



## **Local 600 Principles, Key Recommendations and Recommended Departmental Protocols**

June 3, 2020

This document represents the most recent data available, however, given the constantly changing nature of this disease and its prevention, it is important to regularly update these protocols based upon the most current medical information.

LOCAL 600 PRINCIPLES, KEY RECOMMENDATIONS AND RECOMMENDED DEPARTMENTAL PROTOCOLS are in addition to the Interim Guidelines / Health and Safety Protocols for Motion Picture, Television, and Streaming Productions During the COVID-19 Pandemic proposed by the Alliance of Motion Picture and Television Producers Industry-Wide Labor Management Safety Committee Task Force:

### **I. PRINCIPLES:**

1. The health and safety of the general public, all production staff, crew and cast, is the highest priority.
2. Medical expertise must always guide our decision making.
3. The most effective and broad-based testing and screening must be put into place as part of any return to work protocols.
4. Getting people back to work before we have robust protocols in place has the potential to cause long-lasting damage.
5. Our shared goal must be to get as many people back to work as possible. Arbitrarily limiting the size of crews and attempting to combine jobs leads to inefficient, unsafe work practices and harms workers financially.
6. Department Heads and their crews, in collaboration with Line Producers, UPMs and ADs, are still in the best position to manage the staffing needs and scheduling of their departments to achieve the quality and efficiency that we all desire.
7. No one should have to waive their rights or assume liability in order to go back to work.
8. There cannot be discriminatory practices or HIPAA violations employed under the guise of safety, e.g., ageism, sharing of medical information.
9. There must be an autonomous safety point person in the worksite charged with addressing issues as they arise and given the authority to have unsafe practices or conditions corrected.
10. If people are sick or caring for others who are sick, they must have a paid sick leave option that allows them to stay home without undermining their economic security and forcing them to make dangerous choices.



11. Workplace practices that compromise the health and immune systems of employees and contribute to vulnerability and illness of employees should be eliminated. Limit the duration of workdays and excessive consecutive workdays whenever possible and extend rest periods whenever possible to ensure cast and crew remain healthy and receive adequate rest.
12. Training to properly implement and adhere to COVID-19 safety guidelines, including the proper utilization of PPE, must be built into each production schedule and budget.

## II. KEY RECOMMENDATIONS:

1. All persons engaged on the project must complete a health declaration form prior to starting work, declaring that they are free from symptoms, that those in their household are free from symptoms, that they have not knowingly come into contact with anyone showing symptoms of COVID-19 in the previous 14 days, and that they should not be self-isolating for any other reason laid out in governmental guidelines.
2. Training to properly implement and adhere to COVID-19 safety guidelines, including the proper utilization of PPE, must be built into each production schedule and budget for all persons engaged on the project as detailed in the Industry-Wide Labor Management Safety Committee Task Force Proposed Interim Guidelines.
3. Any employee showing symptoms must stay away from work or be required to leave the place of work without fear of retaliation or limitations on future employment.

In the case that a single department member develops symptoms on a shoot, the rest of that department must be isolated from the rest of the crew and a further evaluation made by Medic/Producer/Health & Safety rep as to whether the rest of that department needs to be sent home.

Before any relief crew are brought in, the department's equipment will need to be cleaned and disinfected so as not to expose any relief crew to an elevated risk.

4. PPE (including disposable gloves, face shield and mask) must be made available to all persons at all times, in adequate quantities to safely change throughout the shooting day.
  - All crew must be provided with and required to wear PPE whenever interacting with others.
  - Cleaning materials (wipes/antibacterial spray, etc.) must be made available for any crew member to clean surfaces on demand.
5. Hand Sanitizer must be made available to each department/crew member/employee at all times, as well as hand washing facilities for all crew or at designated stations for regular hand-cleaning.
  - All crew should be encouraged to wash hands regularly
6. Equipment Trucks and Transportation
  - Assign only one member of the camera crew at a time to work on the truck, and always heed social distancing rules when riding in other vehicles (e.g., crew vans, stake beds, etc.). Visible physical indicators shall be placed in equipment trucks to mark six feet of distance (e.g. cones, duct tape, signage).



