



COVID-19 Protocols - Updated July 22, 2020

GUIDANCE FOR PRODUCTION RELATING TO COVID-19

The health and safety of our employees, clients, vendors, and families is everyone's highest priority. The following ideas have been compiled to help us all prepare and plan. They are not intended to create any new legal or contractual obligations. The ideas are advisory in nature, informational in content, and are the result of consultation with vendors, freelancers, trade organizations, various departmental representatives and CDC and OSHA guidelines. Not every department is addressed herein. Personnel should use this planning guidance to help identify risk levels in workplace settings and to determine which control measures to implement. Additional guidance may be needed as COVID-19 conditions change. These ideas are not meant to be a perfect fit for every scenario, as we all know that no two are identical. Every person involved in production will need to collaborate and contribute in order for us all to be able to get back into production safely, cautiously, and confidently. 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. Guidance and information regarding taking temperatures at work and other medical questions that may be asked will be included as they evolve.

Please review the entire document. Many of these practices are already commonplace, but were included to emphasize their importance. We realize that many departments may have additional protocols to create a safe work environment for themselves and the people they are working with. We encourage these additional protocols and any other measures to create a safe working environment.



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GENERAL COMMON SENSE PRACTICES

- Limit specific areas of the worksite to essential personnel.
- Require frequent and thorough hand washing by all personnel, without exception.
- If soap and water are not available, use / provide an alcohol-based hand cleanser containing at least 70% alcohol.
- Require anyone who is sick to stay home.
- Self-monitor for signs or symptoms of COVID-19 and report to your department head if you are sick or experiencing symptoms.
- Department head should then report this information to the production department.
- One department at a time may “step in, step out” of a set up, before the next department.
- Observe respiratory etiquette, including covering coughs and sneezes.
- Use disposable tissues and discard after each use.
- Maintain social distancing of no less than 6 feet whenever possible.
- Masks/face coverings should be worn while on set, but are required when social distancing is not possible.
- Encourage people to bring their own mask - some people would prefer what they choose specifically.
 - Production must make PPE available to all workers.
- Utilize appropriate Personal Protective Equipment (PPE), including but not limited to gloves, goggles, face shields, masks that cover the nose and mouth, finger cots (good for finger-only touch-points such as copier, microwave). Use of finger cots reduces plastic, compared to gloves.
- Make sure that PPE is consistently and properly worn, regularly inspected, maintained, and replaced as necessary.
- Require PPE to be properly removed, cleaned, and stored or disposed of to avoid contamination of self, others, and the work environment.
- Do not use other people’s phones or personal work tools.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- Assign one individual to be responsible for constant wipedowns of surfaces.
- Take time to communicate and plan every part of a project in order to reduce unexpected situations and increase efficiency.
- Consider who may effectively be able to work from home. Consider prep, shoot, wrap.
- Pens should be provided and individuals should be told to keep them.
- Contactless payment should be utilized (as opposed to petty cash) when possible.
- Put down an item that someone then needs to pick up, rather than ‘handing off’ when possible.



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GUIDELINES FOR PRODUCTION OFFICES, LOCATIONS, AND OTHER JOB FUNCTIONS

- The State of Ohio is suggesting limiting working groups/crews to 10 people or less.
- Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in households and community settings.
- Facilities should be disinfected in accordance with the procedures advised by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>.)
- Surfaces frequently touched (tables, chairs, doorknobs, surfaces of the toilet and bathroom, taps, keyboards, telephones, etc.) should be cleaned with disposable material and disinfected daily with a household disinfectant containing diluted commercial bleach prepared on the day of use.
- For a list of the most effective disinfectants against COVID-19, please visit: <https://www.epa.gov/pesticideregistration/list-n-disinfectants-use-against-sars-cov-2>.
- For electronics, follow the manufacturer's instructions for all cleaning and disinfection products. Consider using wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to disinfect touch screens. Avoid pooling of liquids.
- The frequency of cleaning of the production office should be increased, with emphasis on areas of common use. In addition, an adequate supply of cleaning materials should be maintained in order to carry out sanitation tasks.
- Hydroalcoholic gel dispensers should be properly marked and replenished with sufficient frequency to ensure supply. In addition, disposable tissues should be made available along with marked containers for the purpose of disposing of them.
- Adequate ventilation of workplaces should also be ensured. Avoid manually opening and closing doors on the premises: whenever possible, doors or accesses should be left open to avoid the need to open them.
- Allowing outside personnel into the production office should be avoided as much as possible. Limit number of people in all areas to essential personnel only.
- The arrangement of the workplaces should ensure that safety distances of 6 feet are maintained. If it is not possible to maintain this distance, the use of masks should be mandatory.
- Every effort should be made to hold all meetings via phone or the internet. If not possible, the safety distance of 6 feet must be maintained. To this end, at least one empty chair should be placed between each member of the meeting as a minimum safety distance measure.
- When handling packages or items that come from outside the workplace, hands should be washed or cleaned with disinfectant gel before and after handling the package.



