



COVID-19 Production Safety Guide

2021

last revised 12.28.20

Above all else, health and safety is our top priority. This is not something new. This is not something that will ever change. That includes EVERYONE involved. Each of us must continue to bring a sense of personal responsibility to the workplace, and speak up when we have concerns or ideas.

We are all closely monitoring developments, and guidance will be updated based on current recommendations from the Centers for Disease Control, government and our own learnings.

Every production is different with varying challenges and scale. Something that everyone must work together on is adjusting budgets to ensure that these guidelines can be included, which may mean content sacrifices. But if we work together, we can see great things happen in a way that protects and honors everyone involved.

Thank you!

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LIABILITY

Due to the hazards of the novel coronavirus (“COVID-19”), Fivestone Studios may be required to take steps in order to protect Fivestone’s employees, talent, directors, contractors and freelancers or in order to comply with local COVID-19 related orders which may include postponing or cancelling productions. In the event that Fivestone is required to postpone a production due to potential exposure to COVID-19, or in order to comply with local COVID-19 guidelines, Fivestone will do its best to reschedule the production in order to avoid extra expenses. We ask that everyone involved agree in good faith to work together to mitigate cancellation and rescheduling fees.

CLIENT

Clients are required to abide by ALL of these guidelines. There are no exceptions. Any client who does not adhere to these guidelines will be kindly asked to leave the set.

PRODUCTION ZONES

The set will be zoned into sections with specific tasks in order to avoid cross contamination and reduce large gatherings. The zones are as follows:

- **ZONE 3:** This is where the non-set crew will be. Mask wearing and social distancing is essential in this zone. This is where meals can be eaten and where things can be dropped off. This is where the Safety Sanitation Officer (SSO) will clear all individuals, and only cleared individuals will be permitted to enter. Anyone who is cleared will be given a wristband. Anyone who is NOT wearing a wristband will be asked to leave the set and get checked in immediately.
- **ZONE 2:** This is where the client and most of the crew will be located. Proper ventilation, mask wearing and social distancing are all required in this zone.
- **ZONE 1 - SET:** This will be the most high-risk zone, and only approved, essential crew will enter. Proper ventilation, mask wearing and face shields will be required by all non-talent. Talent will be allowed to remove their masks while filming, but must put their mask back on before leaving this zone.

SYMPTOM IDENTIFICATION AND PERSONAL SCREENING

- All personnel must participate in our COVID-19 Symptoms Screening prior to beginning set production. This will be a form that is emailed out as part of the first day's call sheet.
 - The answers to these questions must be truthful and honest, and your answers must be cleared by our SSO.
- Anyone who reports to work with new and unexplained symptoms that point to possible COVID-19 infection will be instructed to return home and contact their healthcare provider.
- When working at a rented facility (e.g. studio lot, stage, etc) there may be specific requirements for screening which may be performed by their designated individuals employed by the facility.
- Before entering Zone 3 of our set, you will also have to be physically cleared by our SSO, which will involve a temperature check, answering questions from the Screening form and receiving a wrist band to confirm that you have been cleared.

TESTING

Unless otherwise approved, all productions will require Zones 1-3 personnel testing (see below). Our process will be as follows:

PCR:

- All approved personnel will take a PCR test beforehand. The test will be administered by an approved Fivestone Studios vendor or partner.
- If the cast and crew taking a PCR will be traveling, working on other sets, or engaging in non-social distanced behavior between the PCR test and coming to production, they may also be required to take a rapid test.

RAPID:

- All approved personnel that have not taken a PCR test, or have engaged in activities possibly exposing them in between the PCR test and production, will take a rapid test on site administered by our SSO.
 - Anyone who tests positive will not enter Zones 1-3
 - Anyone who tests negative will be cleared and given a wristband

There are NO exceptions to this procedure. It applies to all cast, crew, vendors, clients and other individuals that are required to enter Zones 1-3.

SAFETY/SANITIZATION OFFICER (SSO)

- Each production will have a designated Safety/Sanitization Officer (SSO).
- This person will be someone well-trained and experienced with local and national compliance standards
- They will be responsible for enforcing the COVID guidelines.
- If more than one person is needed, an assistant SSO will be added.