- When holding due to inclement weather, adequate space provided for crew to wait it out instead of piling into a truck or van together. That space must be identified at the Safety Meeting at the start of the day, and visible physical indicators placed to mark six feet of distance.
  - If sharing truck with multiple departments, stagger crew calls so the truck can be unloaded without other departments competing for time and space while unloading, e.g., pre-calls to allow time for dealing with carts one at a time, etc.
  - Establish protocols for loading and unloading the truck while maintaining social distancing.
  - While shooting only one person should be on the truck to accept, clean and sanitize incoming gear.
7. Paperless processes and virtual meetings should be used whenever possible.
8. These recommendations are intended to apply to all Local 600 classifications on and off set as appropriate.

### **III. SPECIFIC PROTOCOLS:**

#### **PREPRODUCTION**

- Use virtual meetings and a whiteboard style app to substitute for in-person meetings whenever possible.
- Ensure that any new employees are trained on the Covid19 safety protocols and how they are specifically applied on the jobsite, i.e.:
  - Location of hand sanitizer or wash stations
  - Location of PPE
- Divide the production office into sectors, with the Director, Director of Photography, Production Designer in an area separate and apart from those that will most likely rarely come to set, e.g., Accounting, Coordinators, etc., to help increase social distancing.
- Publicists should be provided with cubicles or offices that allow for social distancing and are regularly cleaned and disinfected, or work from home when practicable. Staggered work shifts for Studio Publicists should be explored.
  - To the extent possible, the use of shared workspaces shall be avoided.
  - All workspaces shall be cleaned with increased frequency, with an emphasis on high touch surfaces.
  - Whenever possible, minimize use of shared office equipment such as printers, copiers and fax machines. When use of such equipment is unavoidable, hand hygiene shall be performed after use.
- Take social distancing into consideration when planning locations and ways of shooting in smaller locations.

#### **SCOUTING**

- Use virtual scouts as much as possible. Eliminate “cold scouting” of potential locations that have not been initially evaluated.



- Transmit mobile video to group conferences from a single person (location scout) from each location with Key department heads before assigning it a priority to tech scout.
- Self-drive to scouts to eliminate crowded vans. Provide parking.
- Limit the number of people at one time inside scout locations as per location size. Tech and Director scouts may have to be done in waves as per location size.
- A visit to a small set being built might require others to stop work and leave while the Director, Director of Photography and Production Designer are scouting. (moved from above)
- Tech Scout in smaller groups:
- Group 1 Director, Director of Photography, Production Designer, Assistant Director, Producer, Location Manager
- Group 2 Director of Photography, Key Grip, Gaffer, Rigging Gaffer, Key Grip, Rigging Key Grip, Location Manager
- Group 3 Key Grip, Gaffer, Best Boy Grip, Best Boy Electric Location Manager
- Group 4 Director, Art Department, Set Dresser, etc.

## **EQUIPMENT PREP**

### **Cleaning and Disinfecting of Tools and Equipment**

- ALWAYS UTILIZE MANUFACTURER RECOMMENDED CLEANING PROCEDURES: Do not clean the surface of the product with solvents or strong detergents, alkaline solutions and acids
- Wear a face covering and gloves when disinfecting and cleaning camera equipment.
- All equipment and cases must be cleaned and disinfected prior to prepping, and again prior to equipment leaving the rental house during load out.
- A sufficient number of employees must be employed within the camera department, so that at least one person can be assigned the primary duty of cleaning and sanitizing the equipment and expendables utilized as necessary.

### **Critical Areas of Importance When Disinfecting Equipment**

- Cases. All exterior surfaces and particularly the handles.
- Cameras. The entire camera body, exterior surfaces and most importantly the eyepiece, all handles, buttons, touchscreens, lens mount, battery levers and all functional touchpoints. Also, camera hand grips and all other accessories that are attached to the camera manually must be disinfected.
- Disinfect the eyepiece of a camera or any mechanism for viewing before putting your eye to the eyepiece. Technicians and camera crew should have their own eyepiece chamois and use it when viewing through a camera. The chamois should be cleaned and disinfected daily or replaced.
- Lenses. The entirety of all lenses including all exterior operational surfaces and handgrip servo systems.
- Lens elements should be disinfected per vendor guidelines.
- Monitors and touchscreens. LCD and OLED monitors screens should be wiped down with a clean microfiber cloth and a PH neutral alcohol free, ammonia free, and solvent free cleaning solution free from fluorine. Apply spray on cloth and clean as necessary with very light pressure on the display screen. Do not spray solution directly onto the LCD or OLED panel. An appropriate OEM/aftermarket clear screen protector is highly recommended. All exterior surfaces as well as all buttons, the screen and connectors should be disinfected.