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Health Declarations

- Cast and crew members should sign in each day and indicate their temperature. That sign in sheet will include a written declaration stating:
 - That they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 7 days.
 - They have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days.
 - That they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus.
 - Anyone developing symptoms while on location should be released from the set immediately.

Hygiene/PPE Provisions

- Larger productions may want to consider retaining a Health and Safety Supervisor
- The Health and Safety Supervisor (or designated person) should ensure proper PPE and hygiene products are properly arranged at the work site and available in areas accessible by all departments. On productions of a larger scale, additional PAs should be included to assist with sanitizing and hygiene facilities.
- Hand sanitizer, gloves and masks to be made available to all attendees at all times and usage should be dictated by prevailing state and local government guidelines at the time of the shoot.
- When feasible, masks should be worn at all times, pursuant to the applicable guidelines.
- All persons on set are to practice good hygiene maintenance at all times.
- A face shield should be worn by any personnel when working with talent inside 6 feet.
- Handwashing facilities should be provided wherever possible with soap and paper hand towels.
- Disinfection stations should be set up at strategic locations around the workspace so that hand sanitizer, cleaning spray, wipes and towels are available.
- Crew should wash or sanitize their hands regularly, especially after handling equipment or other objects that could be sources of contamination.
- Communal areas should be regularly disinfected by the Health and Safety Supervisor (or designated person).
- Care, consideration and suitable time should be taken to ensure that any equipment used has been properly disinfected prior to use.
- Any shared workstations should be cleaned and disinfected between users.



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SHOOTING SCHEDULE / STAFFING

- Anticipate things taking longer to accomplish than we're used to.
- Consider staggered call times, department by department.
- Build in time for one department to "step in, step out" at a time.
- Consider whether a prep or pre-light day will be required.
- 'Making the day' will require efficiency and enough personnel. This will be challenging with caps on the number of people at a gathering.
- Strive to keep the same individuals on an entire job (as opposed to individuals swapping in and out), thereby minimizing the number of individuals overall.
- Where possible, allow the crew to self-drive to set and avoid large passenger vans.

DIRECTOR SCOUTING

- Consider virtual director scouting via a streaming app.
- Self-drive.
- Consider utilizing walkie-talkies.
- Share each other's location via smart phones.
- Remove shoes before entering a location when practical.
- Give consideration to size and space when deciding among location options.
- Carefully consider the number of locations that get director scouted in-person.

TECH SCOUT

- Schedule the tech scout as early as possible.
- Digitally distribute tech scout packets.
- Self-drive when possible.
- If in a peplemover, everyone should be in masks, gloves, etc. Consider renting multiple vehicles to allow distance between seats.
- While at location, have as much conversation outside as possible.
- Try to maximize space and air flow when designating spaces for a shoot (video village, 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.



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PRE-PRODUCTION MEETING

- Schedule the pre-production meeting as early as possible.
- Finalize as many creative decisions as possible no later than the pre-pro meeting so there will be fewer last minute changes on shoot days.

LOCATIONS DEPARTMENT

- Some locations may require pre and post cleaning.
- Choose disinfectants carefully in order to avoid damage.
- Acquiring signatures will be difficult logistically, utilize virtual document signing.
- Anticipate providing alternative lodging to house occupants for the duration of the shoot. (may be best for them to not enter at wrap in between the days that crew is in the home)
- Anticipate possibility of having to board animals.
- Provide plenty of space for lunch.
- Provide a washing station when there is no access to running water.
- Locations should in general be 'closed sets'. No non-essential visitors.

