists as well as experienced production professionals. The responsibility for providing a safe workplace always rests with the employer, and we realize that employers may need to expand these protocols to ensure their effectiveness in particular applications. So, here are our protocols, in granular detail, with examples of how they might work in practice.

These protocols are for all types of sets and studios/stages including any work space or place that a crew member may be performing work that falls under the Unions’ jurisdiction, and are meant to be global for production, so alternate job titles are added in for clarity where appropriate. Additional protocols applicable to other settings (e.g. edit bays, sound houses, recording studios) will be released separately.

KEY ASSUMPTIONS

The following assumptions, some of which we have discussed in the first section, form the foundation of our recommended approach:

1. There will be regular testing of the cast and all crew involved in the day’s work and over time it is expected that tests are being developed that will become less and less intrusive.
2. Testing is not infallible. Thus, physical and social controls will be essential to ensuring a safe work environment.
3. The Zone System will be in place, carefully guarding against contact between those in the main company and other untested individuals.
4. There will be closed sets so that only those people required to be in proximity of the filming will be present.
5. There will be a health safety team in a discrete unit to oversee the production process.
6. Strict physical distancing guidelines and the use of appropriate PPE at all times will be in effect except where not possible due to on-camera performance or in circumstances where the individual’s job function does not allow for physical distancing, in which case appropriate PPE will be worn at all times.
7. There will be reduced shooting hours, preferably a 10-hour shooting day, to allow time for monitoring, cleaning and protocols that reduce transmission risk, and to keep the cast and crew well rested.

In the previous sections we have focused on testing and discussed the use of PPE, before we go much farther, let’s focus on the health safety unit.

THE HEALTH SAFETY TEAM

Executing the Zone System will require the creation of one new position and one new department. First, there will be a dedicated Health Safety Supervisor (referred to in the Industry White Paper as the “COVID-19 Compliance Officer”), and second, there will be a Health Safety Department, with a Manager and staff.

The Health Safety Supervisor (HSS) will be the final authority on COVID matters and cannot be overruled in their efforts and activities to enforce COVID-19-related safety practices. In other words, the HSS can hit the pause button on the production. The Unions and the Employers will work together to create criteria that ensure this key position is filled by individuals with the experience and knowledge commensurate with this high level of responsibility.

The Unions and Employers will work jointly to develop and provide industry-specific training for the HSS and the Health Safety Manager (HSM) as well as industry-specific COVID-19 training for workers. This training will include programs to accomplish the necessary training outlined in the Industry White Paper and its addendums. Also, an individual worker’s rights and responsibilities will be described, along with the benefits available to them should they be exposed to COVID-19. Occupational medicine and infectious disease professionals shall be available to the production for consultation and advice as well as updates of health and safety plans and oversight.

1. **The Health Safety Supervisor (HSS)** hires and coordinates the necessary COVID-related medical staff and is responsible for COVID-19-related health safety for the production. They have the authority to pause the production in event that a breach threatens the health of the cast or the crew.
2. **The HSS would consult with the production on the hiring of the Hygiene Crew and the Security Unit** (which we will describe shortly).
 - a. The HSS primarily works with the Producers, UPM (Line Producer or equivalent on multi-camera productions), 1st AD/Key SM, Department Heads and the Health Safety Manager (HSM).
 - b. The HSS is in charge of the testing process (assigning medical personnel to posts, gathering biological material for transport to the testing lab, collecting/maintaining all related paperwork), and is among the first recipients of the test results, which will be kept confidential except as permitted to be disclosed and used. The HSS will be responsible for notification of positive COVID-19 test results to all individuals entitled to notification under these protocols.
 - c. The HSS ensures that all cast and crew complete a daily attestation form that screens for symptoms and potential exposure to individuals who may have symptoms consistent with COVID-19.

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- d. The HSS, with their team, monitors the cast, crew, catering and craft service for compliance with Zone protocols.
 - e. The HSS ensures that all sets, locations and workplaces are prepared for and managed during use which shall include an assessment of ventilation, air filtration and circulation, and the disinfecting of surfaces, property, equipment and tools.
 - f. The HSS also works with the HSM to coordinate placement of handwashing, sanitizing, and disinfection stations and any medical posts.
 - g. Along with the 1st AD/Key SM, the HSS gives instructions at the daily safety meetings. The HSS can ask the 1st AD/Key SM to stop any time during the day for a meeting to give further or revised health safety instructions.
 - h. The HSS shall be provided with the resources and staffing necessary to oversee or to provide directly adequate, daily attention to the many exposure control activities. Examples of this include attention to ventilation (including the use of foggers or atmosphere), PPE selection, fit-testing, and maintenance, and appropriate surface cleaning and disinfecting practices.

The premise is that whereas the HSS understands epidemiology, the Health Safety Manager understands production. Clearly this will be a close collaboration, but ultimately the Production will have to work back from what the HSS declares safe practices.

The DGA team and Department Heads will consult with the HSS and the HSM, in determining who needs to be tested, and when and where they will be tested.

3. The Health Safety Manager (HSM) oversees the execution of HSS directives in conjunction with the UPM, 1st AD/Key SM, and other relevant department heads. The HSM has a staff who together:

- a. Set up and maintain the hand washing, sanitizing and disinfecting stations (overseeing the Hygiene Crew).
- b. Set up Medical Checkpoints. Remember, this would apply as soon as Production begins to occupy ANY physical space. The Checkpoint could be an office, a truck/bus/RV or pop-up tent.
- c. Bring whatever the Health Safety Supervisor requires, such as tables and chairs. Production will provide PPE at the Medical Checkpoint.

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- d. Coordinate the placement of catering and craft service. They place Bio-Hazardous Material trash cans and oversee their proper use.
 - e. Assist the HSS in stocking, restocking, and distributing PPE. The Health Safety Department is also in charge of disposing of Hazardous Materials (testing waste and discarded or damaged PPE).
 - f. Coordinate the Security Unit (more below) regarding the Zone System. This would include the implementation of requisite badges, IDs, and app technology (if utilized) to identify and, when necessary, track cast and crew members.
 - g. Purchase and place bottles of hand sanitizer through the set, as well as giving bottles of sanitizer to the departments or any crew member that needs them. (Hand sanitizer stations should be placed around the set including any work space or place that a crew member may be performing work with an emphasis on entrances and exits.)
 - h. Stock the bathrooms with soap, hand sanitizer, paper towels, toilet tissue, and paper gaskets for toilet seats.

4. There is a dedicated Hygiene Crew. The HSM (working with the UPM and/or the Location Manager) coordinates and supervises the Hygiene Crew (which may have multiple arms). They will be responsible for:

- a. Overnight sanitizing of all production spaces, either at the studio or on location. This crew will have access to top-level gear, like fogging systems.
- b. Working with Transportation regarding sanitizing any vehicles (especially cast-related vehicles) used by Production for any purpose.

5. There is a Security Unit. The HSM also oversees the Security Unit, which is responsible for:

- a. Keeping outsiders from entering Zone A without a testing clearance.
- b. Providing security for the equipment that is dropped off by vendors for use on set in a staging area for cleaning by the Hygiene Crew.
- c. Other tasks that may arise involving security for cast, crew, locations and equipment.

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- 6. The Company provides PPE.** Face masks, gloves, goggles, and face shields. The crew can get their PPE at the Medical Checkpoint at the start of the day.
 - 7. There is consistent monitoring.** Prior to starting and during production:
 - a. The Production and Health and Safety team should monitor country, state, and local centers for disease control and implement/communicate local and national regulations.
 - b. The Production and the Health Safety Team should research local medical providers/hospitals. What is the access to emergency rooms, respirators and other life-saving equipment? This information should be shared with cast and crew.
 - 8. Testing considerations.** We also need to think through the effect of false positives. No test is 100% accurate, so a production with 50 people lasting 50 days could have 2500 tests, and a 2% false positive rate means at least 50 awkward at least or real moments of concern. Immediate re-testing would hopefully resolve this, as two false positives in a row is, mathematically speaking, extremely remote. If a cast or crew member does test positive, that person is put into immediate self-quarantine for two weeks, and a second test will be run to confirm or refute the diagnosis. In the event of a discordant result, a third test will be run and the decision on how to proceed referred to the director, producers, and the HSS. Contact tracing will be employed to identify the source of infection and any close contacts within the production. Local health authorities should also be informed to minimize transmission in the world outside the production. Production should be prepared to medically monitor the infected person closely and use all available methods of care.
 - 9. Compensation for those that test positive.** It is important to emphasize that if a cast or crew member tests positive for COVID-19 or is required to self-quarantine, they will be paid until they can return to work or until their planned work on the project ends, whichever is less. These payments may also be covered by federal, state, and local laws.
 - 10. Commitment to protocol.** Prior to production the HSS will lead a training discussion with the cast and crew to delineate strategies for reducing risk. The director and producers should be present as an indication that they are committed to the safety of every member of the production team. Every member of the production team will sign an attestation that they have participated in protocol training and committing to the principles and practices described therein.

GROUND LEVEL: IN ACTUAL PRODUCTION

SO CAN YOU WALK ME THROUGH THIS, STEP-BY-STEP?

The following is one example that anticipates the real-world process of using the Zone System.

1. **This is a CLOSED SET.** Absolutely NO VISITORS. All crew must adhere to the Zone System. Limits will apply to producers, writers, studio or network executives and location contacts. Important parties should participate virtually.
2. Union representatives exercising their rights to visit work spaces will be subject to the safety guidelines applicable to the Zone they will be visiting.
3. **Virtual Viewing/Remote Monitors.** As we limit the number of people on the set, the electronic transmission of sound and images must be carefully managed to protect the creative process on the set and at the same time avoid cumbersome procedural delays. The DGA has guidelines which have been negotiated and are part of the Basic Agreement (most recently revised in its 2020 agreement), and we also suggest some preferred practices for use during these extraordinary times.

On feature films and long form television programs (90) minutes or longer, video assist (including any transmission from the set) may not be used without the director's permission. If the director elects to use video assist, he or she shall determine the number and the placement of the monitors to be used.

In episodic television, no images or sounds may be transmitted from the stage or control booth without first informing the director. In addition, the continuous, unrestricted electronic transmission of images and/or sounds throughout the workday (e.g., a fixed 'open mike') from the set, stage or control booth to a location outside the production area is prohibited. This includes the unauthorized use of iPhones or other recording devices on the set unless such recordings or transmissions are approved and made for publicity or marketing purposes.

For intimate scenes, special care should be given to limiting the number and placement of monitors to ensure that only those individuals who would be authorized to be present during the recording of the scene have access to any monitors. The expansion of use of remote monitoring for COVID-19 prevention must not result in an expansion of the number of people with access to monitors during intimate scenes.

4. **Testing prior to Day 1 or after a weekend/break.** This could be the production office, but it is highly recommended that a dedicated room off the stage, a trailer at base camp, or, if numerous cast and crew are sharing a hotel, the mobile unit be utilized.
5. **Shooting hours. We recommend a 10-hour shoot day from crew call to camera wrap.** Limited crew pre-calls and early makeup calls are allowed. Wrap and testing may go beyond those hours. Consider having a rigging crew load in equipment ahead of time. This is all about the effort to maintain good health and strong immune systems. To avoid unnecessary crowding, meals will be staggered or taken during work hours.
6. **Protect performers.** Since performers will not be wearing PPE while performing—unless scripted, of course—it's essential to reduce clusters of crew around them when they are unprotected.

THE PRODUCTION OFFICE

Many of the traditional ways of working in a production office and what the office does will change. This section covers both preproduction and production phases, and most of these guidelines apply if the main production office includes space for the Art Department and/or the Costume Department. Those departments will also have specific requirements.

1. **Office Setup.** Whether rented at an office complex or on a studio lot, deep cleaning and disinfection must be done. There should also be good ventilation.
2. **Cleaning and disinfection** should take place each night by the Hygiene Crew or an outside contractor.
3. **Health and Safety Staff.** The Health Safety Supervisor and the Health Safety Manager are engaged as the offices are being set up. They will arrange with the UPM to schedule the Hygiene Crew hours. The HSS will assign an HSS staff person to the office for testing and daily check-ins.
4. **Testing and Medical Checks.** The testing protocol will begin in pre-production at the production office (or the designated central testing space) and all company facilities. Office staff and crew will check in every day at their start time with the medical person assigned by the HSS.
5. **Safety Briefings and Written Guidelines.** Office staff and new department heads and crew must be given a COVID-19 health briefing on their first day of work. The HSS will give weekly health safety meetings and daily reminders. These will be repeated at other facilities (Costume Department, Art Department & Construction shops) if they do not share the same space.
6. **Health Safety Signage.** Signs will be posted in all facilities reminding crew about physical distancing and practicing good hygiene.
7. **Physical Distancing.** The office should have enough room to separate desks by 6 feet. Bullpen-style work areas should be avoided. It is recommended to have individual or department offices for their exclusive use.
8. **Remote Working.** Reduce the number of personnel that need to work at the office.
9. **Videoconferencing.** This should be the primary method for departmental meetings, director's meetings, casting, location photo reviewing, table reads and production meetings.
10. **In-person Meetings.** If necessary, then there should be ample space to allow physical distancing.
11. **No Visitors.** Visitors should be discouraged from coming to the office. Visitors should not use the bathrooms meant for the office staff and crew, which will require a "visitors only" bathroom.

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12. **Security.** The main entrance to the office should have a Security Person posted to stop visitors and check any health I.D..
 13. **PPE.** Face masks and face shields should be provided and worn. Gloves, hand sanitizer, and spray disinfectant should be available.
 14. **Clean and Disinfect.** Office staff and crew should clean their own work areas every four hours or more frequently if there is concern about contamination.
 15. **Computers and Other Electronics** are meant for individual, personal use. Disinfect any items that are shared, like photocopiers, fax machines and landline phones.
 16. **Reception/ Delivery Area.** This is where all deliveries—anything that comes from outside—are received and disinfected (including office supplies, mail and packages, food and beverages). The Health Safety Supervisor will work with the HSM and the Hygiene Crew on a disinfection protocol. This duty could possibly be delegated to a dedicated office PA.
 17. **Bathrooms** should be disinfected every four hours during the day, or more if they are in frequent use. If in a studio complex, bathrooms must not be shared with other productions. There may be additional protocols in this area based on input from medical experts.
 18. **Office Kitchen Area.** The kitchen area must be disinfected frequently during the day. All craft service items should be wrapped, and there should be no open containers of food. Kitchen duty can be assigned to a dedicated office PA.
 19. **Paperless.** Scripts/rundowns, memos, call sheets, production reports, schedules and lists should be in digital form, including “sides.” If sides are printed, they should be individual use and assigned to a specific individual and clearly watermarked with that individual’s name.
 20. **Accounting Department.** Ideally paperless. Start work paperwork, contracts, timecards, invoices, etc. should all become digital.
 21. **Art Department and Costume Department.** If they have offices that are separate from the main office, they should adhere to the above guidelines regarding their own Reception Delivery area, general hygiene, PPE, physical distancing, bathrooms, kitchen area and no visitors.
 22. **Restricted Flow.** Once photography starts, no shooting crew may go to the office and likewise no office staff can go to the set or location—unless tested and designated as Zone A personnel. A dedicated office PA can travel between set and the office but cannot enter the Zone A working area.

