



[COVID - 19]

## **NEW** GUIDELINES FOR COMMERCIAL AND FILM PRODUCTION

(updated April 23, 2020)

Below you will find a rundown of the current requirements to aid producers and assistance directors for commercial and film production.

Depending on the type of project, some of the requirements set forth may become only recommendations to specific practical realities of filming were available. As a whole we need to help the industry by using specific measurements to reduce the spread of COVID-19, some more broadly applicable rules and guidelines for work environments may apply.

The guidelines approved by the producer, agency and/or companies are only used as a safety measure and does not guarantee the spread of this virus but we must start somewhere so please use this guideline and common sense both on and off set.

The general requirements set forth are based on the best of our understanding in regards to the COVID - 19 virus. We will update as needed and the best of our abilities with the information gathered.

# Summary

This is a simplification of a more comprehensive requirement set out below.

1. Production must enable the required social distancing. This means smaller crew sizes with planning to ensure departments can work sequentially.
2. Maximum number of people on set will be limited, TBA as it will be determined by the scope of work.
3. Studio including interior productions will require each person maintain a distance of 6ft minimum when at idle, no gatherings at any point.
4. **MOST IMPORTANTLY - PLEASE BE RESPONSIBLE.** Each production is different but please apply common sense and a commitment to minimizing the spread of the COVID-19 virus and infection.

# Mandatory requirements

As a production company and the units on set, we must ensure these guidelines are met to minimize the risk of this contagion. While ensuring proper hygiene is maintained and the required social distancing in affect, we can maintain and healthy and safe working environment.

## **Maintaining Social Distance**

It is required that people can maintain a social distance of 6ft minimum while working.

For interior shoots - The maximum amount of crew permitted entry at any one time is based on the size of accessible space on the shooting location. Each person requires a minimum of 9 feet for unfurnished space and 6 feet for furnished space.

Maximum amount of cast/crew/talent allowed on set is dependent on scope of work

## **Minimizing the amount of people on set.**

The number of crew on set should be kept to the minimum.

Agency and client are likewise encouraged to send the fewest possible number of representatives.

## **Tiered/staggered arrivals and entry to set.**

To the extent possible - call times should be staggered so that each department is given access at timed intervals, preventing crowding on arrival to set.

Upon arrival to set, each member will have a temperature reading, wash station for pre set sanitation and may be provided with mask and gloves (TBD)

## **Optimizing workflow.**

To the extent possible - work should be coordinated in such a way that a minimum of people are given access to a space at any one time. Example - electrical should not start work until art department is done and has exited.

### **Promoting Hygiene on set**

All people on set are required to adhere to health authority guidelines on hygiene and behavior required to minimize risk of spreading the disease.

Alcoholic hand sanitizer is to be made available at points of entry and common areas.

Information on how to maintain proper hand hygiene is to be supplied to all people present on set - both in the form of official print materials from the health authorities and as part of the morning briefing.

### **Cleaning requirements**

Production is responsible for frequent cleaning of contact surfaces - this includes: door handles, surfaces, bathroom fixtures, and any equipment handled by more than one person.

Any workstation used by more than one person needs to be cleaned between each user.

### **Regarding illness**

Anyone exhibiting mild or severe symptoms of COVID-19 is not permitted entry to set.

A dry cough, fever, muscle pain and sore throat are considered to be symptoms of COVID-19.

Temperature will be checked prior to set, if reading indicates higher than CDC allowance of 99 degrees. If a temperature above 103 you should go to a hospital.

### **Information**

Information regarding the risk of spreading COVID-19, and what behavior is expected from everyone on set is to be made visible in common areas. This includes agency and client.

# Individual responsibility

Each person on set has an individual responsibility to prevent the transmission of COVID-19 by doing the following:



**Wash your hands frequently  
or sanitize your hands with  
an alcohol-based hand rub**



**Cough or sneeze into your  
sleeve, not your hands**



**Limit physical contact  
– avoid handshakes, refuse  
kisses on the cheek and  
avoid hugging**



**Be diligent with cleaning  
– both at home and in  
your workplace**



**Keep your distance and ask  
others to be considerate**



# Practical implementation

Putting these guidelines to work in environments on set.

## Scene Restrictions.

It would be irresponsible to execute any crowd scenes where social distancing cannot be upheld to a satisfactory degree, as the risk of contagion it is not acceptable until further notice. Examples: Full restaurants/cafes

Acceptable Smaller group scenes are permitted - for example a dinner.

