



# BRITISH COLUMBIA

## Motion Picture Industry COVID-19 Safety Guidelines

Collaboratively developed by industry for industry  
to ensure a safe return to operations during COVID-19

These Safety Guidelines have been reviewed by WorkSafeBC and are subject to change.

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Photo: International Cinematographers Guild Local 669, courtesy of Benjamin Tubb





## **WE GRATEFULLY ACKNOWLEDGE**

the 203 First Nations and their Indigenous territories upon which those in British Columbia's motion picture industry live and work.

Learn about B.C.'s Indigenous territories, languages and communities on the [First Peoples' Map of B.C.](#) and [native land.ca](#)

Read the [ON-SCREEN PROTOCOLS & PATHWAYS](#), A Media Production Guide to Working with First Nations, Métis and Inuit Communities, Cultures, Concepts and Stories.



# THANK YOU

to the

## **B.C. MOTION PICTURE INDUSTRY COVID-19 BEST PRACTICES COALITION**

Actsafes Safety Association

Alliance of Motion Picture and  
Television Producers

Amazon

Apple

Association of Canadian Film  
Craftspeople West, Local 2020 Unifor

British Columbia Council of Film  
Unions

Canadian Media Producers  
Association

CBS Studios Inc.

Commercial Production Association  
of Western Canada

Contract Services Administration  
Trust Fund

Deluxe/Company 3

Directors Guild of Canada - BC  
District Council

Finale Post

Home Box Office

IATSE Canada

IATSE Local 891

ICG 669

NBC Universal

Netflix

Paramount

Sony Pictures  
Entertainment

Teamsters Local Union No.  
155

UBCP/ACTRA

Vancouver Musicians'  
Association

The Walt Disney Company

Warner Bros. Television

# INTRODUCTION TO THE SAFETY GUIDELINES

British Columbia's COVID-19 response focuses on slowing the rate of transmission through orders, notices, and guidance from the Office of the Provincial Health Officer (PHO). BC's Restart Plan outlines a multi-phased operation plan and includes B.C.'s Motion Picture Production industry as a sector that is expected to resume activity under enhanced protocols in Phase 3, with an expected time frame beginning in June/July 2020.

Note that motion picture production was not ordered shut down by the PHO and as such, some activities (such as animation, visual effects, pre- and post-production) have been able to continue working while adhering to PHO orders.



[Provincial Health Officer](#)



[BC's Restart Plan](#)

## PURPOSE OF THE SAFETY GUIDELINES

Worker safety in British Columbia is enforced by WorkSafeBC who provide industry employers with resources to develop plans which reduce the risk of COVID-19 exposure and transmission in the workplace.

As directed by the provincial government, B.C.'s motion picture industry has developed these general, overarching Safety Guidelines for a safe return to operations. The B.C. Motion Picture Industry COVID-19 Safety Guidelines were developed by the B.C. Motion Picture Industry COVID-19 Best Practices Coalition (the Coalition) and reviewed by the Province and WorkSafeBC. Please see the Coalition Members listed on the previous page.

Using these Safety Guidelines as a guide, employers operating in British Columbia's motion picture industry **are required to develop their own COVID-19 Safety Plans** that outline the policies, guidelines and procedures to reduce the risk of COVID-19 transmission, in accordance with orders from the PHO and WorkSafeBC regulations.

To support the employers, the Coalition has developed these B.C. Motion Picture COVID-19 Safety Guidelines for guidance and as a resource.

In addition, the Coalition is further developing detailed resources including a Pandemic Production Guide and Department-specific Guidance to support employers returning to operation.



[WorkSafeBC Resources](#)

# PRINCIPLES OF THE SAFETY GUIDELINES

We will adhere to the orders, notices and guidance from British Columbia's Provincial Health Office.

We establish these safe operations policies and procedures to ensure worker health and safety and protect the wider population from spread of the virus by working to keep people safe and minimize risk of further transmission of the virus.

As well, in order to uphold the principle that a workforce's safety and well-being depends on the safety and well-being of each individual, the mental wellness of individuals working within British Columbia's motion picture industry should be considered.