PREP

The following provides guidance and considerations for prep activities.

- 1. Script/Rundown/Schedule.** Locked scripts should be available at the earliest possible stage of production to allow time for enhanced planning, taking into account restrictions around COVID-19. This will provide a much better chance of mitigating additional costs through comprehensive preparation of the episode or film.
 - a. Script/rundown/schedule review would include the show's Health Safety Supervisor, and an epidemiologist or someone versed in public health.

- 2. Casting.** Unless otherwise required for a particular reason, use remote casting sessions and callbacks with live broadcast capabilities.
 - a. Schedule "live" auditions at spaced intervals to accommodate physical distancing. Make available a waiting place for actors to congregate where physical distancing can apply. If appropriate, they can wait in cars and be called.
 - b. Digitally distribute scripts/rundowns/schedules with provisions made for confidentiality, i.e., digitally signed confidentiality agreements.
 - c. Consider utilizing app technology that checks an actor in via their phone from outside the casting area and sends the actor a text when it's their time.
 - d. Although in-person auditions are discouraged, if an in-person group audition is required, actors should have a partition placed in between them, or at a minimum wear clear face shields, all of which to be provided by the producer.

- 3. Persons with Disabilities.** In all of our activities, it is crucial to provide appropriate access for persons with disabilities. This is the law, and we should be doing it anyway, but this takes on an additional element of importance as part of COVID-19 prevention, because productions have, in the past, sometimes relied on personal assistance as a way of avoiding dealing with structural accommodation issues (e.g., having someone help a PWD to access an inaccessible bathroom, etc.). Proper accommodations must be in place to avoid this approach.
 - a. Make appropriate plans for access for PWDs. Do not rely on having physical assistance provided by crew.
 - b. Minimize any touching of a PWDs assistive devices. If it cannot be avoided, it should be done only with permission of the PWD, and anyone touching such devices must perform hand hygiene before and after, wear PPE, maintain physical distance as much as possible, and wipe down devices after touching them.

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- c. All hand washing and hand sanitizer stations must be physically accessible for all PWDs, including wheelchair users and little people.
 - d. Ensure that vehicles used for transportation of PWDs are appropriately equipped to ensure minimal contact between drivers and PWDs (e.g., wheelchair lifts to avoid the need for lifting by drivers, etc.), and to ensure physical distancing can be maintained within the vehicle.

4. Travel and Housing. On location, plans and arrangements that take into consideration the health and safety of individuals being transported and housed will be needed. If traveling by plane, cast and crew members must be tested and cleared within 24 hours prior to the flight. They will be tested and cleared again before entering Zone B or Zone A for the first time.

5. Locations scouting in general:

- a. Give consideration to size and space when deciding among location options.
- b. Carefully consider the number of locations that need to be director scouted in-person.
- c. Rely more on locations repped by agents (less cold scouting).
- d. Most of the scouting could be done via photo libraries. The Location Manager would do virtual tours of locations once they have been selected for the crew.
- e. If in a people mover, everyone should be practicing physical distancing; masks, gloves, etc.
- f. Consider renting multiple vehicles to allow distance between seats.
- g. Consider using walkie-talkies during scouting.
- h. Sites must be treated as if they were infected (unless they were disinfected ahead of the scout) and the crew must use PPE accordingly.
- i. Permit applications and location contracts should go in as early as possible.
- j. Greater care than usual must be taken in populated neighborhoods. Neighbors may have a diminished appetite for a film crew.
- k. Acquiring signatures will be difficult logistically.
- l. Provide alternative lodging to house occupants for the duration of the shoot (they should not be permitted to enter during span of production).
- m. Board animals.
- n. Provide plenty of space for lunch.

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- o. Consider logistical and safety challenges of a location:
 - i. Is the location used by other people? Is it open to the general public?
 - ii. Can exclusive use of work areas be arranged for prep and shoot?
 - iii. Can it be thoroughly cleaned before all work commences?
 - iv. If residential, is the location inhabited?
 - v. Are any residents in a vulnerable category?
 - p. Locations would need to be booked long enough before their shoot day for the Art Department to dress them and then seal them up for quarantine if required.
 - q. Consider permitting backup locations in the event that a location pulls out or otherwise becomes unavailable.
 - r. Locations could be selected in clusters to limit base camp moves as little as possible.

6. Tech Scout:

- a. Schedule the tech scout as early as possible, participants must be tested.
- b. Digitally distribute tech scout packets.
- c. While at location, have as much conversation outside as possible. To avoid overcrowding, those on the Tech Scout should maintain physical distance.
- d. Try to maximize space and air flow when designating spaces for a shoot (video village/truck/control room, lunch, equipment staging, placement of monitors, etc.). Consider whether you will have to relocate any of these areas at some point during the day, in order to accommodate different camera positions.

THE START OF THE SHOOT DAY

There are many possible types of shoot days, with sets at the studio or on location. Those locations could be urban, suburban, or rural, interior or exterior. Shooting could be at dawn, day, or night. With all the differences in places or start times, the system laid out can be adjusted accordingly.

1. **Transportation to Location or Crew Parking.** Self-drive, report-to locations are easier to deal with. At this moment in time, Crew and Day Players will be discouraged from taking public transportation if in an urban area. Production should make efforts to provide transportation and self-drive rental cars. In some cities, multiple convenient departure points for company transportation could be provided. The AD staff should list all cast members that might need car service pickups and crewmembers with any special needs. Once you are riding in company transportation, you have entered Zone B, and physical distancing must be adhered to.

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- 2. Transportation from Crew Parking to Location or Cast Base Camp.** Anywhere that Crew Parking is provided becomes an entry into Zone B and will require a Medical Checkpoint. Again, once you are riding in company transportation, you're in Zone B and physical distancing must be adhered to. Crew Parking must be secured from the general public, including any owners or attendants.

BASE CAMP

The following provides guidance and considerations for base camp activities.

- 1. Cast Base Camp start time requirements.** Upon arrival, cast and crew must report to the Medical Checkpoint. They will be met by a medic to receive any PPE. ID badges must be worn. There will be trash cans for biohazardous materials disposal.
- 2. Cast vehicles and the hair, makeup, and costume spaces have been sanitized overnight.**
- 3. Reception/Delivery Area.** The Unit Department should set up an area, preferably outside the Base Camp, where any deliveries by a vendor including additional food supplies for the caterer may arrive. It's a disinfecting area. A suggestion regarding equipment: Whenever possible, try to minimize the coming and going of new equipment making using run-of-show deals.

INTERIOR LOCATION OR SET

The following provides guidance and considerations for interior location or set activities.

- 1. Crew Arrives at Truck Parking/Tech Basecamp.** This is Zone B. Sometimes trucks are adjacent to the location and at other times they can have their own parking lot that is still a long walk or short drive away. If in a public area, the Tech Basecamp must be cordoned off and secured by a Security Team. If it is in a parking lot or on a studio lot, it must be secured to prevent any outsiders from mingling with the crew or equipment. In either scenario, the crew must report to the Medical Checkpoint. They will be met by a medic and receive any PPE. ID badges must be worn (possible combination of a general crew badge and daily COVID status badge). There will be trash cans for disposal of Hazardous Materials.
- 2. Breakfast.** A boxed breakfast should be made available. Breakfast Catering cannot be on the street in an urban area. Food is always covered. There is no self-service. It must be monitored by the catering staff and the Unit Department.
- 3. Craft Service** cannot be on the street in an urban area and instead should off-load from their truck and load interior. In a controlled studio lot, location or parking lot, they can remain in their truck. Food and snacks are always wrapped, and the area must be monitored by the craft service department and the Security Unit.

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4. **Catered Meals and Craft Service are touchless.** Meals are boxed and/or wrapped. There should be a place close to set where crew members can eat and maintain PD. There must be a system for those people with allergies and food restrictions to receive their own boxed lunch. Whenever possible, stagger lunch times to reduce crowding.
 - a. Cast members will be given a chance to eat the catered meal with appropriate physical distancing. Food options from outside Zones A and B cannot be provided, but they should feel free to bring their own food. Actors and staff who are at the Cast Base Camp will have lunch brought to them in a place where they can eat and maintain PD.
 - b. Background performers will also be provided the catered meal and a place to eat and maintain PD.
 5. **Load In or commencement of lighting.** After the Medical Checkpoint, the crew may start working in Zone B. Crew might be loading in to the interior or lifting equipment onto stake beds to be moved. The equipment should be sanitized by each department.
 6. **Access to bathrooms must be maximized.** If in an urban setting, the use of private property (other homes or apartments) requires attention to sanitation. Zone A personnel must have access to a Zone A only bathroom. Any hand-drying air blowers should be deactivated and replaced with single use paper towels.
 7. **Reception/Delivery Area.** The Unit Department should set up an area, preferably outside the location, where any deliveries including equipment from a vendor may arrive. It's a disinfecting area.
 8. **Space.** It should be assumed that the production will need more stage space than normal, to accommodate protocols.

In a theater or soundstage environment, each department will need a work space or holding area large enough to allow for safe distancing. Some departments will need this space closer to the stage than others, but this would become "home base" for each department. The DGA team will determine what department needs quicker access to the stage or shooting area and designate "home base" areas accordingly.

Set design and pre-production planning should take into account the number of crew members in each department and designate the space needed for them to work safely and have a "home base" to return to. Set design should allow for fire lanes in all backstage spaces to double in size to allow for crew holding.

Television control room/truck workstations as well as green rooms might need to be reconfigured to allow for safe distancing (when not possible, plexi dividers installed or remoting some positions to help create a safer work space for all).

THE ZONE A SET

An actor waiting area is sanitized and apart from the crew. For scenes of elevated physical intimacy, perhaps explore CEPHEID testing for on-the-spot results to give performers added security.

Obviously, there will not be a customary or traditional video village. Monitor requirements and access should be organized by necessity and preference (some directors may want a handheld monitor close to the performers, etc.), with an emphasis on minimal crowding and sensitivity to issues surrounding the broadcasting of video signals.

The background performers holding area for small scenes should be as close as possible with adequate bathrooms and hand sanitizer, etc. All background performers changing areas should be organized for single person occupancy, not group changing areas.

Equipment staging areas are as normal. Whenever there is any downtime, equipment should be cleaned.

As described earlier, the Unit Department has placed the hand washing and disinfecting stations per the 1st AD/Key SM and Health Safety Supervisor. They post health reminders around the outside of the set.

HOW THE SET RUNS

The following provides guidance and considerations for the daily running of the set.

- 1. There is always a daily Safety and Health Safety Meeting** run by the 1st AD/Key SM with the help of the Health Safety Supervisor. Regular safety meetings for specific action throughout the day will be organized as is already the norm. Health specific safety reminders will also be given. Posted signs will reinforce health advice throughout the location (posted by Unit Department).
- 2. Director and DP arrive and call for a rehearsal.** This should be timed for the cast to be totally ready to work on camera. Whether or not a rehearsal is needed must be determined the night before, and when possible rehearsals should take place the night before, since it will be a major adjustment in set operations once the cast arrives on set. This could be at the crew call or part way through the lighting process, but the actors should be ready. Whenever possible, rehearsals should be scheduled to be done so performers can wear PPE.
- 3. Cast Travels to Set.** On a day-to-day basis it should be determined if cast can remain on set. If there hasn't been any lighting prior to their arrival or if there is a great deal of lighting to be done, it should be determined the night before and the cast call times should be adjusted. All hair and makeup should be considered part of Zone A, and steps taken to minimize the distance cast members have to move after hair and makeup (and therefore without PPE). Hair, makeup, and costume departments should try to have one member of their department cover the set while the remainder of their crews wait at Cast Base Camp. This is subject to any particular actor's needs or the resources of the Company. Note that performers should be provided, and use, whatever PPE may be possible under the circumstances, for example, handheld face

shields while moving about the set after hair and makeup are done, or when physical distancing cannot be maintained.

4. The process of rehearsal, lighting and shooting are basically the same as always with some exceptions.

- a. Sanitizing the set happens between setups if necessary, depending on crew and cast activity.
- b. Minimize the consumption of actual food and drink in the scene as much as possible. When actual food or drink must be consumed, provide multiple identical food and drink setups to reduce or eliminate touching of food and drink by crew. All food and drink must be handled in compliance with the safety protocols for cast and crew meals.
- c. Crew can work near each other assuming they are wearing PPE, though appropriate physical distance should be maintained whenever possible. The important thing is to minimize crowding. If shooting in a small place, the departments should take turns doing their work, coordinated by the 1st AD/Key SM.

5. Going through the work, shot by shot. The 1st AD/Key SM, with the DP, manages the crew work on each setup in order to minimize overcrowding. Again, departments may need to take turns on set. Complete reverses that require walls or furniture being moved will need extra time. Cast will retreat to their safe waiting area. This is not much different than what happened pre-virus, but with some added time for caution.

6. The company changes sets within a location. Everything above is adjusted to a new Zone A. Waiting and holding areas may have to shift to a new place. The movement of people should be coordinated by the Assistant Director or Stage Manager staff. The Unit Department must have enough hand washing and sanitizer stations to be able to make a mini-move. Cast should leave the location (e.g., go to personal trailer) or be placed in a secure, sanitized waiting area to wait.

7. Company Moves. This will be a slow process and if possible, it should be avoided when scheduling the project. In any event, the next location has been sanitized by the Hygiene Crew, including bathrooms. The Unit Department has gone ahead to install the hand washing and disinfecting stations.

- a. Cast should leave the first location and return to Cast Base Camp or be placed in a secure, sanitized waiting area if not needed for rehearsal immediately at the previously sanitized second location.
- b. The organization of the second location is the same as the first location as regards the Zone System security, sanitation, parking, and the setup of support by the Unit Department.

THE END OF A SHOOT DAY

The following provides guidance and considerations for end of shoot day activities.