- Batteries. All exterior surfaces.
- Matte box. All exterior surfaces may be disinfected with standard products. Inside of the matte box should be disinfected using a mild product that will not whiten the appearance of the matte finish such as 70% ethyl alcohol. DO NOT use 70% isopropyl alcohol in this case.
- Tripods. All exterior surfaces and touchpoints on the tripod head.
- Accessories. All exterior surfaces with particular attention paid to touchscreens, handles, buttons and connection points.

### **Shared Tools/Equipment**

- No sharing of equipment, tools, or expendables.
- A sufficient amount of equipment including, but not limited to, lenses, batteries and accessories must be rented, to ensure that there is a set dedicated to each individual who may be required to utilize that gear.

### **Equipment Storage and Handling**

- Equipment and equipment carts must be covered / cases closed when not in use.
- Equipment and equipment carts must be stored in a secure area during off hours.
- Equipment and equipment carts may not be left on stage or in a location unless access is controlled and monitored at all times.

## **PRODUCTION**

Distribute Risk Assessment and Safety Bulletins at the start of the day circulated to all persons attending the shoot, to outline specific daily requirements, methodology and restrictions being put in place.

- I. CONDUCT DAILY DEPARTMENTAL SAFETY MEETINGS:** Dedicate a section of the daily safety meeting to ensuring COVID 19 protocols are understood and adhered to.

Prior to commencing work the head of department or designated on-set Steward should conduct a brief safety meeting that:

- A. Ensures that any new employees are trained on the Covid19 safety protocols contained herein and how they are specifically applied on the jobsite, i.e.:
- Location of hand sanitizer or wash stations
  - Location of PPE
  - Location of Tool/Equipment Cleaning station
  - Location of and procedure for checking out and returning “Clean” tools and equipment
  - Bring the crew’s attention to the signage that should be posted prominently with instructions on how to stop the spread of COVID-19, including hand hygiene and PPE instructions
  - Notify the Construction Crew of any information or updates provided by the production’s COVID Monitor
- B. Advises the crew of the day’s activities for which they need to be prepared, i.e.:
- Ensure that everyone has sufficient PPE



- Describe any possible interaction with other crafts or departments.
  - Inform the crew of truck travel to locations, stages or mill so they can prepare their PPE
  - Review specific job site Location considerations such as “off limits” or special consideration areas, as well as location of sanitation and eating areas, staggered break or eating necessities, etc.
- C. Confirms that no crew members were knowingly in contact with anyone who has tested positive for COVID-19 or exhibiting COVID-19 symptoms

## **II. USE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT (PPE) AND OBSERVE RECOMMENDED PHYSICAL DISTANCING PRACTICES**

- A. The Company must provide all necessary Personal Protective Equipment (PPE) as required, including face masks, face shields, sanitizing wipes, sanitizing spray, and latex or nitrile gloves (depending on work location)
- B. Instruction on the proper use of gloves, fit testing of respirators, and the proper wearing, doffing, disposal, and sanitizing of PPE should be provided to all crew members.
- C. All PPEs should be labeled with the individual employee’s name
- D. PPEs SHOULD NOT BE SHARED UNDER ANY CIRCUMSTANCES
- E. Cleaning and washing nose and mouth coverings (face masks), as well as face shields, will be the sole responsibility of each employee
- F. All PPEs must be maintained in good working order and accounted for at all times
- G. The CDC currently advises against use of surgical masks or N-95 respirators for COVID-19 protection by anyone other than healthcare workers and other medical first responders. However, N95 or particulate filtering facepiece respirators may be used as PPE for groups that normally use them routinely (e.g. painting, using fiberglass and resins or other chemicals, sandblasting)
- H. If your PPE is broken or needs to be replaced, notify your crew leader immediately.
- I. While on Company premises, employees are required to wear a nose and mouth covering (face mask). Exceptions to this guideline are:
  - 1. If working in an area where no other employees are present, you may work without a face mask, but you must have immediate access to your face mask so you can put it on should another employee enter your work area
  - 2. If working closer than six feet (6’) to other employees for any period of time, employees must wear a face mask AND a face shield