Additionally, employer safety plans should take into consideration the importance of cultural and social factors, equity (including gender equity, inclusivity and Indigenous equity) as well as economic impact as production resumes or starts.

## A SAFE RETURN TO OPERATIONS

Working in British Columbia during the COVID-19 pandemic requires adjustments in the workplace to adhere to orders and guidance set by the PHO. As per the PHO Order on Workplace COVID-19 Safety Plans, employers must develop their own site-specific safety plans.

WorkSafeBC has provided returning to safe operation guidance which provides a framework for the development of COVID-19 safety plans to reduce the risk of exposure to the virus - and is the framework used for these British Columbia Motion Picture Industry COVID-19 Safety Plans.

NOTE: this document references film and television production and is written to include most production types, including but not limited to commercial production, documentary and short form content. This document will cover general workplace practices for animation, visual effects and post-production workers who form a part of British Columbia's motion picture industry. Additionally, employer safety plans may require specific additional policies that reflect their unique roles and workplace conditions.



[Provincial Health Officer  
Order on Workplace  
COVID-19 Safety Plans](#)



[WorkSafeBC returning to safe  
operation guidance](#)



# WORKING TOGETHER AGAIN



ASSESS THE RISK AT YOUR WORKPLACE



IMPLEMENT MEASURES TO REDUCE THE RISK  
by Maintaining Physical Distance



IMPLEMENT MEASURES TO REDUCE THE RISK  
through Cleaning & Hygiene



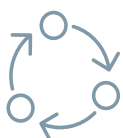
DEVELOP POLICIES



MONITOR YOUR WORKPLACE AND UPDATE PLANS  
AS NEEDED



DEVELOP COMMUNICATION PLANS AND TRAINING



ASSESS AND ADDRESS RISKS FROM RESUMING  
OPERATIONS



## ASSESS THE RISK AT YOUR WORKPLACE

Employers must assess their workplaces in order to identify places where the risk of transmission is introduced. This process must involve frontline workers, supervisors, and joint health and safety committees and/or worker representatives. Employers should continue to assess the workplace after operations resume to ensure risks are identified and managed.

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face. Exposure risk is greatest when you have prolonged close contact with an infected person.

To understand the risk at a workplace, consider the following questions:

- Where do people congregate, such as break rooms, production lines, or meeting rooms?
- What job tasks or processes require workers to come into close proximity with one another or members of the public?
- What tools, machinery, and equipment do people come into contact with in the course of their work?
- What surfaces are touched often, such as doorknobs, elevator buttons, light switches, equipment, and shared tools?

## INDUSTRY MEASURES

- Risk assessments must be completed by each production for all workplaces in a process determined by the employer (and in accordance with current B.C. COVID-19 guidelines from the B.C. PHO as well as WorkSafeBC regulations).
- Employers must identify risks that would apply to all stages of business, including but not limited to prep, shoot, post-production editorial and wrap.
- Processes developed to reduce the spread of COVID-19 will be between employers and workers per WorkSafeBC and B.C. Centre for Disease Control (BCCDC) guidance, and include worker participation in all formal discussions relating to COVID-19 safe work practices.
- Consider interaction with third party vendors including rental houses and suppliers as part of the risk assessment.
- Protocols should be considered regarding movement between work locations (such as offices, locations, studios, lock-ups and shops).



## IMPLEMENT MEASURES TO REDUCE THE RISK

### by Maintaining Physical Distance

Employers must select and put measures in place to minimize the risk of transmission.

- Consider reducing the overall number of workers at the workplace at one time. This may be done by implementing work-from-home schedules or rescheduling some work tasks.
- Ensure that the appropriate number of people are in each area of a workplace to prevent workers from coming too close to one another or members of the public. This may be done by posting occupancy limits (e.g., on elevators, washrooms, and other small spaces), and limiting the number of workers at one time in break locations.
- Maintain a distance of two metres between workers and others wherever possible, by revising work schedules, organizing work tasks, and employing the use of dollies or other aids for work tasks that would typically be done by more than one person.
- Implement measures to ensure workers can maintain a distance of two metres when serving or working with or near members of the public.
- Where physical distance cannot be maintained, consider separating people with partitions or plexiglass barriers.
- Where other measures are not sufficient, consider the use of non-medical masks or gloves (also known as personal protective equipment or PPE), understanding that these have limitations.
- Note that PPE is to be used as a measure of last resort and not a replacement for other control measures.