HANDLING OF EQUIPMENT

- Wash hands regularly.
- If using gloves, change them frequently.
- Members of each department should disinfect gear during breaks in activity.
- Minimize the number of people having to touch the same items. This may require additional gear.
- Strive for consistency regarding which pieces of equipment are handled by whom.

CAMERA DEPARTMENT

- PPE should be worn when in close proximity with other crew members and social distancing can not be maintained.
- Only DP and AC(s) should handle camera gear including lenses, cases, tape, etc. When passing media to DIT, media should be wiped down.
- Camera prep should be isolated to the extent possible from set dressing and rigging, potentially away from the set.
- Wireless technology should be used when possible.



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ELECTRIC, GRIP DEPARTMENTS

- More gear may be required to ensure crew members don't pass gear between them, and pre-rigging and setting may be an alternative as well.
- Gear that often floats between departments/functions, like apple boxes, should be pre-assigned prior to production.
- All grip and lighting gear should only be handled by this department, and they will be responsible for sanitizing gear prior to and after each use.
- To minimize the number of team members on set, the G&E team will dress the set with appropriately-distanced direction from the Director and Art Department. Consideration should be given to live video monitoring of the set for personnel to provide feedback remotely.

SOUND DEPARTMENT

- Disinfect lav mics and transmitters before and after each use.
- Replace lav mounting components that can not be thoroughly cleaned.
- PPE must be worn for the duration of person-to-person contact.
- Consider utilizing boom-only audio (as opposed to rigging Lav mics).
- Some multitalent scripts under the boom-only scenario may require a second Boom Operator.
- If multiple laved talent, consider adding an assistant to sanitize equipment while shooting.
- Disinfect Comteks before and after each use.
- Label Comteks with the name of the user.
- Advise clients to bring their own headphones, and if not possible production should provide single use headphones.



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HAIR AND MAKE-UP

- PPE must be worn for the duration of person-to-person contact.
- Space make-up stations apart from each other, or provide a partition between workstations.
- Use only one brush, applicator, etc. per actor. No double-dipping.
- Mix foundation, powders, lipstick, etc. on a disposable palette for each individual.
- Clean hairbrushes and combs and reusable make-up brushes with appropriate disinfecting solutions.
- Kits will need to include multiples for most make-up.
- Talent may be able to wear a mask while having their eyes or hair done.
- Face shields should be worn by Make-up Artist or Hair Stylist.
- Only remove the actor's mask when essential.
- Once made up, talent may consider a face shield (as opposed to mask) in order to not disturb completed make-up.
- Make-up Artist or Hair Stylist may place and remove face shield for the actor (if the actor prefers).
- Consider having the actor show up having done their own make-up.

WARDROBE DEPARTMENT

- In-depth planning of wardrobe should be done ahead of shopping.
- Only the wardrobe department should touch clothing, etc. until it's decided what the actor will actually try on.
- Fitting photos should be taken by one person, not multiple people touching the same phone, tablet, etc.
- Anticipate delays at rental houses and retail stores.
- Review current retail return and exchange policies.
- Book talent as early as possible, and get sizes as early as possible.
- Costumes and outfits should be bagged up individually, by performer.
- Seek permission from Clients to allow actors to keep purchased wardrobe.
- Consider having actors arrive in their own wardrobe.
- Disinfect jewelry and glasses with disinfectant that will not cause damage.



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CATERING

- Consider staggering lunch to decrease the number of people getting food and seating simultaneously.
- Food will be served to people. (as opposed to self-serve)
- Flatware should be handed out one by one.
- Some scenarios will benefit from individually boxed meals.
- Provide plenty of tables and seating to spread out safely.
- Hand washing stations should be present.
- Some may prefer to bring their own food.
- Some may prefer to eat in their car.

CRAFT SERVICES

- Only buy individual, prepackaged portions.
- Everyone must wash their hands before entering the craft services area.
- Tables should be set up so that people can take individual portions and only touch what they are taking - you touch it, you own it.
- Craft services should have capability to refill an individual's reusable water bottle brought to set without contact between refill source and bottle.
- Reduce and streamline variety of beverages.
- No bowls or canisters of snacks to reach into.