The SSO will be responsible for the following:

- Ensuring that everyone has been tested and cleared in a timely manner, before entering their respective Zones.
- Ensuring that everyone has filled out both the online and in-person Symptom Screening. This will include checking everyone's temperature in person.
- Distributing the "Cleared" wristbands.
- Inspecting and approving each person's mask, face shield (those that will need them) and PPE. If their personal PPE is not suitable, the SSO will be responsible for handing out the proper replacements and showing the person how to use the equipment.
- Explaining to all parties where the approved hand washing stations, sanitizers, sanitizing sprays, sanitizing wipes, etc. will be available throughout the shoot, and demonstrate proper cleaning techniques.
- Ensuring that each department wipes down and sterilizes ALL equipment brought onto set, BEFORE it is brought onto set.
- Ensuring that proper ventilation and air filters are utilized where necessary on set.
- Ensuring that proper social distancing is adhered to AT ALL TIMES.

The SSO has the authority to deem an activity, action or situation on set to be unsafe. If they do so, that activity will be stopped immediately, with no exceptions.

If a COVID-19 case is confirmed, the SSO will notify local or state health authorities and work with managers to inform potentially-exposed employees of the diagnosis and the need to contact their health care providers.

- All discussion must preserve the absolute privacy and confidentiality of the employee's identity and medical information.
- Diagnosed employees are not permitted to return to work until officially cleared by a physician.

EVERYONE must communicate with the SSO if anything happens outside of these guidelines, and if they exhibit symptoms within a week after production. Managers of the shoot will conduct a daily report with the SSO to review the day's conduct and concerns.

EXPOSURE REDUCTION: MASK WEARING

- All personnel **MUST** wear a mask at all times
- “Wearing a mask” means wearing the fitted mask, and wearing it according to the proper protocols. If someone is wearing their own mask, but it is not the fitted mask or they are wearing it improperly, they will be given a new mask and instructed to adhere to protocol.
- When taking off your mask, you must remove and replace it [according to current CDC guidelines](#). This includes handling the mask only via the ear loops or ties and keeping the mask face-down. If you remove the mask improperly, you must use a new fitted mask.
- On multi-day shoots, personal masks and face shields will be washed before reusing the following day.

EXPOSURE REDUCTION: HAND WASHING AND SANITIZING STATION

- Everyone will be required to wash their hands frequently throughout the day with soap and water for at least 20 seconds. When washing your hands isn't possible, use a 60% alcohol-based hand sanitizer.
 - Proper ways of washing hands will be explained and adherence required.
- Alcohol-based hand sanitizer with a minimum of 60% alcohol will be provided, when hand washing stations are not readily available
- Avoid touching your eyes, nose, and mouth (even if wearing gloves).
- Clean and disinfect frequently touched objects and surfaces that are at risk for cross-contamination, including equipment, workstations, telephones, light switches, tables, door handles and bathroom fixtures.
- Hand washing and hand sanitizing will be required:
 - After blowing one’s nose, coughing or sneezing
 - After using the restroom
 - Before and after eating and drinking
 - After contact with animals or pets
 - After handling shared equipment or objects
 - After cleaning or disinfecting equipment or workspaces
 - At other appropriate times throughout the workday

Reminders will be given by the SSO, AD and Producers.

EXPOSURE REDUCTION: PPE

- All individuals will be provided with necessary PPE equipment, cleaning agents, and EPA-approved disinfectants. *Keep in mind that PPE is not a substitute for diligent hygiene.*
- People are allowed to supply their own PPE when they have specific personal preferences. However, all personal PPE must be cleared by our SSO, and if it is not acceptable, it must be replaced with PPE that we will provide. There are no exceptions to this.
- Each department will be provided sanitizing sprays, wipes and gloves. Wear single-use gloves when handling equipment or in close contact with others. Dispose of contaminated gloves repeatedly throughout the day and immediately wash your hands. Do NOT let gloves be a substitute for good hand washing hygiene or create a false sense of security. In most cases, diligent hand washing hygiene without gloves is sufficient.

EXPOSURE REDUCTION: SOCIAL DISTANCE

- On set, EVERYONE will maintain a 6' (2M) distance between each other unless absolutely impossible.
- This social distancing applies to all areas and production zones.
- It is encouraged that only ESSENTIAL personnel be on set.
- Local crew will be encouraged against sharing rides to work in order to maintain social distancing.
- To reduce contact between individuals, all signature-required paperwork such as permits, releases and contracts must be signed and sent electronically. No paper transfers will be accepted between the client and the crew.
- Where possible, we will designate pathways as one-way and place appropriate signage.
- Plan for sheltering during inclement weather will be designed to ensure proper social distancing.