## **III. HYGIENE – PERSONAL AND PROFESSIONAL RESPONSIBILITY**

### **Maintain Exceptional Personal and Professional Hygiene Practices, Including:**

- A. Washing hands with soap and water frequently throughout the day, and after each visit to the restroom
- B. Use the Company provided hand sanitizing stations throughout the premises or carry personal hand sanitizer if you are frequently handling shared materials
- C. Avoid touching your face, especially when using gloves or adjusting nose and mouth coverings or face shields
- D. Clean all shared workspace surfaces with Company-provided sanitizing wipes/spray after use
- E. Observe all equipment and tool cleaning protocols



#### IV. PHYSICAL DISTANCING & EQUIPMENT DISINFECTING PRACTICES

##### Maintain all Physical Distancing Practices as Recommended by OSHA, Including:

- A. Workers must maintain a 6' distance between individuals whenever possible and wear face shields when working or sharing space with others closer than 6' for more than a few seconds
- B. All tools, plans, or equipment must be disinfected prior to use or transfer with an EPA approved agent found on the list at the following link: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- C. Reduce number of passengers in vans and utilize larger vehicles to adhere to physical distancing mandates.
- D. Whenever crew members must travel together in vehicles, nose and mouth coverings, face shields and gloves should be worn by all occupants of the vehicle for the duration of the trip to protect the driver's and each other's safety. To limit cross-contamination whenever possible crew member should maintain the same vehicle seat for the duration of the trip and for any return or subsequent transportation.
- E. Have a hand sanitizing station nearby and users must sanitize communally used tools and equipment before and after use or use fresh latex gloves. This equipment should also receive a thorough disinfecting prior to use every day.
- F. Personal tools must not be shared unless disinfected prior to transfer to another worker
- G. For situations where workers are working in close proximity and must share tools and materials, such as when working in aerial lifts or confined spaces, appropriate Personal Protective Equipment must be worn, and personal hygiene scrupulously observed.
- H. Shared workspaces such as Food and Water Areas, Plan Benches, Worktables, Water Supply, Expendables Area, Air Hose and Electrical Distribution, should receive a thorough disinfecting on an hourly or regular basis as practical and necessary.
  - Encourage the use of remote focus devices and/or remote heads to enable social distancing. Such equipment should be readily available on set.
  - Ensure that only qualified members of the Camera department are authorized to handle any camera-related tools and equipment.
  - Develop a method of transferring equipment within the department that ensures the hand off incorporates social distancing.

##### Cleaning and Disinfecting of Tools and Equipment

- Employ a sufficient number of employees within the camera department, so that at least one person can be assigned the primary duty of cleaning and sanitizing the equipment and expendables utilized as necessary.
  - Regular cleaning and topical on-demand cleaning of all departmental areas to be scheduled.
  - Cleaning materials (wipes/antibacterial spray, etc.) to be made available for any crew member to clean surface on demand.
  - Relevant departmental crew to be assigned to perform topical on demand cleaning. (moved from below).



- Additional equipment ordered during production must be cleaned and disinfected when received from vendors before being brought onto the camera truck or the set, and prior to being returned.
  - Schedule drop offs and returns, being careful that they do not overlap with other activities that may cause congestion.
  - Request and record the names of production personnel or courier service who will be dropping off or picking up the gear in advance in the event that contact tracing becomes necessary.
  - All personnel who are dropping off or picking up equipment must wear appropriate PPE and maintain safe distancing during the exchange.
  - Provide an option to enable the production to sign the rental contract and receipt of equipment digitally if possible. The rental agreement could be signed prior to pickup to minimize point of contact.
- On Unscripted and ENG-style productions: assign a Camera Utility or 1st AC to each camera to clean, disinfect and control access in addition to traditional duties.
- Provide the camera department a minimum of 15 minutes every 4 hours to clean and disinfect equipment on an ongoing basis during the workday.
- Shared Tools/Equipment
- No sharing of eyepieces, tools, or expendables