### INDUSTRY MEASURES

- Consider working remotely in all phases of production when practical.
- Control access to all areas of production including set, production offices, support spaces and studio lots.
- Only essential workers should be in production offices, on set, stages or locations. No unauthorized or unexpected visitors should be permitted.
- Any visitors will be required to adhere to all COVID-19 Safety Plan requirements.



- Establish separate entry and exit access to workplace to avoid workers coming into close contact with each other and the public, where possible.
- Consider staggered call times to avoid congestion.
- Where physical distancing is not possible, consider the use of non-medical personal protective equipment (PPE) or other measures where appropriate.
- Performers on camera will require special provisions to reduce exposure.
- Implement transportation policies that allow for minimal passengers and allow for adequate time for travel to and from set.
- Consider minimizing the number of people involved in a specific activity to ensure physical distancing can be maintained, to the extent possible.
- Consider arranging workflow to minimize interdepartmental contact where possible.
- Consider minimizing use of shared tools and equipment.





## IMPLEMENT MEASURES TO REDUCE THE RISK

### through Cleaning & Hygiene

Employers must select and put measures in place to minimize the risk of transmission.

- Provide adequate hand-washing facilities on site for all workers and ensure the location is visible and easily accessed. Develop policies around when workers must wash their hands, including upon arriving for work, before and after breaks, after handling cash or other materials, before and after handling common tools and equipment.
- When hand-washing facilities are not readily available, stations with alcohol-based hand rub ("hand sanitizer") with at least 60% alcohol shall be strategically placed around work areas and readily accessible.
- Implement a cleaning protocol for all common areas and surfaces, including washrooms, equipment, tools, common tables, desks, light switches, and door handles. Ensure those engaged in cleaning have adequate training and materials.
- Remove any unnecessary tools or equipment that may elevate the risk of transmission, including items like coffee makers and shared utensils and plates.

## INDUSTRY MEASURES

- Employers should have cleaning and disinfecting plans and decontamination protocols with regards to any materials introduced to the workplace (props, set dressing, equipment, tools, etc.).
- Production-specific cleaning and disinfecting protocols should be established for all common areas and surfaces at the workplace.
- Cleaning and disinfecting protocols should be conducted by companies or individuals (including those from production teams) with proper materials and adequate training including how to properly clean and disinfect common equipment and work areas.
- Employers should have adequate hand-washing facilities on site for all workers and ensure the location is visible and easily accessed.
- When the workplace is at a residence, a temporary studio, or any site where adequate permanent washrooms are not present, the employer should ensure temporary hand-washing facilities and/or stations with alcohol-based sanitizer are available for all workers in a location that is visible and easily accessed.

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## DEVELOP POLICIES

- Expected hygiene protocols around handwashing should be established by the employer and encouraged through use of signage, training and resources available from the BCCDC.
- Paperless methods of working should be considered wherever possible to reduce contact.

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

The PHO and the BCCDC have issued the following guidance around self-isolation, which must be reflected in your policies:

- anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
- anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
- anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, is required to self-isolate for 14 days and monitor for symptoms.
- Prohibit or limit visitors.
- Have a plan around workers who may start to feel ill while at work, including who they should notify and how they will travel from the workplace to their home.
- Will you have workers working alone to reduce the risk of transmission? If so, you need to have procedures for these workers to ensure they are safe.
- If you will have employees working from home, you need to develop work from home procedures to ensure workers are working safely.
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate violence prevention program is in place.