EXPOSURE REDUCTION: HANDLING OF EQUIPMENT

- Individuals will be required to sanitize their own equipment.
- Direct handoffs will be avoided.
- Walkie talkies will be wiped down before and after use, and there will be no shared handsets.
- Replacement batteries will be sanitized between use. No one will carry replacement batteries for others on their belt.
- Hands should be appropriately sanitized before and after handling any shared items.

EXPOSURE REDUCTION: VENTILATION

- In interior locations, the SSO and production team will do their best to increase airflow and maintain proper ventilation. Where necessary, fans will be provided and used.

EXPECTATIONS: CREW

Before committing to a job, all crew personnel must consider the following:

- We are requiring all crew members to abide by these rules and regulations. There are no exceptions.
- All crew are required to be completely truthful when answering personal screening questions before coming to set.
- All crew are required to be tested before coming onto set.
- All crew are required to be truthful if they have been in settings leading up to production that could put them at a higher risk to COVID-19 exposure.
- All crew are expected to maintain proper social distancing and isolation while off set during a multi-day production.
- All crew are expected to hold their own departments accountable for these guidelines.
- Any crew assigned to do runs outside of Zone 3 after being cleared, will not be allowed to enter Zones 1-2 until re-screening by the SSO has taken place.

EXPECTATIONS: TALENT

Before committing to a job, the talent must consider the following:

- We are requiring all talent to abide by these rules and regulations. There are no exceptions.
- All talent are required to be completely truthful when answering personal screening questions before coming to set.
- All talent are required to be tested before coming onto set.
- All talent are required to be truthful if they have been in settings leading up to production that could put them at a higher risk to COVID-19 exposure.
- All talent are expected to maintain proper social distancing and isolation while off set during a multi-day production.
- All talent should consider the specific requirements of the creative, and inform production of any concerns before agreeing to a job.
- Talent will be asked to sanitize their hands regularly. In the event that physical contact is needed by a scene, participating actors are required to sanitize hands immediately before and after each scene.
- Talent will be allowed to remove their mask while in Zone 1, but must replace it immediately after filming, and cannot enter Zone 2-3 without a mask.

PRE-PRODUCTION / CASTING

- Remote working will be the default practice in all cases where practicable.
- The number of clients, cast and crew will be reduced to the smallest adequate size, with local hire of cast, crew and vendors being the first choice to avoid distance traveling.
- The pre-production meeting will be done remotely, using Zoom.
- Virtual scouting will be the main form of communication — photo sharing, live video conferencing from a location, online maps and digital scouting services.
- Necessary tech scouts should only be attended by department heads who drive to locations separately.
- Shot lists and storyboards must be approved early to plan for safe and efficient shoots.
- All crew and cast that are brought onto a production set are expected to be conducting themselves responsibly leading up to a production, including maintaining proper social distancing, mask wearing, exposure reduction and other standards as recommended by state and local government.
- Casting and callbacks will be done remotely.
- 'Real couples' and 'real families' will be casted whenever possible, as well as backup options for principal on-camera talent in case of sickness.

PRODUCTION SPECIFICS: LOCATIONS

- Locations shall be prioritized that allow complete control of the site.
- Locations must be sizable enough to accommodate the separate production zones and social distancing requirements.
- We will work with locations that are working environments to share their COVID guidelines, and anyone from the location will be required to abide by our Exposure Reduction protocols above.
- Proper ventilation must be utilized in interior locations, and air circulation in and out is a necessity.
- If a location is a private home or building, the non-production occupants will be asked whether they exhibit any of the signs and/or symptoms of COVID-19 and will need to vacate the premises prior to the shoot to allow time for proper cleaning and sanitizing of the location.
- Each location will be a closed set, and will be actively monitored by production and the SSO.

PRODUCTION SPECIFICS: LOCATIONS (continued)

AVVAY is our preferred location partner and can handle all before and after sanitization. However, if AVVAY is unavailable, listed below are alternate Nashville cleaning services. If you are working outside of the city, new options will need to be found.