### **Equipment Storage and Handling**

- Equipment and equipment carts must be covered / cases closed when not in use.
- Equipment and equipment carts must be stored in a secure area during off hours.
- Equipment and equipment carts may not be left on stage or in a location unless access is controlled and monitored at all times.
- Utilize 360° camera and monitoring technology to permit crew members who cannot be on set to monitor work as needed.
- Utilize a sufficient number of monitors to ensure social distancing will be practiced at, on, and near set monitoring stations. Employ wireless technologies when practicable, with individual handheld monitoring when possible; individual recording disabled, and playback (if any) centralized and controlled by the appropriate personnel.

### **Use of Two-Way Radios**

- A. Use two-way radio communication to limit close personal contact.
- B. Provide open comms style headsets to enable quiet, detailed conversation without the need for close contact or a huddle.
- C. Each unit should receive a boxed allocation of radios c/w earpieces, spare batteries and chargers.
- D. Each headset to be clearly marked with the name of the crew member who will be using it.
- E. One member of each department to be made responsible for these radios for the duration of the shoot, and to name, label and set up a charging station in each departmental area.
- F. Each crew member allocated a radio to be responsible for the charging and safe keeping of that radio for the duration of that shoot.
- G. Anyone allocated a headset to be briefed not to share headset.
- H. Where this equipment malfunctions or requires replacement, request should be made only via designated persons.





## Physical Space Requirements

Departments must be provided with a dedicated area and must remain within that area until required to report to the set. These workspaces shall be sufficient in size to allow for distancing measures to be observed.

- A. Visible physical indicators shall be placed in stages to mark six feet of distance (e.g. cones, duct tape, signage). Time should be allowed to physically mark out the stage for each departmental area prior to the shoot day.
- B. Depending upon the specific workflow of the production, provide the Camera department with an area dedicated to the handling of all media (digital/film), off-limits to ancillary crew not specifically designated to managing media (DIT (or film to a loader on film sets).

Strict Block/Light/Shoot protocol followed with crew rotating in and out and no one on set if not specifically involved in the process taking place. Build in time for one department to “step in, step out” at a time.

- A. Only necessary crew on set during blocking. Private rehearsals with Actors, Director and Director of Photography.
- B. Marking rehearsals – Actors positions marked after they leave their space.
- C. Extremely limited crew for full rehearsal, nonessential crew view on monitors fed by on-set camera.

Access routes within the set to be kept clear and widened to 6-foot width wherever possible. One-way system to be put in place where possible.

- A. Flow of people in enclosed locations to be evaluated at time of scouting.
- B. Any location which is deemed to be too restrictive should not be used.
- C. Access routes which are shared by members of the public, or persons not engaged on the shoot, should be avoided, or exclusive use arranged.
- D. Wherever possible, one-way access routes into and out of locations should be arranged, to avoid crew crossing in confined spaces/corridors.

## Limit General Interactions Between People on Set

- A. Production should endeavor to schedule enough days for departments to work alone, and to hand over the set between departments when necessary.
- B. Any essential interaction between people on set should follow safe distancing guidelines as set out by government.
- C. If standby support is required between departments, minimal standby crew to remain on set but must observe guidelines for distancing between departments.
- D. Non-essential interaction should not take place in any case.
- E. Where possible, any personnel that can remain on standby or work off-set should do so.