- 1. The cast and crew are tested by the end of the workday, per the production's testing schedule.** Tests will be given under the supervision of the Health Safety Supervisor and the medical team. Tests can be given earlier than the official camera wrap to performers/crewmembers who have downtime during the day or who have been dismissed earlier. The Medical Checkpoint should be moved close to set for this purpose. There could be one each at the Tech Base Camp and the Cast Base Camp. The Health Safety Supervisor coordinates with the AD and Transportation departments to get the completed tests to the lab. There will be a plan in place for the results by the UPM in consultation with any individual that tests positive and their Department Head. A prompt notification must be made to cast and crew who have been or may have been exposed to an individual who has tested positive, without disclosing the identity of the individual. For transparency, the existence of a positive test result should be shared with all cast and crew, again without disclosing the identity of the individual.
- 2. It is the responsibility of every crewmember to be tested before leaving on the scheduled test day(s).** This will be the case even if there is available testing with rapid on-site results.
- 3. Wrap.** The AD/SM staff will keep a secure area at the set for wrap. The Unit Department and security will continue to keep a secure, cordoned off area at the Tech Base Camp until the last truck leaves the site. The same goes for the Cast Base Camp. The crew must maintain Physical Distancing with the public.
- 4. Again, new daily crew and new cast members must be tested in advance.** In cases where travel is involved, testing happens before traveling, then again before physical engagement within 24 hours of engaging with Production. A reminder this includes **all** new cast and crew.
- 5. Base Camp facilities.** Cast trailers and the hair, makeup, and costume vehicles must be sanitized each night under the supervision of the Unit Department.
- 6. Travel Home.** Zone A and Zone B personnel should travel in personal vehicles or sanitized vehicles from Transportation.

EXTERIOR LOCATIONS

All the previously mentioned protocols for travel, arrival, and the start and end of the day are the same.

- 1. No Visitors, even outside.** Maintain a footprint as small as possible with space for physical distancing. No customary video village as described before. Producers, Agency and Client are involved virtually when required.

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2. **Cast Base Camp and Tech Base Camp** plan is the same. Security cordons, Medical Checkpoints and breakfast catering remain the same.
 3. **Area of the Set.** The Unit Department in conjunction with the Location Department will place and maintain hand washing and disinfecting stations. Bathrooms should be sufficient and maintained.
 4. **Working among the public.** Whether it's a busy urban area, or a suburban area, the crew and cast are in proximity to the public. There should be a security cordon for the immediate area where the cast and crew are working. Production people doing crowd control or clearing the public out of the shot must wear a hi-viz vest, Sam Browne belt (safety patrol) or some other way of identifying themselves. Full PD measures are required to deal with the public (masks, gloves, goggles/glasses); civilians should be shown area where they can be out of the way.
 5. **Possible new daily personnel and equipment.** New crew members are tested and cleared within 24 hours of physically joining production. Equipment coming from an outside vendor (like a crane) should be sanitized by the vendor before it's picked up, sanitized again by the shooting crew.
 6. **Maintain the integrity of Zone A.** All cast and crew must be cautioned to stay away from the public and obey all Zone A health and safety directions.
 7. **Lunch.** If possible, do hot, boxed lunches while outdoors. Otherwise, break for a half hour in a controlled catering space that allows for physical distancing.
 8. **Wrap.** As described before but populated urban locations will need added caution for security. Equipment movement and movement of people will have to be done in a step-by-step, orderly, protected fashion.
 9. **Testing.** Same as above. The Medical Checkpoint should be close to set. Then go back to your home or hotel, stay safe, and get ready to do it all again tomorrow.

Lastly, a reminder that Zone C, the outside world, is the most likely source of infection in Zones A and B. Diligence away from work is critical, especially when it comes to cell phone handling. When working on location, make sure cast and crew are equipped with disinfectant wipes for hotel and motel electronic devices and surfaces.

IN CONCLUSION, AGAIN

Inclusion. With resources for production likely being scarce (as costs rise due to new protections), we must all ensure that groups making strides (women, people of color, persons with disabilities, etc.), do not see backsliding in hiring practices.

Distant Locations. What kind of special protocols or modifications may be necessary for production occurring in remote areas or outside the United States?

In closing, we understand what a sea change this will be for production. But while films and television shows are important, they do not trump the importance of getting the people who make them safely home to their families or loved ones. As you can see from this document, we are willing to go to great lengths to ensure a safer environment for all of us.

We hope you are as well.

Stay safe. Keep the faith.

PART FOUR: DEPARTMENTAL CONSIDERATIONS

There are excellent department-specific guidelines from multiple sources including the Industry-wide Safety Committee about best practices which we consulted when researching this document. More details and specific protocols will be forthcoming from the Unions. Therefore, this section is not intended to be an exhaustive list of duties or recommended actions for each and every category. We looked specifically at the testing protocols and the Zone System and areas where the Unions' members have the most interaction. We consider the following ideas as preliminary guidelines - which each production department will have to consider and adapt to their specific needs.

Each production shall have a specific COVID-19 safety plan to be coordinated with this and other industry guidelines. Such plan shall cover each set, location, and any place a member of the production crew may work. This plan must be provided in writing to every crew member upon their employment prior to such person starting work and must also include contractors, vendors, guests (when approved), suppliers and executives.

Actors/Performers

1. Consider on-set rapid testing up to 1-12 hours (the shorter the better) prior to intimate scenes, fight/stunt scenes, or scenes involving extreme exertion (e.g., dancing) for actors'/performers' security.
2. Actors/performers may benefit from extra tender loving care. Remember, they have to give an on-screen performance in the midst of all this.
3. Background holding areas must be larger than customary to accommodate physical distancing.
4. When electronic sign-in is not available, provide one pen for each Actor/ Performer to execute paperwork—and not to be shared.

Stunts

1. Stunt Coordinator should discuss with 1st AD/Key SM and Health Safety Supervisor how new protocols will impact the stunt department. The Stunt Coordinator, Stunt Doubles and key Stunt personnel and Stunt Riggers—those who interact with anyone working without PPE or physical distancing—must be tested for Zone A.

Assistant Directors/Stage Manager

As members of Zone A, the AD/SM team will have added duties during the COVID period. Here are only some of the ways the work would be slightly different:

1. The 1st AD/Key SM, conferring with the UPM and Line Producer, will keep all the guidelines in mind when scheduling any project.
2. The 1st AD/Key SM will work with the HSS to implement the guidelines and remind the crew about safe practices especially Physical Distancing and run the set being mindful of overcrowding.

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3. The Key 2nd AD will need to schedule and monitor the traffic of crew and cast in the Cast Base Camp, especially at the start of the day.
 4. The Key 2nd AD will help facilitate the testing process for Cast Members and Background Performers.
 5. The Key 2nd AD will work with the Production Office and Transportation about special transportation needs for cast and crew.
 6. The 2nd ADs/Key SM will coordinate with the Unit Department about needs for any changing and holding area as well as the on-set waiting area for principal cast.
 7. The 2nd ADs/Key SM will follow the guidelines when moving Cast members and Background Performers from and to Cast Base Camp and Background Holding.

Locations Department

The Location Manager, ALMs and scouts are Zone B personnel. In pre-production, Scout will find locations in person but show-and-tell and meetings should be virtual.

1. Interior Locations:
 - a. Plan to have space around the potential set for breathing room, equipment staging and physical distancing.
 - b. Consider—more than ever before—minimizing major company moves. Offer wise choices.
 - c. Ventilation is a priority.
 - d. Spaces for actors/performers and staff from Zone A need to be found. “Satellite” holding for background performers must be as close as possible, and with space and ventilation.
 - e. Work with the Unit Department to facilitate special COVID needs.
 - f. The Location deal will require more days for “Set Quarantine” or Commercial Disinfection.
 - g. Ask Location owners to remove personal items or arrange it with them
 - h. Do not touch items native to a location while scouting (also the art department and all crew)
2. Exterior Locations:
 - a. Consider space around the potential set for breathing room, equipment staging and social distancing.
 - b. In urban areas, consider the flow of the general public around trucks, staged equipment, and access to the location. Can the public be re-directed in order to prevent mingling with the cast, crew and equipment?
 - c. Will require all the ancillary spaces described above.
 - d. Some exterior locations may require Commercial Disinfection.

Catering

1. In the Zone System, catering would be a part of Zone B. **No Guests.**
2. Catering Staff & Craft Service will be required to wash their hands at least every 30 minutes.
3. Catering Staff & Craft Service will be required to wear gloves and masks at all times.
4. Food will be served to the crew, as opposed to self-serve. No communal containers, salad bar, etc.
5. Food that has been freshly cooked by catering should be covered when not served.
6. Boxed meals are recommended.
7. Wrapped Utensils should be handed out individually.
8. Catering/Dining Rooms must be spacious (if breaking) and have good ventilation.
9. If breaking for lunch, consider staggering breaks to allow for less cramped dining areas.
10. A hand washing station must be near the catering line or at least in the dining room.
11. Production may consider not providing fully catered meals and instead operate similar to takeout—offering crew meal choices in the morning and then delivering those meals to each individual department.
12. Some cast and crew may prefer to bring their own food.
13. Even when boxed lunches are served, the caterer must accommodate food allergies and restrictions.

Craft Services

1. Only buy individual, prepackaged portions--no communal bowls or canisters of snacks to reach into. Alternatively, make and wrap small portions—nuts, fruit etc.
2. Everyone must wash their hands before entering the craft services area.
3. Table should be set up so that people can take individual portions and only touch what they are taking.
4. Craft services should have capability to refill an individual's personal reusable water bottle without contact between refill source and a bottle.
5. Use disposable cups at 5-gallon water dispensers or use individual, single service water bottles, using environmentally friendly options to the extent possible.
6. Install foot-operated water dispensers.
7. Reduce and streamline variety of beverages. Have samples on display for a crew member to request. No one should be reaching into an ice cooler for beverages.
8. With reduced craft services offerings, Craft Services can help Unit Department cleaning and maintaining supplies for wash stations and sanitization.

Video Assist and Playback

1. There will be no room for a typical “Video Village” for crew to watch video assist. This is to avoid physical distancing issues.
2. The Director and the Script Supervisor will each have a dedicated monitor.
3. The Director must have a wireless monitor as an alternative video source.
4. Key Crew should be able to use wireless monitors or Q-Take.
5. The individual(s) who set up and handle the monitors should be in Zone A, due to working proximity with the director, the DP, and the script supervisor. All other video personnel may be Zone B.

Visual Effects

1. If the project is determined to be VFX heavy, there will be an On Set VFX Supervisor for the run of show.
2. If not VFX heavy, then there will be a Remote VFX Supervisor who can advise the director/cinematographer on how to set up limited VFX shots as needed.
3. VFX will be performed by shops set up for remote work.

Walkie Talkie/PL & Headset Protocols

1. One of the Set PAs should organize and sign walkies to the crew.
2. Walkies/PLs should be disinfected and individually bagged and handed to the user.
3. Do not share walkie talkies.
4. Replacement batteries must be disinfected in between uses, bagged, and handed to crew as needed
5. If a set cell phone ban is enacted, the production may require additional walkie rentals.
6. Headsets should be provided to enable quiet, detailed conversation on set without the need for close contact or a huddle.
7. Headset battery changes are usually required once a day. A dedicated PA should manage a charging station, and ensure all batteries are disinfected before being handed over.

Additional Protocols to be Developed

The Unions agree that this paper will need to be further supplemented with detailed protocols, including those relating to protection of performers and others working without PPE and/or physical distancing.

CONSULTANTS:

For Directors Guild of America

W. Ian Lipkin, MD

Lipkin is internationally recognized for his contributions to global public health through the innovative methods he developed for infectious diseases diagnosis, surveillance, and discovery. Most notably, he had the first use of subtractive cloning in microbial discovery, the first use of next generation sequencing for investigating outbreaks, and developed gene capture technologies including VirCapSeq-VERT and BacCapSeq as well as multiplexed serological assays to detect vector-borne diseases. These advances have been critical in replacing culture-dependent methods of global health management by creating new criteria for disease causation and de-linking spurious associations between putative agents and diseases. Such examples include refuting the MMR vaccine having a role in autism and XMRV in ME/CFS. Lipkin has been at the forefront of outbreak response to many of the world's recent outbreaks, including West Nile Virus in NYC (1999), SARS in China (2003), MERS in Saudi Arabia (2012-16), Zika in the US (2016), encephalitis in India (2017), and COVID-19 (2020). He promotes public health awareness via print and broadcast media and also served as the scientific advisor for the Soderbergh film "Contagion". Some of his most prestigious honors include Pew Scholar (Biomedical Sciences), Walter Reed Distinguished Lecturer, the Drexel Prize in Translational Medicine, the Mendel Medal (Villanova University), the International Science and Technology Cooperation Award of the Peoples Republic of China, and a recipient of an award of appreciation given by the Chinese government in the 70th anniversary of the People's Republic of China for his service to the country during the SARS epidemic along with the subsequent scientific support he has given since. He is the Director of the Center for Solutions for ME/CFS, the Director for the Center for Research in Diagnostics and Discovery, and the Director for the Center of Infection and Immunity with the Mailman School of Public Health at Columbia University.

Larry Brilliant, MD, MPH

Dr. Larry Brilliant is a physician and epidemiologist, CEO of Pandefense Advisory, and Chair of the Advisory Board of the NGO Ending Pandemics. He is also a senior advisor to Jeff Skoll and serves on the board of the Skoll Foundation. Dr. Brilliant was previously the president and CEO of the Skoll Global Threats Fund, vice president of Google, and the founding executive director of Google.org. He also co-founded the Seva Foundation, an NGO whose programs have given back sight to more than 5 million blind people in two dozen countries. In addition, he co-founded The Well, a progenitor of today's social media platforms. Earlier in his career, Dr. Brilliant was a professor of epidemiology and international health planning at the University of Michigan. Dr. Brilliant lived in India for nearly a decade where he was a key member of the successful WHO Smallpox Eradication Programme for SE Asia as well as the WHO Polio Eradication Programme. More recently, he was chairman of the National Biosurveillance Advisory Committee, which was created by presidential directive of President George W. Bush, he was a member of the World Economic Forum's Agenda Council on Catastrophic Risk, and a "First Responder" for CDC's bio-terrorism response effort. Recent awards include the TED Prize, *Time* magazine's 100 Most Influential People, "International Public Health Hero," and four honorary doctorates. He has lectured at Oxford, Harvard, Berkeley and many other colleges, spoken at the Royal Society, the Pentagon, NIH, the United Nations, and some of the largest companies and nonprofits all over the world. He has written for *Forbes*, the *Wall Street Journal*, the *Guardian*, and other magazines and peer reviewed journals and was part of the Global Business Network where he learned scenario planning. Dr. Brilliant is the author of "*Sometimes Brilliant*," a memoir about working to eradicate smallpox, and a guide to managing vaccination programs entitled "*The Management of Smallpox Eradication*."