Photo: Crosby Marine Film Services

## INDUSTRY MEASURES

- All individuals should be trained on how to self-monitor for symptoms and may use the B.C. self-assessment tool to enable self-monitoring.
- Workers must follow the procedures put in place by the employer to control the risks associated with COVID-19.
- Workers are responsible for taking reasonable care to protect their own health and safety and the health and safety of other people at workplace. In the context of COVID-19, this means workers are responsible for their own personal self-care, which includes frequent hand washing and staying home when sick.
- Develop workplace policies to ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.
- Employers should have a clear protocol for reporting any signs of illness and all cast and crew should be made aware of those protocols.
- Employer may consider an action plan as a tool to be implemented in the event a cast or crew member reports feeling ill while at work.
- Every employer should be familiar with PHO and BCCDC guidance around self-isolation which must be reflected in their policies.
- Employers who do not currently provide their employees with paid sick leave may wish to consider implementing a temporary sick leave policy in response to COVID-19.
- Employers who wish to implement screening and testing measures – understanding that there are limitations to this approach – must comply with the B.C. legal framework (including but not limited to B.C. human rights, employment standards, applicable collective agreements, privacy law and existing and future PHO orders).
- Employers should consider that safety plans may need to change to meet any revised PHO orders issued to reduce transmission.
- Employer's policies must reflect the guidance from federal and provincial authorities around quarantine and self-isolation for individuals who arrive from outside of Canada.
- Employer's policies must ensure that an appropriate violence prevention program is in place.



[B.C. Self-Assessment Tool](#)



[Self-Isolation](#)





## DEVELOP COMMUNICATION PLANS AND TRAINING

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- Be sure everyone is trained on the measures you have put in place and the policies around staying home when sick.
- Post signage, including occupancy limits and effective handwashing practices. Signage should also be posted at the main entrance indicating who is restricted from entering the premises (including visitors and workers with symptoms).
- Ensure supervisors have been trained on monitoring workers and workplace to ensure policies and procedures are being followed.

## INDUSTRY MEASURES

- Have COVID-19 safety plans accessible to the workers at the workplace and, if applicable, also available online.
- The employer's COVID-19 Safety Plan and protocols should be communicated to cast and crew and visitors prior to their arrival to the workplace, with sufficient time for review.
- Ensure that supervisors and workers are educated in the hazards and transmission of the COVID-19 virus through training and/or daily safety meetings and toolbox talks.
- Per WorkSafeBC requirements, employers must strike Joint Occupational Health and Safety (JOHS) Committees (as applicable) and hold meetings. Additionally, JOHS committee members must receive adequate training.
- Signage on occupancy limits and effective hygiene practices relevant to each department should be distributed and posted by employers.
- Education and training through Actsafe, the industry health and safety association could be utilized, as they become available.
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace.
- Cast and crew members should be advised on their rights with respect to refusing unsafe work including the process for reporting of hazards and the process for resolving issues.



[WorkSafeBC - Joint Health and Safety Committees](#)



## MONITOR YOUR WORKPLACE AND UPDATE PLANS AS NEEDED

Be aware of any changes in Public Health Orders or Guidance and amend COVID-19 safety plans accordingly

- Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.
- Ensure that workers can raise safety concerns. This may be through a worker health and safety representative or a joint health and safety committee. Employers with fewer than 9 employees must also have a way for workers to raise health and safety concerns at the workplace. Work with these committees and workers to resolve any identified safety issues.

## INDUSTRY MEASURES

- Utilize resources provided by WorkSafeBC and Actsafe to regularly update and amend workplace policies.
- Employers may consider assigning resources to uphold COVID-19 Safety Plans on their productions.
- Limit the duration of workdays and excessive consecutive workdays whenever possible.
- Information and training regarding right to refuse unsafe work should be available for all cast and crew members.
- Ensure that workers can raise safety concerns without fear of reprisal through adequate training and are made aware of reporting obligations. Ensure that supervisors and managers are trained in how to respond to such concerns.

## KEEP CURRENT

During COVID-19, it's important to continue to monitor public health orders, as well as federal and provincial regulations.



[Provincial Health Officer](#)



[BC Centre for Disease Control](#)

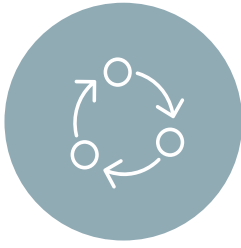


[Public Health Agency of Canada \(PHAC\)](#)



Canada Border Services Agency (see Orders in Council: [OIC 7](#), [OIC 10](#) and [OIC 12](#))