### **Workflow to Be Arranged in Such a Way as to Minimize Any Cross-Departmental Contact**

- A. All equipment to be handled only by designated department members responsible for that equipment to avoid any potential cross-contamination.
- B. Departments must be sufficiently crewed to be able to handle their equipment without the need of help.
- C. If urgent and unanticipated temporary help is required, the relevant department head must ensure that PPE (including disposable gloves and mask) and hand sanitizer are available and used.
- D. Crew must not touch, move, lean against, pick up or otherwise disturb any piece of equipment which is not directly under their purview.
- E. Any piece of equipment which by necessity crosses between departments must be handled with disposable gloves.
- F. Strictly one department at a time working within the physical constraints of a set at any one time. e.g., Art department completes construction, painting, dressing before grip and electrical department light a set. Still Photographer allowed access and enough time to work unhampered by other departments.
- G. Whenever a department finishes its tasks on set, any shared areas to be wiped/cleaned before next department starts work.
- H. When remote heads and/or focus devices cannot be utilized, plexiglass partitions should be placed between stationary cameras that are required to be positioned close together.
- I. Once camera is safely in position, camera crew to return to safe area while other departments work to adjust lighting/dressing as required.
- J. If dressing/lighting to camera, time will be allowed to set camera, and for camera team to move away to a safe distance before next department moves in.
- K. Wireless monitoring to be set up for all necessary departments required to be able to individually monitor the set and any playback on their own devices (e.g., iPads, iPhones and android devices). A sufficient number of monitors must be utilized to ensure social distancing will be practiced at, on, and near set monitoring stations. Wireless technologies should be employed when practicable, with individual handheld monitoring when possible; individual recording disabled, and playback (if any) centralized and controlled by the appropriate personnel. A Frequency Coordinator may be required to reduce RF conflicts.
- L. When not working on the set, crew from other departments to move back to their demarcated areas until required.
- M. Whenever possible, any member of the crew should stay away from the working environment of the stage
- N. Production department to remain off set at all times. Contact with shooting crew by radio only.
- O. Wardrobe, Hair and Makeup to allocate dedicated on-set standby artists who remain on set in order to limit movements of crew between off-set areas and the stage.
- P. Sufficient working space to be allocated for any off-set prep work to be carried out safely and in accordance with any distancing measures. No physical cross-departmental interaction in these areas.
- Q. Communal work areas to be limited to single department use at any time and topically cleaned and disinfected regularly.
- R. Remote monitoring and video conferencing technologies should be used to their fullest to support social distancing on-set
- S. Make use of available technology to allow remote working, e.g., Producers/Execs/Writers (Drama/Film) and Agency/Client (Commercials) encouraged not to travel to studio, and to make use of remote-monitoring technology.



- T. If travel to location is unavoidable, Producers/Execs/Writers or Agency/Client should be set up in a room off-stage and isolated from the rest of the crew. A production team representative should, in this case, be dedicated to them, and follow the same isolation arrangement.
- U. Where it is necessary to be physically present, but it is possible to operate from a vehicle away from the location, such arrangements shall be made, e.g., Production, Sound, DIT, Wardrobe, Hair and Makeup, etc.)

### **Curtail the Use of Atmospheric Smoke, Haze and Fog**

#### **Suggestions Regarding Refreshments/Breaks/Common Areas**

- A. Until the physical distancing restrictions are lifted, DO NOT SHARE FOOD, BEVERAGES OR UTENSILS.
- B. Maintain at least six feet (6') distance from co-workers when eating or drinking without a nose and mouth covering.
- C. A single use tissue, napkin or other barrier should be used when operating coffee, water, or other drink dispensers.
- D. Single use cups, utensils, and napkins should be provided in any break or craft service area.
- E. No communal access food, such as boxes of donuts, large containers of snacks such as pretzels, chips, candy or other food can be allowed. Only individually wrapped food items.

#### **Additional Protocols for Live Events and Unscripted Genres**

- A. Talent and audience screening (if audience is present), PPE (including disposable gloves and mask) and hand sanitizer, and social distancing measures, e.g., separate bathrooms for crew, talent and audience.
- B. When broadcast production trucks are utilized, work areas and surfaces inside the truck must be cleaned and sanitized regularly, including replacing the air conditioner filters. Visible physical indicators shall be placed in broadcast production trucks to mark six feet of distance e.g. cones, duct tape, signage.
- C. When social distancing cannot be observed, workstations should be separated by plexiglass partitions or removed from the trucks, e.g., crew in separate trailers, Sprinter vans, etc.
- D. As is the case on-stage and in other genres, when shooting in practical locations, there must be dedicated areas for camera department staging and standby, both large enough to accommodate social distancing. Visible physical indicators shall be placed in practical locations to mark six feet of distance, e.g. cones, duct tape, signage. Only camera department personnel permitted in the camera equipment area.
- E. Establish lock up and tag out of all equipment per individual camera teams. Once equipment is turned in for the day, it must be sealed in order to prevent spread or shedding of the virus. The same crew must use the same equipment.