Baruch Fischhoff, PhD

Dr. Baruch Fischhoff is a world-renowned expert on decision and risk analysis. He is Howard Heinz University Professor in the Department of Engineering and Public Policy and the Institute for Politics and Strategy at Carnegie Mellon University. Dr. Fischhof is an elected member of the National Academy of Sciences and National Academy of Medicine and currently serves on its COVID-19 committee. He has chaired the Food and Drug Administration Risk Communication Advisory Committee and been a member of the Eugene (Oregon) Commission on the Rights of Women, the Department of Homeland Security Science and Technology Advisory Committee and the Environmental Protection Agency Scientific Advisory Board, where he chaired the Homeland Security Advisory Committee. He is past president of the Society for Judgment and Decision Making and the Society for Risk Analysis and has received awards for his intellectual contributions and teaching excellence. Dr. Fischhof's 13 books include *Acceptable Risk*, *Risk: A Very Short Introduction*, and *Counting Civilian Casualties*. He is a graduate of the Detroit Public Schools, Wayne State University (BS, mathematics, psychology), and the Hebrew University of Jerusalem (PhD, psychology).

Jeffrey Shaman, PHD

Jeffrey Shaman, PHD, is the Professor, Mailman School of Health Environmental Health Sciences (in the International Research Institute for Climate and Society/Earth Institute); Director, Climate and Health Program and focuses on climate, atmospheric science and hydrology, as well as biology, and studies the environmental determinants of infectious disease transmission and infectious disease forecast. For the former, Dr. Shaman investigates how hydrologic variability affects mosquito ecology and mosquito-borne disease transmission, how atmospheric conditions impact the survival, transmission and seasonality of pathogens, and, how meteorology affects human health, in general. For the latter, he is engaged in developing mathematical and statistical systems for generating forecasts of infectious disease outbreaks at a range of time scales. In addition, Dr. Shaman is studying a number of climate phenomena, including Rossby wave dynamics, atmospheric jet waveguides, the coupled South Asian monsoon-ENSO system, extratropical precipitation, and tropical cyclogenesis. PhD, 2003, Columbia University; MA, 2000, Columbia University; BA, 1990, University of Pennsylvania.

For SAG-AFTRA

Jonathan Fielding, MD, MPH, MBA

Jonathan Fielding is a Distinguished Professor of Health Policy and Management and of Pediatrics in the Schools of Public Health and Medicine at UCLA. Previously, he served for 16 years as Public Health Director and Health Officer for Los Angeles County, and earlier as Massachusetts Commissioner of Public Health. He has been involved in public health preparedness and response to Ebola, Swine Flu, anthrax, HIV and COVID-19.

Dr. Fielding served as a founding member of the U.S. Clinical Preventive Services Task Force and, for 17 years, as Chair of the U.S. Task Force on Community Preventive Services. He chaired the Advisory Committee for the U.S. Healthy People 2020 objectives and Co-Chaired the Healthy People 2030 objectives. He is an elected member of the National Academy of Medicine.

Dr. Fielding founded the UCLA Center for Health Advancement, which models policies and programs to cost-effectively improve health and health equity and also researches waste in medical care. He has authored or coauthored more than 300 original articles, commentaries, editorials and

chapters on various aspects of public health, preventive medicine, and health services. He is the longstanding editor of the Annual Review of Public Health and currently writes a monthly opinion column on health issues for The Hill.

Dr. Fielding holds MD, MPH, and MA degrees from Harvard University and an MBA from the University of Pennsylvania. His honors include the UCLA Medal, the Sedgwick Medal, and the Roemer, Fries and Porter prizes, as well as honorary doctorates. The UCLA Fielding School of Public Health is named for him and his wife Karin.

Mark Katchen, MS, MBA, Industrial Hygienist

Mark Katchen is the Managing Principal for The Phylmar Group, Inc. with expertise in industrial hygiene, toxicology, occupational health, risk communication, professional ethics and sustainable supply chain practices. His consulting expertise includes helping organizations optimize the EHS/Sustainability function by focusing on mission alignment, resource allocation and utilization, business process improvement, and demonstrating the value of EHS/Sustainability to the organization. He also has extensive litigation support expertise having testified in numerous cases involving a wide variety of chemical and biological agents.

He received his B.A. in Psychobiology from UCLA, M.S. in Environmental and Occupational Health from California State University, Northridge, and M.B.A. from Loyola Marymount University. He is a Certified Industrial Hygienist. Mr. Katchen has more than 35 years of experience in occupational and environmental exposure assessment in a variety of industries.

Mr. Katchen has taught at the University of California, Los Angeles and Irvine campuses. He also serves on the California State University, Northridge Department of Environmental and Occupational Health Advisory Board. He is a past chair of the American Industrial Hygiene Association's International Affairs Committee, current Scholarship Committee Chair for the Occupational Hygiene Training Association and is past Chair of the AIHA's Joint Industrial Hygiene Ethics Education Committee. Mark is also an AIHA Distinguished Fellow and Lecturer who frequently speaks to business and academic groups on environmental risk assessment, management, communication, ethics and sustainable business practices and is the author of several published technical and business-related articles.

Monona Rossol, MS, MFA, Industrial Hygienist

Monona Rossol was born into a Vaudeville family, began working as a professional entertainer at age three, and continues to perform occasionally to this day. She has a BS in Chemistry with a minor in Math, an MS and MFA with majors in art and a minor in music. Monona worked seven years as a research chemist for the University of Wisconsin and a year with an industrial research laboratory. From 1977 to 1987, she practiced industrial hygiene at the Center for Safety in the Arts in New York, a group which she co-founded. In 1987 she founded Arts, Crafts, and Theater Safety (ACTS) for which she works today. She has been a full professional member of the American Industrial Hygiene Association since 1984. Since 1995, she been a Safety Officer for Local USA829, United Scenic Artists, IATSE. In 2017, she was retained as Safety Consultant for SAG-AFTRA. She has been the safety consultant in the planning of over 80 buildings specifying ventilation and safety features. She has three architectural awards for environmental planning and in 2020 she became a member of the ACGIH Committee on Industrial Ventilation. She has consulted in the US, Canada, Australia, England, Mexico, Portugal, the Netherlands, and the United Arab Emirates. She has written nine books, one of which won a 1996 Choice Outstanding Academic Book Award from the Association of College and Research Libraries. Two of these books are used as college texts today.

For IATSE

David Wegman, MD

David H. Wegman is a physician- epidemiologist who has been involved in academic research and teaching related to occupational health, initially at the Harvard and UCLA schools of public health before building the Department of Work Environment at University of Massachusetts Lowell. He subsequently served as founding Dean of the School of Health and Environment at Lowell. His research originally focused on work-related risks for lung disease, cancer, musculoskeletal disorders, and injuries and has continued in areas related to occupational health surveillance and occupational health policy. Since 2014 his major work effort has been with the La Isla Network directing studies of etiology and intervention effectiveness for Chronic Kidney Disease of Unknown Origin (CKDu) in El Salvador and Nicaragua. A current doctoral student is studying heat stress and kidney disorders among construction workers in Saudi Arabia. Since 2018 he has been a participant in the CURSOR/KIROS projects on Precarious Employment and in 2019 he joined as a participant in the Precarious Work Research (PWR) consortium. Current appointments are as Emeritus Professor at UMass Lowell and Adjunct Professor at the Harvard School of Public Health. He is also a member of the Board of Directors of the Alpha Foundation for Improving Mine Safety and Health and he teaches an advanced graduate course to public health students at Harvard.

He is co-editor with Dr. Barry Levy of one of the standard textbooks in the field, Occupational Health: Recognition and Prevention of Work-Related Disease, 7th Ed 2017. the seventh edition of which will be published by Oxford University Press in October 2017. Dr. Wegman's professional engagement has included service on the Executive Board of the International Epidemiological Association and on the Board of Directors of the International Commission on Occupational Health. He was named a National Associate of the National Research Council in 2002 and has been an active participant or chair for a number of National Academy of Science (NAS) expert panels, most recently as a member of the Committee on Developing a Smarter National Surveillance System for Occupational Safety and Health in the 21st Century.

Dr. Wegman received a BA degree at Swarthmore College and his MD and MSc at Harvard University. He has been a Fulbright Senior Fellow and received Lifetime Achievement Awards from the Occupational Health and Safety Section, American Public Health Association and International Commission on Occupational Health's EPICOH for outstanding contributions to occupational epidemiology.

Gregory R. Wagner, M.D.

Dr. Gregory Wagner is the Adjunct Professor of Environmental Health Harvard T.H. Chan School of Public Health. Throughout his career, Dr. Wagner has provided organizational leadership at the intersection of scientific research and public health policy, both nationally and internationally. Until 2017, he worked at the U.S. National Institute for Occupational Safety and Health (NIOSH), where he was senior advisor to the director of NIOSH, directed the Division of Respiratory Disease Studies (including a period overseeing the testing and certification of Personal Protective Equipment (PPE), led the process creating a National Occupational Research Agenda, and developed and led the WorkLife Initiative, seeking to better understand and promote policies and workplace practices that support worker health, safety, and wellbeing.

Wagner interrupted his work at NIOSH to serve as Deputy Assistant Secretary of Labor for Mine Safety and Health from 2009 to 2012 during the Obama Administration, where he led efforts to develop and enforce regulations protecting U.S. miners and played a primary role in responding to the worst U.S. mining disaster in 40 years.

Wagner has worked closely with both the World Health Organization and International Labour Organization and has served on numerous expert committees nationally and internationally. A physician, Dr. Wagner is board-certified in both internal and preventive medicine (occupational health). He has practiced rural primary care medicine and taught both medicine and public health. Wagner received his BA from Harvard University and his MD from Albert Einstein College of Medicine.

At Harvard, Dr. Wagner teaches about the science behind occupational and environmental policies and regulations, and the process of improving health protections at work. At Harvard he also serves as Senior Advisor to the Center for Work, Health, and Wellbeing, and is an Affiliated Scientist with the Harvard Center for Health and Happiness working to understand the relationships between working conditions and workers' ability to thrive.

Dr. Wagner has published widely in the areas of screening and surveillance, prevention of disease and injury from work, and workplace programs and policies supporting worker and enterprise health, safety, and wellbeing.

Letitia Davis, ScD Ed M

For over 30 years, Dr. Davis served as director of the Occupational Health Surveillance Program (OHSP) in the Massachusetts Department of Public Health. As director, she worked to develop the state's capacity to track work-related injuries and illnesses and to use surveillance findings to promote prevention to improve the safety and health of Massachusetts workers. She oversaw development of multiple occupational health surveillance systems including the Massachusetts Occupational Lead Registry, a comprehensive surveillance system for fatal occupational injuries, the Massachusetts Sharps Injury Surveillance System, a surveillance system for work-related asthma, a model surveillance system for work-related injuries to young workers, and case-based surveillance and follow-up of work-related amputations, burns and acute chemical poisonings. She has conducted numerous surveillance research studies exploring use of existing public health data sources to document work-related health problems, and has a special interest in better understanding the needs of underserved worker populations. At OHSP, she was also responsible for the development of and implementation of prevention initiatives to address identified occupational health problems and served as advisor to the Department leadership on matters of occupational health policy. From 1998 through 2015 Dr. Davis was a lead consultant in occupational health to the Council of State and Territorial Epidemiologists (CSTE), working on the national level to promote integration of occupational health into public health practice in the states. She is a past member of the Board of Scientific Counselors of NIOSH and the Advisory Committee to the Directorate of Construction in OSHA. She has also served on a number of National Academy committees, including a recent panel on smart occupational health surveillance in the 21st century. Since her retirement from OHSP in June 2019, she continues to work, consulting on both local and international epidemiologic studies of work and health and advising worker advocacy organizations. She is currently active in CSTE's efforts to improve public health surveillance of COVID-19 in the workforce and protections for working people. Dr. Davis received her doctorate in Occupational Health from the Harvard School of Public Health in 1983.

**REOPENING SAFER AT WORK AND IN THE COMMUNITY
FOR CONTROL OF COVID-19
MOVING THE COUNTY OF LOS ANGELES INTO
STAGE 3 OF CALIFORNIA'S PANDEMIC
RESILIENCE ROADMAP**

Revised Order Issued: **June 11, 2020**

Please read this Order carefully. Violation of or failure to comply with this Order is a crime punishable by fine, imprisonment, or both. (California Health and Safety Code §120295; Los Angeles County Code § 11.02.080.)

SUMMARY OF THE ORDER: This Revised County of Los Angeles Health Officer Order (Order) supersedes all prior Safer At Home orders (Prior Orders) issued by the County of Los Angeles Health Officer (Health Officer). This Order is issued to comply with State Executive Orders N-33-20 and N-60-20 issued by Governor Gavin Newsom, and the accompanying orders of the State Public Health Officer issued on March 19 and May 7, 2020. The State Public Health Officer has articulated a 4 Stage framework – California Pandemic Resilience Roadmap to inform the State's actions that reintroduce activities and sectors in a phased manner and with necessary modifications to protect health and safety, and to lower the risk of Novel Coronavirus Disease (COVID-19) transmission and outbreaks in a community.

This Order is issued to align the County of Los Angeles (County) with State Executive Orders and State Health Officer Orders that support the phased reopening of the California Pandemic Resilience Roadmap. This Order will be revised in the future to reflect the State Executive Orders and State Public Health Officer Orders **and guidance** that progressively designate sectors, businesses, establishments, or activities that may reopen with certain modifications, based on health and safety needs and at a pace designed to protect health and safety. Should local COVID-19 conditions warrant, the Health Officer may, after consultation with the Board of Supervisors, issue Orders that are more restrictive than those of the State Public Health Officer. **Changes from the previous Order are highlighted.**

This Order allows persons to engage in all permitted activities, as defined by the Order, but requires that persons practice Social (Physical) Distancing, at all times while out in public and wear a cloth face covering when in contact with others, to lower the risks of person-to-person contact for themselves and others.

This Order is effective within the County of Los Angeles Public Health Jurisdiction, defined as all cities and unincorporated areas within the County of Los Angeles, with the exception of the cities of Long Beach and Pasadena that must follow their respective City Health Officer orders and guidance. This Order is effective immediately and will continue until further notice.

**UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND
SAFETY CODE SECTIONS 101040, 101085, AND 120175,
THE COUNTY OF LOS ANGELES HEALTH OFFICER ORDERS:**

1. This Order supersedes the Health Officer's Prior Orders. In light of the progress achieved in slowing the spread of COVID-19 in the County, this Order aligns the County with the State Public Health Officer's phased reopening approach guided by the California Pandemic Resilience Roadmap. The Order allows the conditional reopening of activities and business sectors with modifications to lower the risk of person-to-person transmission of COVID-19, ensuring continued Social (Physical) Distancing and adherence to other infection control protocols as provided below. The Health Officer will assess the phased reopening allowed by the State Public Health Officer and this Order on an ongoing basis and determine, after consultation with the Board of Supervisors, whether this Order needs to be modified if the public health risk associated with COVID-19 increases in the future.
2. This Order's intent is to continue to ensure that County residents remain in their residences as much as practicable, to limit close contact with others outside their household in both indoor and outdoor spaces. All persons who can telework or work from home should continue to do so as much as possible during this pandemic. Sustained Social (Physical) Distancing and infection control measures will continue slowing the spread of COVID-19 and diminishing its impact on the delivery of critical healthcare services. All provisions of this Order must be interpreted to effectuate that intent. Failure to comply with any of the Order's provisions constitutes an imminent threat and menace to public health, and a public nuisance, and is punishable by fine, imprisonment or both.
3. All persons living within the County of Los Angeles Public Health Jurisdiction should remain in their residences whenever practicable.
 - a) Nothing in this Order prohibits members of a single household or living unit from engaging in permitted activities together. But gatherings of people who are *not* part of a single household or living unit are prohibited within the County of Los Angeles Public Health Jurisdiction, except for the limited purposes expressly permitted by this Order.
 - b) People leaving their residences must strictly comply with the Social (Physical) Distancing requirements stated in this Order and specified in guidance or protocols established by the County Department of Public Health; this includes wearing a cloth face covering whenever there is or can be contact with others who are non-household members in both public and private places, which reduces the risk of transmission to others from people who do not have symptoms and do not know they are infected. The use of face coverings is commonly referred to as "source control".