Interior and exterior scenes with a larger number of people, where social distancing can be upheld are also permitted - for example people spaced around an office or a street scene, with background pedestrians.

In the event that physical contact is required by a scene, participating actors are required to sanitize hands before and after.

At present there are no official rules regarding intimate scenes which require one actor to touch another's face - but following the fact that this is allowed (even encouraged) socially - it is deemed responsible to do.

## Location Limitations

In the event that a scene is being filmed in a small space, only essential crew members will be allowed access while filming.

Example: Director, AD, Camera Operator, AC, Sound

Production will provide remote viewing capabilities for all other applicable crew members and video village to agency/client if on set.

Masks will be provided, on any occasion where socially distancing measures are difficult to maintain consistently, as a result of a confined filming space.

We will have a limit on gatherings for meetings, only essentials for production to run effectively.

## Craft and Catering

Buffets are not permitted. All meals must be served as single serving portions - and distributed in such a fashion as to avoid surface contamination.

All drinks must be in single serving containers, ie. water bottles and cans

None of the following are permitted.

- Coffee station with self service
- Snack bowls or unpackaged foods.
- Fruit that isn't individually packed.

Sit down meals will be modified to split or distance one another to the best of our abilities.

Any person handling food should thoroughly wash their hands beforehand, and wear gloves.

*As a general rule - On set catering should adhere to government guidelines regarding food service*

### **On screen talent**

Casting should, as a rule be done remotely over video conference or using self tapes.

For the casting of families who are required to interact physically on screen, real families should be used when possible - so that physical contact is kept within an existing family unit.

Any person at increased risk of severe illness following infection (i.e. individuals belonging to a “high risk group”) should not be cast for any production until health authorities indicate risk of infection is negligible.

### **Hair and Make-up**

Hair and make-up should be reserved for featured cast only, if creative allows for that.

Masks are not required for Hair and make-up at this time.

Before and after hair and make-up session, both talent and make-up artist are required to wash or sanitize their hands.

Applicators are not permitted to be reused on different people. This includes Mascara and lipstick.

Work stations need to be cleaned between each user, and distanced a minimum of 6 feet apart.

### **Wardrobe**

Assisted styling is allowed for featured cast only.

Before and after styling, both talent and stylist are required to wash or sanitize their hands.

All background talent, should to the greatest extent possible wear their own clothes and dress from home. In the event that this is not possible - production is required to provide dressing facilities where social distancing measures can be upheld.

### **Video Village**

Video village should be set up outside or in larger area, if possible.

To the extent possible - interactions between agency/client & crew should be kept to a minimum - with dedicated go-betweens.

### **Holding and Common areas**

All common areas and holding for talent should be set up outside, if possible.

Seating should be arranged in such a fashion as to promote distancing, and prescribed seating should minimize social interaction between departments, so that at-work groupings are maintained on breaks.

# SUPERVISING A SHOOT REMOTELY (FOR CLIENT)

Supervising a shoot without being physically present will be new to most people - but it isn't that complicated. It principally comes down to two things:

1. The technical setup
2. Communication



## The technical setup.

There are a number of ways to go about a technical setup, but Zoom or Skype will offer a good solution for viewing and conferencing. If a real time monitoring is required, Q-take and a video conferencing platform will be offered.

Q-take allows for a continual stream from camera (or multiple cameras) , controlled by the video technician like on a regular shoot. By logging in online it basically allows people around the world to watch what would typically be showing on the client monitor on shoot - in real time.

In parallel a communication line is established on a video conferencing platform - i.e. Zoom or Skype for Business.

If it makes sense for the production in question - monitoring cameras can also be installed on set, so that video village can follow along in a more general sense.

A technical dress rehearsal is always held with all participating parties prior to shoot to ensure everything works and everyone is familiar with the work flow.

## Communication

The second element is communication. This requires formal procedures, discipline and most importantly a dedicated on-set moderator to ensure that the virtual video village is continually included and gives the required approvals and go-aheads at every stage.

To put these in place it is important to clearly agree on desired check-ins approval requirements beforehand - and that creatives and director are fully on the same page. More so than on regular shoots - trust is important.

This also goes for pre-production, where virtual solutions will likewise be put in place, so that involvement can be upheld to the same degree, as if everyone were present at things like fittings and castings physically.



## **THANK YOU FOR YOUR SUPPORT AND UNDERSTANDING**

If you have comments, disagree or can not comply with these guidelines please contact your producer prior to accepting the project. We are here to help the community while providing a safe and healthy working environment.