WALKIE TALKIES

- Walkies should be signed out the day before for quick distribution on the shoot day.
- Walkies should be individually bagged and handed to the user in its bag.
- Do not share walkie talkies.
- Replacement batteries must be disinfected in between uses, bagged, and handed to crew as needed.
- Earpieces should be provided by the crew member, or provided as a single-use from production.



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VIDEO VILLAGE

- Employ as much wireless technology as possible.
- Only those assigned will move monitors and stands.
- Consider an assistant for VTR who is dedicated to moving and disinfecting monitors.
- Clients will understand things done for purposes of caution and safety.
- Consider streaming products to send video signals to personal phones and tablets to minimize crowding around monitors.
- Add additional monitors to maintain social distancing.
- Use streaming services and web meetings to send signals to clients working remotely.

FINAL THOUGHTS

- Remember each department may be working longer days to maintain the cleanliness of equipment, wardrobe and props. This may lead to additional overtime and kit fees.
- If anyone on-set sees anything that seems unsafe at any time please report it immediately so that it may be addressed immediately.
- Ohio HD reserves the right to shut down production at any time should an unsafe situation present itself. This will be determined solely by the Ohio HD staff.



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Ohio HD Studio Operation:

Rules:

- Studio operations are **By Appointment Only**.
- We are asking that only clients and crew that are essential to the shoot are allowed on-site.
- Once you arrive on-site and have checked in, please stay in the studio or portion of the building assigned to your crew. We would like to minimise the risk of any cross contamination of sets.
- Masks should be worn inside the building at all times, unless you are completely isolated from others.
- Please wash your hands frequently.
- Maintain social distancing at a minimum of 6' when possible.
- Be diligent about wiping down and disinfecting surfaces.

Expectations:

- While working on-site, Ohio HD will provide:
 - Sinks with soap and paper towels
 - Sectioned-off areas of the building to separate people into smaller groups/individuals to assist in the Social Distancing Requirement
 - Readily available hand sanitizer and disinfectant sprays and wipes
 - Internet access for remote video conferencing, as long as service from the provider is not interrupted.
- While working on-site, **all persons** will provide:
 - Check-in Information
 - Name, Phone number, email address, temperature, and statement they have been without flu-like or COVID-19 symptoms for at least 7 days and fever free without medication for at least 72 hours.
 - Time in and Time out
 - Immediate information of illness or symptoms to the studio supervisor, designated on the check-in sheet, and will immediately excuse themselves from the facility.
 - All persons shall provide an adequate cloth face covering or mask.
- If anyone on-set sees anything that seems unsafe at any time please report it immediately so that it may be addressed immediately.
- Ohio HD reserves the right to shut down production at any time should an unsafe situation present itself. This will be determined solely by the Ohio HD staff.



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Location Production:

Operations

- We are scheduling location production on a case by case basis.
- We are asking that only clients and crew that are essential to the shoot are allowed on-site.
- Masks should be worn at all times, unless you are completely isolated from others.
- Please wash your hands frequently.
- Maintain social distancing at a minimum of 6' when possible.
- Be diligent about wiping down and disinfecting surfaces.

Expectations

- While working on-location, Ohio HD Crews & Clients will:
 - Report any and all related symptoms and will immediately excuse themselves from the shoot if any symptoms are present.
 - Affirm that they have been without flu-like or COVID-19 symptoms for at least 7 days and fever free without medication for at least 72 hours.
 - Take personal temperature each morning of production to insure that it is within the normal limits.
 - All persons shall provide an adequate cloth face covering or mask.
 - Groups/individuals to practice the Social Distancing Requirements.
 - Have available hand sanitizer and sanitizing sprays and wipes.
- Specific Mitigations
 - Ohio HD can provide access for remote video conferencing, as long as the location can provide internet and the service from the provider is not interrupted.
 - Efforts will be made to to wipe down surfaces on location with disinfectants to insure the location is as safe as possible.
 - Ohio HD will work to maintain equipment in a way that minimizes any contamination.
 - Audio technicians will work to minimize personal contact with talent by using booms and other remote miking techniques and avoid the use of lavs.
- If anyone on-set sees anything that seems unsafe at any time please report it immediately so that it may be addressed immediately.
- Ohio HD reserves the right to shut down production at any time should an unsafe situation present itself. This will be determined solely by the Ohio HD staff.

Stay safe and please send feedback or ideas to info@ohiohdvideo.com. Thank you!