- c) Persons and businesses within the County of Los Angeles Public Health Jurisdiction are required to follow the COVID-19 infection control protocols and guidance provided by the County Department of Public Health. In instances where the County has not provided a specific guidance or protocol, specific guidance or protocols established by the State Public Health Officer shall control.
 - d) Pursuant to the State of California's action¹ and the United States District Court Central District of California's order,² jurisdictions within the County of Los Angeles Public Health Jurisdiction are expected to comply with the provision of hotel and motel rooms for vulnerable people experiencing homelessness through Project Roomkey, which slows the spread of COVID-19 and retains capacity of the healthcare system.
4. All people residing within the County of Los Angeles Public Health Jurisdiction who are age 65 or older and all people of any age who have active or unstable pre-existing health conditions, should remain in their residences as much as possible during the pandemic. People in these categories should leave their residences only when necessary to seek medical care, exercise or obtain food or other necessities. The Health Officer strongly recommends that all employers offer telework or other accommodations to persons who are age 65 or older and all people of any age who have an active or unstable pre-existing health conditions.
5. All government agencies working in the course and scope of their public service employment are Essential Government Functions.
- a) All government employees are essential, including but not limited to, health care providers and emergency responders including employees who serve in the following areas: law enforcement; emergency services and management; first responders; fire; search and rescue; juvenile detention; corrections; healthcare services and operations; public health; laboratory or medical testing; mental health; community health; public works; executive management employees serving in these fields; all employees assigned to serve in or support the foregoing fields; and all employees whose services are otherwise needed to assist in a declared emergency.
 - b) While all government employees are essential, the employees identified here, and others called to serve in their Disaster Service Worker capacity, must be available to serve the public or assist in response or continuity of operations efforts during this health crisis to the maximum extent allowed under the law.
 - c) This Order does not, in any way, restrict (a) first responder access to the site(s) named in this Order during an emergency or (b) local, state or federal officers, investigators, or medical or law enforcement personnel from carrying out their lawful duties at the site(s) named in this Order.

¹ Office of Governor Gavin Newsom, Action re: Project Roomkey, 4/3/2020, <https://www.gov.ca.gov/2020/04/03/at-newly-converted-motel-governor-newsom-launches-project-roomkey-a-first-in-the-nation-initiative-to-secure-hotel-motel-rooms-to-protect-homeless-individuals-from-covid-19/>; 2020-21 May Revision to the Governor's Budget, Project Roomkey, pg. 78-79

² Order re: Preliminary Injunction (Case No. LA CV 20-02291-DOC-KES), LA Alliance for Human Rights et al v. City of Los Angeles et al, States District Court Central District of California, 5/15/2020.

- d) All persons who perform Essential Governmental Functions are categorically exempt from this Order while performing such governmental functions or services. Each governmental entity shall identify and designate appropriate employees or contractors to continue providing and carrying out any Essential Governmental Functions. All Essential Governmental Functions should be performed in compliance with Social (Physical) Distancing, to the extent possible.
6. This Order does not supersede any stricter limitation imposed by a local public entity within the County of Los Angeles Public Health Jurisdiction.
7. The Health Officer orders the continued closure of the following types of higher-risk businesses, recreational sites, commercial properties, and activities, where more frequent and prolonged person-to-person contacts are likely to occur:
- a) Bars, winery and brewery tasting rooms, lounges and nightclubs;
 - b) Cardrooms, satellite wagering facilities, and racetrack onsite wagering facilities;
 - c) Public entertainment venues: movie theaters, live performance theaters, concert venues, theme parks, and festivals;
 - d) Family entertainment centers such as bowling alleys, arcades, miniature golf, and batting cages;
 - e) [Intentionally Omitted];
 - f) Personal care establishments, currently required by the State to remain closed, including nail salons, body waxing, massage and body art establishments;
 - g) Indoor and outdoor playgrounds for children, except those located within a school or childcare center;
 - h) Hot tubs, steam rooms and saunas not located on a residential property;
 - i) All events and gatherings, unless specifically allowed by this Order.
8. All Essential Businesses may remain open to the public and conduct normal business operations, provided that they implement and maintain the Social (Physical) Distancing Protocol defined in Paragraph 20 and attached to this Order as **Appendix A**. An Essential Business' owner, manager, or operator must prepare and post a Social (Physical) Distancing Protocol for each facility or office located within the County of Los Angeles Public Health Jurisdiction and must ensure that the Essential Business meets all other requirements of the Social (Physical) Distancing Protocol.
9. Lower-Risk Businesses are businesses that are not specified in Paragraph 7 of this Order, and not defined as an Essential Business in Paragraph 18 of this Order. There are five categories of Lower-Risk Businesses that may reopen under this Order: (1) retailers ("Lower-Risk Retail Businesses"), (2) manufacturing and logistics sector businesses that supply Lower-Risk Retail Businesses, (3) Non-Essential office-based businesses (although telework is strongly encouraged), (4) Indoor Malls and Shopping Centers, and (5) hair salons and barbershops. These five categories of Lower-Risk Businesses may reopen subject to the following conditions:

- a) For any Lower-Risk Retail Business that sells goods and services, the owner, manager, or operator must, for each facility located within the County of Los Angeles Public Health Jurisdiction, prior to reopening, prepare, implement and post the Reopening Protocols for Retail Establishments: Opening for In Person Shopping, attached to this Order as **Appendix B**.
 - b) For any non-retail Lower-Risk Business, that is a manufacturing and logistics sector business that supplies Lower-Risk Retail Businesses, the owner, manager, or operator must, prior to reopening, prepare, implement and post the required Los Angeles County Department of Public Health Reopening Protocol, applicable to the business type or location, attached to this Order as **Appendix C**.
 - c) For any Non-Essential office-based business, which includes faith-based office facilities for those employed by the organization and where the facility is their regular place of work, the owner, manager, or operator, must, prior to reopening, prepare implement and post the required Los Angeles County Department of Public Health Reopening Protocol Office-Based Worksites, attached to this Order as **Appendix D**.
 - d) For Indoor Malls and Shopping Centers, defined as: A building with (7) or more sales or retail establishments with adjoining indoor space, the owner or operator may reopen the Indoor Mall or Shopping Center up to 50% of overall shopping center capacity. Higher-risk businesses (e.g. movie theaters, bars, spas, nail salons, or other personal care establishments) located within an indoor mall or shopping center must continue to comply with Paragraph 7 of this Order, and remain closed until each of those types of establishments are allowed to resume modified or full operation. Indoor Mall or Shopping Center food courts, dining areas, or dine-in restaurant tenant operations must follow the current requirements for restaurants. The owner or operator of the Indoor Mall or Shopping Center must, prior to reopening, prepare implement and post the required Los Angeles County Department of Public Health Protocols for Shopping Center Operators, attached to this Order as **Appendix E**.
 - e) For hair salons and barbershops, the owner, manager, or operator must, prior to reopening, prepare, implement and post the Reopening Protocols for Hair Salons and Barbershops, attached to this Order as **Appendix H**.
- 9.5. The State Public Health Officer has provided guidance for certain sectors, businesses and activities in Stage 3 of the California Pandemic Resilience Roadmap to conditionally reopen no earlier than June 12, 2020. The Health Officer, after considering local epidemiological data and after consultation with the Board of Supervisors, approves the reopening of the following specific sectors, businesses and activities subject to the following conditions:
- a) Music, film and television production. Operations for music, film and television production may resume on June 12, 2020. The owner, manager, or operator of music, film and television production must, prior to reopening, prepare, implement and post the required Los Angeles County Department of Public Health Reopening Protocol for Music, Film and Television Production, attached

- to this Order as **Appendix J**, as well as abide by applicable industry-generated protocols.
- b) Day camps. Day camps may reopen on June 12, 2020. Day camp owners and operators must implement and post the required Los Angeles County Department of Public Health Reopening Protocol for Day Camps, attached to this Order as **Appendix K**.
 - c) Fitness facilities. Fitness facilities, including private gymnasiums, may reopen on June 12, 2020. The owner, manager, or operator of fitness facilities must, prior to reopening, prepare, implement and post the required Los Angeles County Department of Public Health Reopening Protocol for Gyms and Fitness Establishments, attached to this Order as **Appendix L**.
 - d) Museums, galleries, botanical gardens, zoos, aquariums, and other similar exhibition spaces (collectively, "Museums"). Museums may reopen on June 12, 2020. The owner, manager, or operator of Museums and exhibition spaces must, prior to reopening, prepare, implement and post the required Los Angeles County Department of Public Health Reopening Protocol for Museums, Galleries, Zoos, and Aquariums, attached to this Order as **Appendix M**.
 - e) Professional sports without audiences. Professional sports teams and franchises may restart operations and competitions without audiences on June 12, 2020. The owner, manager, or operator of professional sports teams and franchises must, prior to reopening, prepare, implement and post the required Los Angeles County Department of Public Health Protocol for Professional Sports Leagues and Facilities Opening for Training Sessions and Spectator-Free Events, attached to this Order as **Appendix N**, as well as abide by applicable industry-generate protocols.
 - f) Campgrounds, RV Parks and associated outdoor activities. Campgrounds and recreational vehicle parks may reopen on June 12, 2020. The owner, manager, or operator of campgrounds and RV Parks must, prior to reopening, prepare, implement and post the required Los Angeles County Department of Public Health Reopening Protocol for Campgrounds, RV parks and Cabin Rental Units, attached to this Order as **Appendix O**.

REASONS FOR THE ORDER

10. This Order is based upon the following determinations: evidence of continued community transmission of COVID-19 within the County; continued uncertainty regarding the degree of undetected asymptomatic transmission; scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically; evidence that a significant portion of the County population is at risk for serious health complications, including hospitalizations and death from COVID-19, due to age or pre-existing health conditions; and further evidence that other County residents, including younger and otherwise healthy people, are also at risk for serious negative health outcomes and for transmitting the virus to others. The Order's intent is to protect the public from the avoidable risk of serious illness and death resulting from the spread of COVID-19.

11. Existing community transmission of COVID-19 in Los Angeles County continues to present a substantial and significant risk of harm to residents' health. There is still no vaccine available yet to protect against COVID-19, and no treatment for it. As of June 11, 2020, there have been at least 68,875 cases of COVID-19 and 2,813 deaths reported in Los Angeles County. There remains a strong likelihood of a significant and increasing number of cases of community transmission. Making the community transmission problem worse, some individuals who contract the virus causing COVID-19 have no symptoms or have only mild symptoms, and so are unaware that they carry the virus and are transmitting it to others. Further, evidence shows that the virus can, at times, survive for several hours on surfaces and can be indirectly transmitted between individuals. Because even people without symptoms can transmit the virus, and because evidence shows the infection is easily spread, preventing, limiting, and placing conditions on various types of gatherings and other direct and indirect interpersonal interactions have been proven to reduce the risk of transmitting the virus.
12. Evidence suggests that the restrictions and requirements imposed by Prior Orders slowed the rate of increase in community transmission and hospitalizations by limiting interactions among people, consistent with the efficacy of similar measures in other parts of the country and world. Although the hospitals within the County are still seeing COVID-19 patients, including patients with severe illness, the hospitals have not become overwhelmed or exceeded capacity. However, because there is not yet a vaccine or proven therapeutic drug, the public health emergency and attendant risks to the public's health by COVID-19 still predominate.
13. In line with the State Public Health Officer, the Health Officer is monitoring several key indicators (COVID-19 Indicators) within the County. Progress on some of these COVID-19 Indicators – specifically related to hospital utilization and capacity – makes it appropriate, at this time, to ease certain restrictions imposed by the Prior Orders. But the prevalence of the virus that causes COVID-19 requires other restrictions and modifications to continue. Activities and business operations that are permitted must be conducted in accordance with the required Social (Physical) Distancing, reopening protocols, and other infection control protocols ordered by the Health Officer.
14. The Health Officer will continue monitoring COVID-19 Indicators to assess the impact of easing restrictions and re-opening sectors. Those Indicators include, but are not limited to:
 - a. The number of new hospitalizations and deaths.
 - b. The capacity of hospitals and the healthcare system in the County, including acute care beds, Intensive Care Unit beds, and ventilators to provide care for existing COVID-19 patients and other patients, and capacity to surge with an increase of COVID-19 cases.
 - c. The supply of personal protective equipment (PPE) available for hospital staff, nursing home staff and other healthcare providers and personnel who need PPE to safely respond to and treat COVID-19 patients and other patients.

- d. The ability and capacity to quickly and accurately test persons to determine whether individuals are COVID-19 positive, especially those in vulnerable populations or high-risk settings or occupations, and to identify and assess outbreaks.
- e. The ability to conduct case investigation and contact tracing for the volume of future cases and associated contacts, isolating confirmed cases and quarantining persons who have had contact with confirmed cases.