Ameri-Care

(615) 395-2685 | TSwett@AmeriCareServices.com | 526 S. Walnut St. Murfreesboro, TN 37129

Excel Cleaning Services

(615) 544-1235 | info@excelcleaningservices.com | 315 10th Avenue N Suite 106D Nashville, TN 37203

PRODUCTION SPECIFICS: ART DEPARTMENT

- Coordination will occur between Art and Wardrobe departments with regard to handling of jewelry, bags, etc.
- After a prop has been cleaned and prepared for use by a performer, only members of the property department will touch the item before it is used.
- Members of the property department must have clean hands to handle any costumes, accessories, props and other items.

PRODUCTION SPECIFICS: CAMERA / ELECTRIC / GRIP DEPARTMENTS

- Handling and cleaning of camera equipment should be done only by members of the camera department.
- A member of the camera crew should disinfect the eyepiece of a camera or any viewing mechanism before the eyepiece or viewing mechanism is used by other parties.
- Handling of grip and electric equipment should only be done by members of those departments.

PRODUCTION SPECIFICS: HAIR & MAKE-UP

- When possible, actors are encouraged to arrive on set having done their own make-up. If this is not possible, the make-up artist or hair stylist may interact with the talent.
- The makeup/hair artist is required to wear face shields at all times during interaction.
- In rooms or trailers where talent is going through HMU, proper ventilation must be utilized.
- Foundation, powders, lipstick, etc. must be mixed on a disposable palette for each individual.
- After each use, hairbrushes, combs and reusable make-up brushes must be cleaned with appropriate disinfecting solutions.
- Talent shall only remove their PPE when it is essential.
- Proper scheduling will be conducted to avoid overcrowding.

PRODUCTION SPECIFICS: WARDROBE DEPARTMENT

- Appropriate PPE will be worn at all times, including face shields when around unmasked talent.
- Proper hand washing will be conducted before and after handling costumes, accessories and other items.
- Talent will be encouraged to provide their own wardrobe. If they do so, they must also sanitize their own items if the Wardrobe personnel is to handle items.
- A virtual or socially-distanced meeting will be held beforehand for fittings and final approval. If talent is unable to use their own clothing, the wardrobe should be delivered pre-packaged and clean to the actor/actress before shooting, or sanitized and placed on a rack while the Wardrobe Department remains 6ft away at all times.

PRODUCTION SPECIFICS: SOUND DEPARTMENT

- PPE must be worn at all times, and when in close proximity, sound department personnel will be required to wear masks and face shields.
- If possible, sound will rely on boom mic audio only.
- If a wireless lav is required, the lav should be sanitized and left at the talent's seating position before their arrival. The talent should apply the lav themselves with the sound department nearby for assistance.
- Comteks will be disinfected before and after each use, and labeled properly.

PRODUCTION SPECIFICS: CATERING / CRAFT SERVICES

- We will send links ahead of time for all personnel to pre-order their meals, and boxed meals will be provided.
- Lunch may be staggered to decrease the number of people getting food and seating simultaneously, but will not compromise the legal 30-minute lunch minimums.
- Personnel cannot leave the set to obtain food during the course of the workday.
- Craft Services will consist exclusively of individually packaged items. ALL items will be wiped down and sterilized before coming to set, and everyone must wash hands before entering the meal zone.
- Catering and craft service team must wear appropriate PPE at ALL times.
- All eating services must be cleaned and disinfected before and after use.
- All drinks must be in single-serve containers like water bottles and cans. If possible, we will provide sensor based no-touch water refilling stations.
- Special permission must be approved in order to host a buffet-style meal. Additional precautions will apply in this situation.

PRODUCTION SPECIFICS: VIDEO VILLAGE

- The location of the video village will be in a designated area that is only accessed by the Agency and Client team.
- Proper audio will be in place for communication between village and set.
- Chairs will be set up for proper social distancing.
- When possible, a remote video village will be utilized.

PRODUCTION SPECIFICS: EXTRAS

- All paperwork will be managed digitally.
- Proper space and infrastructure will be in place to accommodate the needs of extras.
- The number of extras will be properly planned out to minimize the number of individuals needed.

ADDITIONAL RESOURCES

For additional resources, go to:

AICP COVID-GUIDELINES:

<https://www.aicp.com/business-resources/business-affairs-information/aicp-guidelines/covid-19-workplace-guidelines>