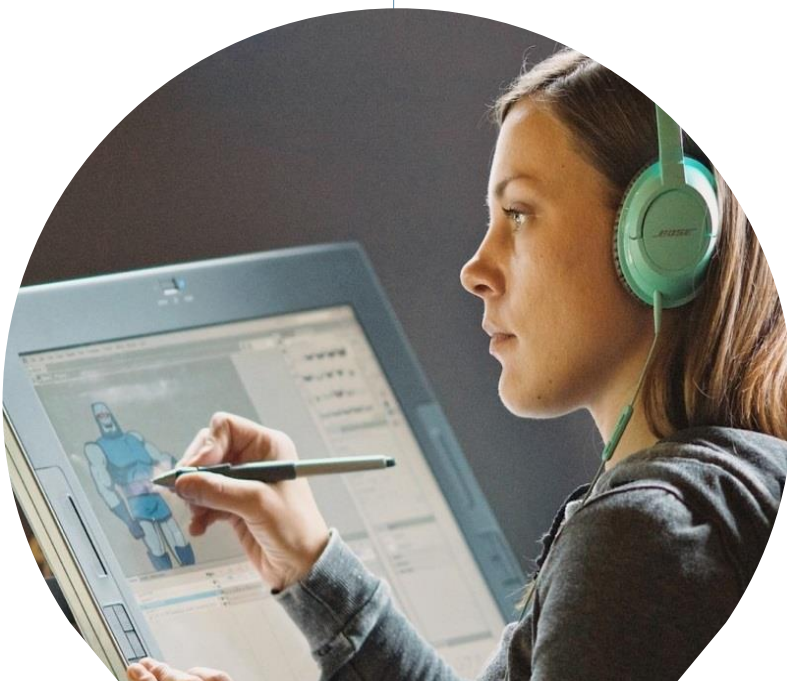
## ASSESS AND ADDRESS RISKS FROM RESUMING OPERATIONS

If your workplace has not been operating, there may be risks arising from restarting your business that you need to manage. Consider the following:

- Have you had any staff turnover, or are workers being required to change or adapt job roles, or to use new equipment? Consider training or new employee orientation.
- Will workers need time or training to refresh their skills after having been out of the workplace?
- Have you changed anything about the way you operate, such as the equipment you use or the products you create?
- Are there any processes required for start-up that might introduce risks? Consider the impact of restarting machinery, tools and equipment, or clearing systems and lines of product that may have been left when your business was closed.

## INDUSTRY MEASURES

- Employers should assess any physical workplace that has been temporarily shut down due to COVID-19 and should determine if additional cleaning or equipment specific protocols should be created.
- Employers should allow additional time for re-orienting workers to their individual workplace in light of COVID-19 policies that have been created.
- Employers should coordinate with third party vendors to ensure that workers who interact with rental facilities and fabrication houses are given proper orientation to the varied policies developed specifically by those vendors.



## REFERENCES

[Office of the Provincial Health Officer](#)

Office of the Provincial Health Officer: [Order regarding Workplace COVID-19 Safety Plans](#)

[BC Centre for Disease Control](#)

[BC Restart Plan](#)

[BC Go Forward Strategy Checklist](#)

[BC COVID-19 Go-Forward Management Strategy](#)

[WorkSafeBC](#)

[Actsafes Safety Association](#)

Canada Border Services Agency [COVID-19 updates related to travel into Canada](#)

Government of Canada Public Health [COVID-19 information](#)

## RESOURCES

[B.C.'s COVID-19 self-assessment tool](#)

[Developing an Emergency Action Plan, Culture of Safety](#)

BC Centre for Disease Control guidance

- [Handwashing](#)
- [Hand Sanitizer Use](#)
- [Masks](#)
- [Cleaning and Disinfecting](#)
- [Health Canada: List of Disinfectants](#)
- [Self-isolation Guidelines](#)
- [Testing](#)
- [Diagnostic Lab Testing Accreditation program for private testing](#)

WorkSafeBC Resources

- [Returning to safe operation FAQs](#)
- [Inspections during COVID-19: FAQ's for employers](#)
- [Resources for first aid workers](#)
- [Resources for cleaning & disinfecting](#)
- [Resources for selecting and using masks](#)
- [Resources for working from home](#)
- [Resources for working in office spaces](#)
- [Resources for preventing workplace violence](#)

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