DEFINITIONS AND EXEMPTIONS

15. The following activities are permitted under this Order:

- a. Engaging in activities or performing tasks important to the health and safety of family or household members (including pets), such as, visiting a health or veterinary care professional, obtaining medical supplies or medication, visiting a physician or child's pediatrician for routine care, such as, well-child visits and vaccinations;
- b. Obtaining necessary services and supplies for family or household members, or delivering the same, such as, obtaining grocery items or necessary supplies from Essential Businesses for one's household or for delivery to others;
- c. Performing work for or accessing businesses that are open, or to carry out Minimum Basic Operations for businesses that are closed or operating remotely.
- d. Obtaining or accessing services from Essential Governmental Functions, such as, accessing court, social and administrative services, or complying with an order of law enforcement or court;
- e. Caring for minors, the elderly, dependents, persons with disabilities, or other vulnerable persons;
- f. Obtaining in-person behavioral health or substance use disorder support in therapeutic small group meetings, such as Alcoholics Anonymous or Narcotics Anonymous, provided that the gathering is limited to 10 people or fewer and Social (Physical) Distancing is practiced.
- g. Obtaining in-person faith-based counselling services where the service cannot reasonably be practiced remotely, provided that the gathering is limited to 10 people or fewer and Social (Physical) Distancing is practiced.
- h. Attending in-person faith-based services, provided that the gathering of congregants is limited to the lower of 25% of the total maximum occupancy (or occupant load) assigned for that building on its Certificate of Occupancy or as determined by Section 1004 of the 2019 California Building Code, or a maximum of 100 people. Faith-based organizations holding in-person services must follow the Department of Public Health Places of Worship Protocols, attached to this Order as **Appendix F**.
- i. Engaging in outdoor recreation activity, in compliance with Social (Physical) Distancing requirements and subject to the following limitations:

- i. Outdoor recreation activity at parks, trails, piers, and beaches, and other open spaces must comply with any access or use restrictions established by the Health Officer, government, or other entity that manages the area to reduce crowding and the risk of COVID-19 transmission.
 - ii. Use of shared outdoor facilities for recreational activities, including but not limited to golf courses, tennis and pickleball courts, shooting and archery ranges, equestrian centers, model airplane areas, community gardens, and bike parks, must comply with any access or use restrictions established by the Health Officer, government, or other entity that manages the area to reduce crowding and the risk of COVID-19 transmission.
 - iii. Local public entities may elect to temporarily close certain streets or areas to automobile traffic, to allow for increased space for persons to engage in recreational activity permitted by and in compliance with Social (Physical) Distancing requirements specified in this Order.
 - iv. Swimming pools and splash pads in any setting may reopen on June 12, 2020, with the owner, manager, or operator of the swimming pool or splash pad implementing and posting the required Los Angeles County Department of Public Health Protocol for Swimming Pools. All hot tubs, saunas, and steam rooms located on non-residential property remain closed.
 - v. For-hire fishing, guided fishing, or small-group chartered boat trips may resume operating on June 12, 2020, with the owner, manager, or operator of the charter business implementing the required Los Angeles County Department of Public Health Protocol for Chartered Boats.
 - j. Participating in a Vehicle-Based Parade. The host of the Vehicle-Based Parade must comply with all local ordinances, traffic control requirements, and state and local laws. Further, the host of Vehicle-Based Parades must comply with the Los Angeles County Department of Public Health Vehicle-Based Parade Protocol, attached to this Order as **Appendix G**.
 - k. Participating in an in-person protests as long as (1) attendance is limited to 25% of the relevant area's maximum occupancy, as defined by the relevant local permitting authority or other relevant authority, or a maximum of 100 attendees, whichever is lower, and (2) physical distancing of six (6) feet between persons or groups of persons from different households is maintained at all times.
16. Individuals may work for, train for, volunteer at, or obtain services at Healthcare Operations: hospitals, clinics, laboratories, dentists, optometrists, pharmacies, physical therapists, rehabilitation and physical wellness programs, chiropractors, pharmaceutical and biotechnology companies, other licensed healthcare facilities, healthcare suppliers, home healthcare service providers, mental or behavioral health providers, alcohol and drug treatment providers, cannabis dispensaries with a medicinal cannabis license and all other required state and local licenses, medical or scientific research companies, or any related and/or ancillary healthcare services, manufacturers, distributors and servicers of medical devices, diagnostics, and equipment, veterinary care, and other animal healthcare. This exemption shall be construed to avoid any impact to the delivery of healthcare, broadly defined.

17. Individuals may provide any service, train for, or perform any work necessary to the operation and maintenance of Essential Infrastructure, which is defined as, public health operations, public works construction, airport operations, port operations, food supply, water, sewer, gas, electrical, oil extraction and refining, roads and highways, public transportation, solid waste collection, removal and processing, flood control and watershed protection, cemeteries, mortuaries, crematoriums, and internet and telecommunications systems (including the provision of essential global, national, local infrastructure for computing services, business infrastructure, communications, and web-based services), and manufacturing and distribution companies deemed essential as part of the Essential Infrastructure supply chain, provided that they carry out those services or that work. In providing these services, training for, or performing this work, individuals must comply with Social (Physical) Distancing requirements to the extent practicable.

18. For purposes of this Order, Essential Businesses are:

- a. Grocery stores, certified farmers' markets, farm and produce stands, supermarkets, food banks, convenience stores, warehouse stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruit and vegetables, pet supply, water, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning or personal care products). This includes stores that sell groceries and other non-grocery products, such as products necessary to maintaining the safety, sanitation, and essential operation of residences. This does not include businesses that sell only prepackaged non-potentially hazardous food which is incidental to the primary retail business;
- b. Food processors, confectioners, food packagers, food testing labs that are not open to the public, and food cultivation, including farming, livestock, and fishing;
- c. Organizations and businesses that provide food, shelter, social services, and other necessities of life for economically disadvantaged or otherwise needy individuals (including gang prevention and intervention, domestic violence, and homeless service agencies);
- d. Newspapers, television news, radio, magazine, podcast and journalism activities, including taped, digitally recorded or online-streamed content of any sort that is produced by one or more members of a single household, within the household's residence and without the physical presence of any non-member of the household.
- e. Gas stations, auto-supply, mobile auto repair operations, auto repair shops (including, without limitation, auto repair shops adjacent to or otherwise in connection with a retail or used auto dealership), and bicycle repair shops and related facilities;
- f. Banks, credit unions, financial institutions and insurance companies;
- g. Hardware stores, nurseries; building supply stores;
- h. Plumbers, electricians, exterminators, custodial/janitorial workers, handyman services, funeral homes and morticians, moving services, HVAC installers, carpenters, vegetation services, tree maintenance, landscapers, gardeners,

- property managers, private security personnel and other service providers who provide services to maintain the safety, sanitation, and essential operation to properties and other Essential Businesses;
- i. Businesses providing mailing and shipping services, including post office boxes;
 - j. Educational institutions (including public and private K-12 schools, colleges, and universities). Public and private K-12 schools and school-based programs may begin planning for forth-coming school year in compliance with the State Public Health Officer's guidance for Schools and School-Based Programs;
 - k. Laundromats, dry cleaners, and laundry service providers;
 - l. Restaurants and other food facilities that prepare and serve food. Restaurants and other food facilities that provide in-person dining must follow the Department of Public Health Restaurant Opening for On-Site Dining Protocols, attached to this Order as **Appendix I**. Cafeterias, commissaries, and restaurants located within hospitals, nursing homes, or other licensed health care facilities may provide dine-in service, as long as Social (Physical) Distancing is practiced;
 - m. Businesses that supply office or computer products needed by people who work from home;
 - n. Businesses that supply other Essential Businesses with the support or supplies necessary to operate;
 - o. Non-manufacturing, transportation or distribution businesses that ship, truck, transport, or provide logistical support to deliver groceries, food, goods or services directly to residences, Essential Businesses, Healthcare Operations, and Essential Infrastructure. This exemption shall not be used as a basis for engaging in sales to the general public from retail storefronts;
 - p. Airlines, taxis, ride sharing services and other private transportation providers providing transportation services necessary for activities of daily living and other purposes expressly authorized in this Order;
 - q. Businesses that manufacture parts and provide necessary service for Essential Infrastructure;
 - r. Home-based care for seniors, adults, disabled persons, or children;
 - s. Residential facilities and shelters for homeless residents, disabled persons, seniors, adults, children and animals;
 - t. Professional services, such as legal, payroll or accounting services, when necessary to assist in compliance with legally mandated activities, and the permitting, inspection, construction, transfer and recording of ownership of housing, including residential and commercial real estate and anything incidental thereto, provided that appointments and other residential viewings must only occur virtually or, if a virtual viewing is not feasible, by appointment with no more than two visitors at a time residing within the same household or living unit and one individual showing the unit (except that in-person visits are not allowed when the occupant is still residing in the residence);

- u. Childcare facilities. To the extent possible, childcare facilities must operate under the following conditions: (1) Childcare must be carried out in stable groups of 10 or fewer ("stable" means the same ten (10) or fewer children are in the same group each day); (2) Children shall not change from one group to another; (3) If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other; (4) Childcare providers shall remain solely with one group of children;
 - v. Hotels, motels, shared rental units and similar facilities. Beginning June 12, 2020, these may reopen for tourism and individual travel, in adherence with the required Los Angeles County Department of Public Health Reopening Protocol for Hotels, Lodging and Short-Term Rentals, attached to this Order as **Appendix P**;
 - w. Construction, which includes the operation, inspection, and maintenance of construction sites and construction projects for construction of commercial, office and institutional buildings, residential and housing construction; and
 - x. Manufacturers and retailers of fabric or cloth that is made into personal protective equipment, such as, face coverings.
19. For purposes of this Order, "Social (Physical) Distancing" means: (1) Maintaining at least six (6) feet of physical distance from individuals who are not members of the same household; (2) Frequently washing hands with soap and water for at least 20 seconds, or using hand sanitizer that contains at least 60% alcohol; (3) Wearing a cloth face covering when in contact with others who do not live in the same household or living unit, which reduces the risk of transmission to others from people who do not have symptoms and do not know they are infected; and (4) Avoiding all physical interaction outside the household when sick with a fever or cough, except for necessary medical care.
20. For purposes of this Order, the "Social (Physical) Distancing Protocol" that must be implemented and posted must demonstrate how the following infection control measures are being implemented and achieved, as applicable:
- a. Limiting the number of people who may enter into the facility at any one time to ensure that people in the facility can easily maintain a minimum six (6) foot physical distance from others, at all times, except as required to complete a business activity or transaction. Members of a single household or living unit may stand or move together but must be separated from others by a physical distance of at least six (6) feet.
 - b. Where lines may form at a facility, marking six (6) foot increments at a minimum, establishing where individuals should stand to maintain adequate Social (Physical) Distancing, whether inside or outside the facility.
 - c. Providing hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g., cashiers). Restrooms normally open to the public shall remain open to the public.

- d. Posting a sign in a conspicuous place at all public entries that instructs the public not to enter if they are experiencing symptoms of respiratory illness, including fever or cough, to wear face coverings, and to maintain Social (Physical) Distancing from one another.
 - e. Providing for the regular disinfection of high-touch surfaces, and disinfection of all payment portals, pens, and styluses after each use. All businesses are encouraged to also offer touchless payment mechanisms, if feasible.
 - f. Providing cloth-face coverings to employees and contracted workers whose duties require close contact with other employees and/or the public.
 - g. Requiring that members of the public who enter the facility wear a face-covering, which reduces the risk of “asymptomatic” or “pre-symptomatic” transmission to workers and others, during their time in the facility.
 - h. Adhering to communicable disease control protocols provided by the Los Angeles County Department of Public Health, including requirements for cleaning and disinfecting the site. See protocols posted at www.publichealth.lacounty.gov/media/Coronavirus/
21. Operators of businesses that are required to cease in-person operations may conduct Minimum Basic Operations, which means:
- a. The minimum necessary activities to maintain and protect the value of the business's inventory and facilities; ensure security, safety, and sanitation; and process payroll and employee benefits;
 - b. The minimum necessary activities to facilitate the business's owners, employees, and contractors being able to continue to work remotely from their residences, and to ensure that the business can deliver its services remotely.


ADDITIONAL TERMS

22. The County shall promptly provide copies of this Order by: (a) posting it on the Los Angeles Department of Public Health's website (www.publichealth.lacounty.gov), (b) posting it at the Kenneth Hahn Hall of Administration located at 500 West Temple Street, Los Angeles, CA 90012, (c) providing it to any member of the public requesting a copy, and (d) issuing a press release to publicize the Order throughout the County.
- a. The owner, manager, or operator of any facility that is likely to be impacted by this Order is strongly encouraged to post a copy of this Order onsite and to provide a copy to any member of the public requesting a copy.
 - b. Because guidance may change, the owner, manager, or operator of any facility that is subject to this Order is ordered to consult the Los Angeles County Department of Public Health's website (www.publichealth.lacounty.gov) daily to identify any modifications to the Order and is required to comply with any updates until the Order is terminated.

23. If any subsection, sentence, clause, phrase, or word of this Order or any application of it to any person, structure, gathering, or circumstance is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, then such decision will not affect the validity of the remaining portions or applications of this Order.
24. This Order incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom and the March 4, 2020 declarations of a local and public health emergency issued by the Los Angeles County Board of Supervisors and Los Angeles County Health Officer, respectively, and as they may be supplemented.
25. This Order is issued to align the County with the phased reopening approach of the California's Pandemic Resilience Roadmap. This Order will be revised in the future as the State Public Health Officer progressively designates sectors, businesses, establishments, or activities that may reopen with certain modifications at a pace designed to protect health and safety. **Should local COVID-19 conditions warrant, the Health Officer may, after consultation with the Board of Supervisors, issue orders that are more restrictive than the guidance and orders issued by the State Public Health Officer.**
26. This Order is consistent with the provisions in the Governor's Executive Order N-60-20 and the State Public Health Officer's May 7, 2020 Order, that local health jurisdictions may implement or continue more restrictive public health measures in the jurisdiction if the local health officer believes conditions in that jurisdiction warrant them. Where a conflict exists between this Order and any state public health order related to controlling the spread of COVID-19 during this pandemic, the most restrictive provision controls. Consistent with California Health and Safety Code section 131080, except where the State Health Officer may issue an order expressly directed at this Order or a provision of this Order and based upon a finding that a provision of this Order constitutes a menace to the public health, any more restrictive measures in this Order may continue to apply and control in the County of Los Angeles Public Health Jurisdiction.
27. Pursuant to Sections 26602 and 41601 of the California Government Code and Section 101029 of the California Health and Safety Code, the Health Officer requests that the Sheriff and all chiefs of police in all cities located in the Los Angeles County Public Health Jurisdiction ensure compliance with and enforcement of this Order. The violation of any provision of this Order constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment or both.

28. This Order shall become effective immediately on **June 11, 2020** and will continue to be until it is revised, rescinded, superseded, or amended in writing by the Health Officer.

IT IS SO ORDERED:



Muntu Davis, M.D., M.P.H.
Health Officer,
County of Los Angeles

JUNE 11, 2020

Date

Appendices At-A-Glance

All DPH protocol is available at:

<http://www.publichealth.lacounty.gov/media/Coronavirus/>

Appendix A: Protocol for Social Distancing

Appendix B: Protocols for Retail Establishments Opening for In-person Shopping

Appendix C: Reopening Protocol for Warehousing, Manufacturing and Logistic Establishments

Appendix D: Protocols for Office Worksites

Appendix E: Protocols for Shopping Center Operators

Appendix F: Protocol for Places of Worship

Appendix G: Protocol for Vehicle-Based Parades

Appendix H: Reopening Protocol for Hair Salons and Barbershops

Appendix I: Protocol for Restaurants Opening for On-Site Dining

Appendix J: Reopening Protocol for Music, Film, and Television Production

Appendix K: Reopening Protocol for Day Camps

Appendix L: Reopening Protocol for Gyms and Fitness Establishments

Appendix M: Reopening Protocol for Museums, Galleries, Zoos, and Aquariums

Appendix N: Protocol for Professional Sports Leagues and Facilities Opening for Training Sessions and Spectator-Free Events

Appendix O: Reopening Protocol for Campgrounds, RV parks and Cabin Rental Units

Appendix P: Reopening Protocol for Hotels, Lodging, and Short-Term Rentals

Reopening Protocol for Music, Television and Film Production: Appendix J

Effective as of Friday, June 12, 2020

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to allow Music, Television and Film production to resume. The requirements below are specific to the Music, Television and Film industries which are permitted to re-open following the Health Officer Order of June 11, 2020.

In addition to any conditions imposed on the Music, Television and Film industries by the State, and agreements among labor and management, these types of businesses must also be in compliance with the conditions listed in this Checklist for the Music, Television and Film Industry.

Additional protocols relevant to areas of Music, Television and Film Production must also be followed:

- Restaurants and bars
- Retail Operations
- Office Spaces
- Warehouse and Manufacturing
- Construction

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

All businesses covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

Business name:

Facility Address:

Date Posted:

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH
(CHECK ALL THAT APPLY TO THE FACILITY)**

- Any employee who can carry out their work duties from home has been directed to do so.
- A workplace COVID-19 Compliance Officer (C19CO) or Officers has been designated. The C19CO is responsible for establishing and enforcing COVID-19 safety protocols, training staff on protocols, and monitoring compliance. If feasible experts with experience in infection control are consulted in creating and reviewing infection control protocols for new Music, Television and Film productions, to revise established protocols, and generally provide consultation for the C19CO. The C19CO maintains, secures, and protects the privacy of any records created during their work. The C19CO should be on site whenever possible when production work is being performed, particularly during on-site or on-location filming. The C19CO supports:
 - Employee, vendor and visitor health check processes upon arrival at the workplace. Records must be kept private and secure at all times
 - Management of complaints and suggestions for improving COVID-19 related procedures
 - Protocol and workflow assessment for all work to assure physical distancing, infection control, and disinfection.
 - Procedures for an employee with signs compatible with COVID-19, and/or an employee who tests positive for COVID-19.
- Workplace provides all personal protective equipment (PPE) and infection prevention supplies needed on the job, including face coverings, hand sanitizer, disinfectants, and (when needed) gloves, mobile handwashing stations, and other equipment and supplies.
- All employees and visitors are required to wear cloth face coverings whenever they are in contact with others unless the production activity does not allow for the wearing of a face covering. These instances should be of short duration and with as much physical distancing as possible.
- Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- All employees have been told not to come to work if they have symptoms consistent with COVID-19, have tested positive for COVID-19 or have been in contact with a case of COVID-19 and to follow DPH guidance for self-isolation or quarantine as applicable.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- For Television and Film production there is regular, periodic testing of the cast and crew on a given production to mitigate the risk of the spread of COVID-19, especially for those cast and crew that are involved in high risk scenes requiring close contact without face coverings for extended periods of time. Where testing may not be feasible for one-time productions operating under a very short filming schedule (e.g. many commercials) or smaller music recording sessions, all work should be planned to eliminate close physical contact between cast, crew and performers as much as possible. Any and all testing programs are the responsibility of the employer and should benefit from the guidance of a medical professional.

- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer shall have a plan for response, following guidance required by Los Angeles County, to include:
 - Send the sick employee home immediately. If they have symptoms of serious illness such as trouble breathing, pressure or pain in the chest, bluish lips or they appear confused, call 911. They should speak with their physician about their symptoms and determine the need for testing for COVID-19.
 - The employee is not allowed to return until their fever has resolved for at least three (3) full days and their respiratory symptoms are improving, with a minimum absence of ten (10) days from the start of their symptoms.
 - An employee that tests positive for the SARS-CoV-2 virus but is not showing any symptoms, is not allowed to return until 10 days have passed starting from the date that the testing sample was collected.
 - Consider alternative work options like teleworking or other arrangements to work remotely if the employee can do so.
 - Perform a cleaning and disinfection of all areas touched by the ill or infected employee.
 - Identify any cast, crew or others that had close contact with the ill employee. See the quarantine guide (<http://ph.lacounty.gov/covidquarantine>) for definitions of close contacts and what they must do. The name of the ill employee must not be disclosed, and medical privacy must be maintained.
- The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. Note that a negative PCR test (test for genetic material on nasal/throat/saliva sample) only shows that there was no virus in the sample at the time of the test. Individuals that test negative must still complete their full 14 days of quarantine.
- If the producer, director, showrunner, owner, manager, or operator knows of three (3) or more cases of COVID-19 within the workplace within a span of 14 days the employer must report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821, and assist Public Health in the investigation and take steps required by Public Health to control the outbreak.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms compatible with COVID-19 that the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible. Information must be kept private and stored in a safe and secure manner.
- All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is always to be worn by the employee during the workday when in contact or likely to come into contact with others. Employees need not wear a cloth face covering when the employee is alone in a private office or a walled cubicle.
- Employees are instructed to wash their face coverings daily.
- All workstations are separated by at least six feet.

- Break rooms, restrooms, and other common areas are disinfected frequently, on the following schedule:
 - Distribution area _____
 - Make up/ Hair and Costume areas _____
 - Cast Green Rooms or trailers _____
 - Break rooms _____
 - Restrooms _____
 - Other _____
- Breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms or other common areas such as background cast members' waiting rooms at all times.
- Employees are prohibited from eating or drinking anywhere other than in designated areas to assure that masks are worn consistently and correctly. Cast and crew must eat and drink at designated set areas with staggered schedules.
- Disinfectant and related supplies are available to employees at the following location(s):

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

- Employees are allowed frequent breaks to wash their hands.
- A copy of this protocol has been distributed to each employee.
- Each worker is assigned their own tools, equipment and defined workspace as much as possible. Sharing held items is minimized or eliminated.
- All shared equipment, microphones, and tools must be disinfected after each use.
- All shared clothing must be cleaned after each use.
- All wigs or other shared prosthetics must be disinfected after each use.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- Training sessions on COVID-19 are provided and documented for all employees – including information about the virus and all required safety measures.
- Workers hired to serve as audience members are required to adhere to all other employee requirements.
- The date, time and participants in all production sessions should be recorded for later reference, in case anyone involved in the production becomes ill with signs of COVID-19 and/or tests positive.
- Optional—Describe other measures:

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- All new or re-starting productions and group recording sessions must have a written protocol before work begins to ensure physical distancing of six (6) feet or more between people throughout the production. It must ensure that:
 - Only essential cast and crew should be on or near the set at any time
 - Production or editing meetings should be limited to essential staff only and should be held in areas where physical distancing can be maintained.
 - Strategies may include breaking production participants into teams of the smallest size feasible, that access set or studio areas at different times with minimum overlap or intermingling
 - All cast and musicians performing work in which they cannot wear a face covering (e.g. actors, wind and brass instrument players, singers) should strive for a minimum of 8 feet of social distancing during rehearsal or performance. Alternatively, wind and brass instrument musicians should be separated from others and from each other by plexiglass or other barriers.
 - Essential staff may include paid employees that serve as an audience for a production. Audiences must be seated at least 6 feet from each other and wearing face coverings whenever feasible; audiences should be limited to 100 people or 25% of the maximum occupancy of the space, whichever is smaller. The same group of employees should serve as the audience throughout a production whenever feasible
- Where feasible, all workspaces shall have one directional traffic (separate entrances and exits) to prevent contact or crowding near doorways.
- Elevator capacity is limited to the number of people that can be accommodated while maintaining a six (6)-foot physical distance between riders; during peak building entry and exit times, this number can be adjusted to four (4) individuals or fewer at a time for any elevator that does not allow for six (6)-foot physical distance between riders. All riders are required to wear cloth face coverings. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- To ease elevator traffic, stairwells have been opened for “up” or “down” traffic with increased cleaning of stairwells.
- Furniture in lobbies and in employee break rooms, green rooms and trailers and other common areas is separated by at least six (6) feet to support physical distancing.
- All shop (props, costume, design, electrical equipment, etc.) and manufacturing locations on the lot work with clients on an appointment-only basis to prevent formation of lines or groups. Shopping is performed virtually as much as possible or is limited to one shopper at a time. Any printed catalogue of offerings should be single-use and assigned to the one client and not re-used. If a client must wait for an item, they should wait outside as much as possible,
- All staff, cast, crew, musicians, vendors, clients and other visitors have been instructed to maintain at least a six (6) feet distance from each other at all times, except when specific tasks require closer work.
- In offices, film and sound editing areas, employee workstations are separated by at least six (6) feet and common areas are configured to limit employee gatherings to ensure physical distancing of at least six (6) feet. A maximum capacity for each office, meeting room and floor should be established and posted.

C. GENERAL MEASURES FOR INFECTION CONTROL

- HVAC systems in all buildings are in good working order; to the maximum extent possible, ventilation has been increased in all spaces, including offices, recording areas, meeting rooms, stages, green rooms and trailers, and on-lot shops. The status of the HVAC system is assessed by on-location scouting.
- All contracts, scripts, music sheets, and any other documents that are normally shared are either distributed digitally, or are printed and individually assigned to cast, crew and musicians to avoid sharing.
- Before and after filming or recording sessions, group editing, or other meetings, frequently touched objects (e.g., tables, doorknobs or handles, printers, props, common equipment) are disinfected using EPA approved disinfectants. Such surfaces should be cleaned at least three times a day.
- Sets, production spaces, and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently.
- All staff, cast, crew, visitors, vendors, and clients are instructed that they must wear cloth face coverings at all times in the facility unless they are alone in a closed office. This applies to all adults and to children over the age of two (2). Only individuals with chronic respiratory conditions or other medical conditions that make use of a mask hazardous are exempted from this requirement.
- Cast that are minor children may be accompanied by up to two (2) adults such as a parent, guardian and/or educator. Children must stay with their parent or guardian and avoid touching any other person or any item that does not belong to them and remain masked, if age permits, when not on set.
- Hand sanitizer, tissues and trash cans are available to all cast, crew, musicians and staff at or near the entrance of the facility, throughout offices and recording studios, near a set and on location. Non touch trash receptacles are preferred.
- All payment portals, pens, and styluses are disinfected after each use by a different person.
- Props, costume and set materials that can be more easily disinfected are preferred.
- All cast and crew must wear a facial covering and must wash or sanitize hands before touching props, costumes, or set materials. During filming, cast may use these items without wearing a face covering.
- All props, costumes and set materials must be disinfected before first use on the set, and between uses by different actors.
- Where feasible, cast will bring their own props (e.g. cell phone) and costumes to avoid sharing.
- All trucks and other vehicles must be disinfected after each use

D. MEASURES THAT COMMUNICATE TO STAFF, CAST, CREW, VISTORS, VENDORS AND CLIENTS

- A copy of this protocol is given to all people, in all roles, that enter the facility or the on-location set.
- Signage is posted throughout the facility or set to convey the following information:
 - People ill with signs of COVID-19, or that have tested positive for the virus, are not permitted to enter.
 - People that are under quarantine after possible exposure to another person with possible or confirmed COVID-19, are not allowed to enter.
 - Facial covering requirements.
 - Capacity limits for specific meeting rooms, break rooms, dining areas, recording rooms, film sets, and vehicles, (posted on or just outside of the entrance to these locations).
 - procedures for symptoms checks, temperature checks. (posted in check-in areas)
 - Contact information for the on-set COVID-19 Compliance Officer (C19CO)

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Measures are instituted to assure access for cast, crew and musicians who have mobility limitations and/or are at high risk in public spaces.

F. MUSIC PRODUCTION

In addition to complying with all other relevant sections of this protocol music production activities should also adhere to the list below:

- All sessions should be booked in advance with the expected number of participants recorded at booking to ensure that physical distancing can be maintained. A visitor log should be maintained with name and contact information of all participants.
- Individuals admitted to the studio at any particular time (including talent and crew) must be limited to essential personnel only. This includes artists, songwriters, photographers/videographers, and the people who can accompany them, must be strictly limited to essential personnel only.
- Sheet music and other paper materials should be passed out using gloves. Ideally, they should be for single use and not collected at the end of the session.
- Wherever feasible, everyone utilizing the studio should use their own equipment (including cameras, headsets, microphones, consoles), desks, phones, supplies, etc. If equipment must be shared, it should be sanitized between each use.
- Distance markers must be provided to indicate adequate social distancing. Microphones, consoles, and other equipment must be set up to facilitate social distancing.
- Those entering the studio must wear a cloth face covering whenever they are near others, especially in common areas including lounges, kitchens, bathrooms.
- All musicians and singers performing work in which they cannot wear a face covering (e.g. wind and brass instrument players, singers) should strive for a minimum of 8 feet of social distancing during rehearsal or performance. Alternatively, these individuals should be separated from others and from each other by plexiglass or other barriers.

- Talent must arrive with hair and makeup done if needed.
- Contractors should ideally accept tax forms and other collectively bargained forms (Cartage) digitally, or via mail.
- Copies of acknowledgement forms regarding studio policies and written notices will be placed, close to entrances.
 - Forms should be sent electronically in advance to contingent workers and visitors for e-signature, if possible, to minimize physical contact at the studio.
- As much as feasible all financial transactions should be arranged in advance or following the session through contactless systems. Transactions or services that can be offered remotely should be moved on-line.

G. AUDITIONING SESSIONS

- Auditioning should be performed remotely, through tools such as videoconferencing, as much as possible.
- When in-person auditioning is used, the following are required:
 - Appointments must be used to prevent crowding. No open calls are allowed.
 - All attending the session are required to wear cloth face coverings; the person auditioning may remove their face covering for the audition if appropriate.
 - Single use printed scripts given to each participant, no sharing of scripts.
 - The individual auditioning must wait outdoors, and away from others for their appointment.
 - Multiple person auditions must maintain at least six (6) feet of distance between individuals.

H. SCENE RESTRICTIONS

- All cast shall wash or sanitize hands when beginning the filming of a scene and not touch their face during the filming session. Any crew that must interact with the set or cast must also wash or sanitize their hands at the beginning of filming and must wear a facial covering.
- Any work, including scenes, requiring cast or crew to be closer than six (6) feet must be as brief as possible and cast must be as silent as possible to avoid spreading droplets through talking. Scenes with direct prolonged physical contact between cast (intimate scenes, fight scenes) are discouraged at this time.
- Large crowd scenes should be avoided.
- All on location filming must adhere to operating hours between 7am and 10pm whenever feasible.

I. CRAFT SERVICES AND CATERING

- All actors and crew shall wash or sanitize hands before handling any food
- No buffets allowed
- No communal food or drink service (no coffee pot, no single service coffee maker)
- All food and drink must be single serving only
- Sit-down meals: either require eating in shifts, or seating areas large enough to allow for physical distancing of six (6) feet or more
- All additional Public Health Requirements related to food service must be followed.
- Any food brought by individuals should be labeled and may not be shared.
- Food and drinks may be consumed only in designated spaces to ensure that masks can be worn consistently and correctly.
- If water is served from water dispensers, then levers or buttons on the dispenser should be cleaned after each use. It is preferable that beverages are served in single use containers.

J. WARDROBE, HAIR & MAKEUP

- Hands-on assistance with these services should be limited only to cast that require it and cannot do it themselves
- Actors and crew must wash or sanitize their hands before any hands-on styling or costume session, and wear cloth face coverings during sessions as much as possible. During the application of makeup, since a cloth face covering cannot be worn the actor should stay as silent as possible to avoid spreading droplets though talking.
- The date, time and crew in the session should be recorded for later reference, in case either the cast member or wardrobe/hair crew become ill with COVID-19.

K. LOCATION SCOUTING

- Scouting should be performed virtually or rely on existing site photographs where possible.
- Locations must be completely secure to prevent access by the public. Locations should be remote, fenced or otherwise well-secured from public access.
- Locations must have enough space to allow for physical distancing for all cast and crew holding and common areas, the video village, craft services/dining, and all other work areas
- Location rental or access time must allow for the extra time needed for safe check-in to the site, and extra time for hand hygiene and repeated disinfection of surfaces.
- Outdoor or large open indoor spaces are inherently safer by virtue of the greater capacity to achieve physical distancing and/or ventilation. Small closed indoor spaces without proper ventilation should not be used.

L. ON LOCATION FILMING

- A workflow and COVID-19 safety protocol must be written before filming occurs and shared with all cast and crew on location.
- A listing of all cast and crew participating in the filming must be maintained in case there is a need to perform contact tracing in the event of an illness or positive viral test in cast or crew.
- Physical distancing of at least six (6) feet between people is required on all off-camera areas including the cast and crew holding and common areas, the video village, craft services/dining, and all other work areas. Provide additional areas, equipment (such as video village monitors) to allow for distancing.
- Only essential cast and crew should be on or near the set at any time and physical distancing must be maintained.
- If transportation is needed between filming sites, use a higher-capacity vehicle as much as possible to allow for six (6) feet of physical distancing as much as is feasible. Establish a passenger capacity number and post it on the side of the vehicle. If needed, provide more vehicle trips with fewer passengers per trip. Require facial coverings for all passengers (including cast) and driver, leave windows open, if possible, during the ride.
- All off-camera staff must wear facial covering throughout the workday.
- All cast and crew should stay on location during the workday, including all breaks.
- All on location filming must adhere to operating hours between 7am and 10pm whenever feasible.

M. FILM PERMITTING

- Productions that consist entirely of remote/virtual work and filming or recording, with no contact between cast, crew, and musicians, are safest and should be prioritized if possible.
- The production must meet all other requirements for ON LOCATION FILMING and SCENE RESTRICTIONS in this checklist

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name:

Phone number:

Date Last Revised:



COVID-19 Resources

Last updated 07/2/2020

This document includes listings of COVID-19 resources on workplace safety and health and related topics. It is intended as a resource and is not comprehensive.

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I. General Resources by Agency

A. Department of Labor

1. Occupational Safety and Health Administration

OSHA's primary resource is the [COVID-19 Safety and Health Topics Page](#). This page is updated routinely and we encourage you to review it frequently. General guidance on this page includes:

- [Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus Poster](#) (Available in 13 Languages)
- [Guidance on Preparing Workplaces for COVID-19 \(Spanish\)](#)
- [Prevent Worker Exposure to Coronavirus \(Spanish\)](#)
- [Worker Exposure Risk to COVID-19 \(Spanish\)](#)
- [Seven Steps to Correctly Wear a Respirator at Work](#) (Available in 16 Languages)
- [COVID-19 Hazard Recognition](#)
- [COVID-19 Control and Prevention](#)
- [Videos Providing Quick Safety Tips](#)
- OSHA [COVID-19 Data](#) and Media Resources
- [Frequently Asked Questions and Answers](#) (includes FAQs on cleaning and disinfection, cloth face coverings, personal protective equipment, return to work, and other topics)

Enforcement Memorandums: Eight (8) memorandums related to COVID-19 are in effect and intended to be time-limited to the current public health crisis:

- **05/19/2020-** [Revised Enforcement Guidance for Recording Cases of Coronavirus Disease 2019 \(COVID-19\)](#)
- **5/19/2020-** [Updated Interim Enforcement Response Plan for Coronavirus Disease 2019 \(COVID-19\)](#)
- **04/24/2020-** [Enforcement Guidance on Decontamination of Filtering Facepiece Respirators in Healthcare During the Coronavirus Disease 2019 \(COVID-19\) Pandemic](#)
- **04/16/2020 -** [Discretion in Enforcement when Considering an Employer's Good Faith Efforts During the Coronavirus Disease 2019 \(COVID-19\) Pandemic](#)
- **04/08/2020 -** [Expanded Temporary Enforcement Guidance on Respiratory Protection Fit-Testing for N95 Filtering Facepieces in All Industries During the Coronavirus Disease 2019 \(COVID-19\) Pandemic](#)
- **04/03/2020 -** [Enforcement Guidance for Use of Respiratory Protection Equipment Certified under Standards of Other Countries or Jurisdictions During the Coronavirus Disease 2019 \(COVID-19\) Pandemic](#)

- **04/03/2020** - [Enforcement Guidance for Respiratory Protection and the N95 Shortage Due to the Coronavirus Disease 2019 \(COVID-19\) Pandemic](#) - [1910.134 App B-1]
- **03/14/2020** - [Temporary Enforcement Guidance - Healthcare Respiratory Protection Annual Fit-Testing for N95 Filtering Facepieces During the COVID-19 Outbreak](#)

2. Wage and Hour Division (WHD)

WHD’s Primary Resource is its [WHD COVID-19 Official Webpage](#), which provides information on the implementation of the [Families First Coronavirus Response Act](#) (FFCRA).

B. Centers for Disease Control and Prevention (CDC)

CDC’s primary resource is the [CDC COVID-19 Official Webpage](#). This page is updated routinely and we encourage you to review it frequently. Recent guidance released and housed on this page includes:

- [CDC COVID-19 Guidance Documents](#)
- [Resources for Businesses and Employers \(includes guidance on reopening, also provided below\)](#)
 - [Interim Guidance for Businesses and Employers](#)
 - [Testing Strategy for Coronavirus \(COVID-19\) in High-Density Critical Infrastructure Workplaces after a COVID-19 Case Is Identified](#)
 - [Cleaning and Disinfecting Your Facility](#)
 - [Factors to Consider When Planning to Purchase Respirators from Another Country](#)
 - [Employees: How to Cope with Job Stress and Build Resilience During the COVID-19 Pandemic](#)
 - [What Workers and Employers Can Do to Manage Workplace Fatigue during COVID-19](#)
- [Worker Safety and Support](#)
- [Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#)
- [Prepare Your Small Business and Employees for the Effects of COVID-19](#)
- [Cases of COVID-19 in the U.S.](#) and [COVIDView: A Weekly Surveillance Summary of U.S. COVID-19 Activity](#)
- [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)

II. Resources on Reopening Workplaces

A. White House/CDC Guidelines

- [Guidelines for Opening Up America Again](#)

B. OSHA/State Plan

- [Guidance on Returning to Work](#)
- [COVID-19 Guidance on Social Distancing at Work](#)
- Many [State Plans](#) have issued guidelines for employers and workers in their states and some are included in this resource. However, for the most up-to-date information on COVID-19 resources, please check the state's webpage. For example:
 - [Michigan OSHA COVID-19 Workplace Safety and Health Guidance](#) for employers, workers, and specific industries
 - [Kentucky Healthy at Work resources](#) for employers, workers, and specific industries
 - [California OSHA and Health Department Statewide COVID-19 Industry Guidance to Reduce Risk](#) (includes guidance for a wide range of industries) and [Cal/OSHA COVID-19 Resources](#)

C. NIOSH/CDC

- CDC [Resuming Business Toolkit](#) and [Workplace Decision Tool](#)
- [CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [CDC Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation](#)
- [COVID-19 Employer Information for Office Buildings](#)

D. American Industrial Hygiene Association

- [Back to Work Safely Resources](#)

III. **Additional Resources by Industry Sector**

A. Healthcare Industry Resources

1. **OSHA/State Plans**

- [Healthcare Workers and Employers](#)
 - [Washington State Plans](#) (includes section for Healthcare Employers and Workers)
- [Emergency Response Workers and Employers](#)
- [Dentistry](#)
 - [Guidance for Dental Practitioners \(Spanish\)](#)
 - [South Carolina State Plans](#)
- [Retail Pharmacies \(Spanish\)](#)

- [Nursing homes and Long-Term Care Facilities \(Spanish\)](#)

2. NIOSH/CDC

- [Emergency Medical Services](#)
- [Healthcare Professionals](#)
- [Infection Prevention and Control](#)
- [Ambulatory Care](#)
- [Pharmacies](#)
- [Dental Settings](#)
- [Healthcare Personnel and First Responders: How to Cope with Stress and Build Resilience During the COVID-19 Pandemic](#)

B. Transportation Industry Resources

1. OSHA

- [Package Delivery \(Spanish\)](#)
- [Airline Operations](#)
- [Border Protection and Transportation Security](#)
- [Solid Waste and Wastewater Management](#)

2. NIOSH/CDC

- [Transit Station](#)
- [Transit Maintenance](#)
- [Rail Transit Operators](#)
- [Bus Transit Operators](#)
- [Airline Catering Truck Drivers and Helpers](#)
- [Aircraft Maintenance](#)
- [Airline Customer Service Representatives and Gate Agents](#)
- [Airport Custodial Staff](#)
- [Mail and Parcel Delivery Drivers](#)
- [What Long-Haul Truck Drivers Need to Know about COVID-19](#)

C. Retail, Service, and Manufacturing Industry Resources

1. OSHA/State Plans

- [COVID-19 Guidance for Stockroom and Loading Dock Workers \(Spanish\)](#)
- [Retail Workers \(Spanish\)](#)
- [Retail Workers and Employers in Critical and High Customer-Volume Environments](#)

- [OSHA/CDC Interim Guidelines for Manufacturing Workers and Employers](#)
- [Manufacturing Industry Workforce \(Spanish\)](#)
- [In-Home Repair Services](#)
- [Restaurants & Beverage Vendors Offering Takeout or Curbside Pickup \(Spanish\)](#)
- [Rideshare, Taxi, Car Service \(Spanish\)](#)
- [Wyoming OSHA Protecting Grocery & Other Essential Workers from COVID-19](#)
- [Minnesota OSHA Protecting grocery store workers](#)

2. NIOSH/CDC

- [CDC Restaurant and Bars Decision Tool](#)
- [Food and Grocery Pick-up and Delivery Drivers](#)
- [Rideshare, Taxi, Limo, and Other Passenger Drivers-for-Hire](#)
- [COVID-19 Employer Information for Nail Salons](#) and [What Nail Salon Employees Need to Know about COVID-19](#)
- **New-** [Manufacturing Facility Assessment Toolkit](#)
- **New-** [Review of Manufacturing Facility Assessment Checklist and Tool](#)
- **New-** [Facility Assessment Checklist for Evaluation of Coronavirus Disease 2019 \(COVID-19\) Assessment and Control Plans for Manufacturing Facilities](#)
- **New-** [Manufacturing Facilities: Key Strategies to Prevent COVID-19 Infection among Employees](#)
- **New-** [Manufacturing Employees Things You Can do in and Outside of Work to Protect Yourself and Your Coworkers from COVID-19](#)
- **New-** [Review of Manufacturing Workers and Employers: Interim Guidance From the CDC and OSHA](#)
- **New –** [COVID-19 Employer Information for Banks](#) and [What Bank Employees Need to Know about COVID-19](#)

D. **Construction Industry Resources**

1. OSHA/State Plan/CDC

- [COVID-19 Guidance for the Construction Workforce \(Spanish\)](#)
- [Guidance for Construction Employers and Workers](#)
- [California OSHA COVID-19 Infection Prevention in Construction](#)
- [Nevada OSHA COVID-19 Letter for Construction Industry](#)
- [Oregon OSHA COVID-19: Job Health, Safety Resources for Oregon Contractors](#)
- [COVID-19 and Mining](#)

2. CPWR- The Center for Construction Research and Training

- [Guidance on COVID-19 \(Spanish\)](#)
- [Toolbox Talk on COVID-19 \(Spanish\)](#)
- [COVID-19 Construction Clearinghouse](#)

3. The General Building Contractors Association

- [COVID-19 Recommended Job Site Protocols](#)
- [PowerPoint Presentation: COVID-19 Recommended Job Site Protocols](#)

E. Agriculture

1. OSHA/NIOSH/CDC/State Plan

- [OSHA/CDC Joint Interim Guidance for Agriculture Workers and Employers](#)
- **New-** [Agricultural Employer Checklist for Creating a COVID-19 Assessment and Control Plan](#)
- [North Carolina DOL Guidance Alert for Farm Workers](#)
- [Oregon/OSHA Temporary rule addressing the COVID-19 emergency in employer-provided housing, labor-intensive agricultural operations, and agricultural transportation](#), and related [enforcement memorandum](#) and [frequently asked questions](#)
- [Washington Implements New COVID-19 Safety Rules for Farmworker Housing](#)

F. Meatpacking and Food Processing

1. OSHA/NIOSH/CDC/State Plan

- [OSHA/CDC Joint Interim Guidance for Meat and Poultry Processing Workers and Employers](#), and related [Meat and Poultry Processing Facility Assessment Toolkit](#)
- [Minnesota Department of Labor and Industry COVID-19 Health and Safety Guidelines for the Meatpacking Industry](#)
- [North Carolina DOL Health and Safety Guidelines for Food Processing](#)
- [Oregon Food Processing Response Toolkit](#)
- **New-** [Meat and Poultry Processing Facilities: Key Strategies to Prevent COVID-19 Infection among Employees](#)
- **New-** [Meat and Poultry Processing Employees: Things you can do at work and at home to protect from COVID-19](#)
- **New-** [Washington State Department of Labor and Industries Food Processing-Warehouse Coronavirus \(COVID-19\) Fact Sheet](#)
- **New-** [Interim Guidance from CDC and OSHA Protecting Seafood Processing Workers from COVID-19](#)

G. Other Industry Resources

1. OSHA/CDC/State Plans

- [Postmortem Care](#)
- [Correctional Facility operations](#)
- [Environmental Services \(i.e., janitorial, cleaning services\)](#)
 - [Washington State Guidance for Janitorial Workers/Employees](#)

IV. Other Organization Resources

National Safety Council

- [COVID-19 Webinars and Podcasts](#)