

Film/Photo Production COVID-19 Spread Prevention Plan

Production entities are required to prepare a COVID-19 Spread Prevention Plan prior to submitting a Film Permit Application for the City of Orange.

THE INFORMATION BELOW IS NOT A COVID-19 SPREAD PREVENTION PLAN. The checklist covers COVID-19 prevention guidelines from the State as applicable to on-site production, and should be used as a guide in preparing your Plan for submission. Not all sections may apply to your specific production.

A. GLOBAL POLICIES AND PRACTICES TO PROTECT CAST/CREW HEALTH

A workplace COVID-19 Compliance Officer or Officers must be designated. The Officer is responsible for establishing and enforcing COVID-19 safety protocols, training staff on protocols, and monitoring compliance. Is on-site when production work is being performed. Duties:

- o Cast, crew, vendor and visitor health check processes upon arrival at the workplace.

- Records must be kept private and secure at all times.

- o Protocols and workflow assessment for all work to assure physical distancing, infection control, and disinfection.

- o Procedures for on-set individuals exhibiting COVID-19 symptoms or that tests positive for COVID-19.

Training sessions on COVID-19 are provided and documented for all employees – including information about the virus and all required safety measures.

All cast, crew, vendors, and visitors to have personal protective equipment (PPE) and infection prevention supplies needed on the job, including face coverings, hand sanitizer, disinfectants, gloves, mobile handwashing stations, and other equipment and supplies. Production to supply if otherwise not available.

All cast, crew, vendors, and visitors are required to wear cloth face coverings whenever they are in contact with others unless the production activity does not allow for the wearing of a face covering. These instances should be of short duration and with as much physical distancing as possible.

All cast, crew, vendors, and visitors have been told not to come to work if they have symptoms consistent with COVID-19, have tested positive for COVID-19 or have been in contact with a case of COVID-19 and to follow California Department of Public Health (CDPH) guidance for self-isolation or quarantine as applicable.

Regular, periodic testing of the cast and crew on productions lasting more than two (2) days to mitigate the risk of the spread of COVID-19, especially for those cast and crew that are involved in high risk scenes requiring close contact without face coverings for extended periods of time.

Where testing may not be feasible for one-time productions operating under a very short filming Schedule, all work should be planned to eliminate close physical contact between cast, crew and performers as much as possible. Any and all testing programs are the responsibility of the employer and should benefit from the guidance of a medical professional.

Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the Production shall have a plan for response, following guidance required by CDPH, to include:

- o Send the sick cast/crew member home immediately. If they have symptoms of serious illness such as trouble breathing, pressure or pain in the chest, bluish lips or they appear confused, call 911. They should speak with their physician about their symptoms and determine the need for testing for COVID-19.

- Cast/crew member is not allowed to return until their fever has resolved without the use of fever reducing medications for at least 24 hours and their symptoms are improving, with a minimum absence of ten (10) days from the start of their symptoms.

- A cast/crew member that tests positive for COVID-19, but is not showing any symptoms, is not allowed to return until 10 days have passed starting from the date that the testing sample was collected.

- Perform a cleaning and disinfection of all areas touched by the ill or infected employee.

- Identify any cast, crew or others that had close contact with the ill employee. The name of the ill employee must not be disclosed, and medical privacy must be maintained.

Employee screenings are conducted before employees may enter the workspace. Checks must Include:

- A check-in concerning cough, shortness of breath, difficulty breathing and fever or chills

- Has the Cast/crew member had contact with a person known to be infected COVID-19 in the last 14 days

These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.

Break rooms, restrooms, and other common areas are disinfected frequently.

Breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms or other common areas such as background cast members' waiting rooms at all times.

Cast, crew, vendors, and clients are prohibited from eating or drinking anywhere other than in designated areas to assure. Cast and crew must eat and drink at designated set areas with staggered schedules.

- Employees are allowed frequent breaks to wash their hands.
- Each worker is assigned their own tools, equipment and defined workspace as much as possible.
- All shared equipment, microphones, and tools must be disinfected after each use.
- All pens, and styluses are disinfected after each use by a different person.
- Props, costume and set materials that can be more easily disinfected are preferred.
- All cast and crew must wear a facial covering and must wash or sanitize hands before touching props, costumes, or set materials. During filming, cast may use these items without wearing a face covering.
- All props, costumes and set materials must be disinfected before first use on the set, and between uses by different actors.
- Where feasible, cast will bring their own props (e.g. cell phone) and costumes to avoid sharing.
- All trucks and other vehicles must be disinfected after each use.
- All shared clothing must be cleaned after each use.
- All wigs or other shared prosthetics must be disinfected after each use.
- Before and after filming or other meetings, frequently touched objects (e.g., tables, doorknobs or handles, printers, props, common equipment) are disinfected using EPA approved disinfectants. Such surfaces should be cleaned at least three times a day.
- Sets, production spaces, and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently.
- Hand sanitizer, tissues and trash cans are available to all cast, crew, and staff at or near the entrance of the facility, throughout offices and recording studios, near a set and on location.
- The date, time and participants in all production sessions should be recorded for later reference, in the event anyone involved in the production becomes ill with signs of COVID-19 and/or tests positive.

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- All productions must post their COVID-19 Spread Prevention Plan before work begins to ensure physical distancing of six (6) feet or more between people throughout the production. It must ensure that:
 - o Only essential cast and crew should be on or near the set at any time.
 - o Production or editing meetings should be limited to essential staff only and should be held in areas where physical distancing can be maintained.

- o Strategies may include breaking production participants into teams of the smallest size feasible, that access set or studio areas at different times with minimum overlap or intermingling.

- o All cast performing work in which they cannot wear a face covering (e.g. actors) should strive for a minimum of 8 feet of social distancing during rehearsal or performance.

- All staff, cast, crew, vendors, clients and other visitors have been instructed to maintain at least a six (6) feet distance from each other at all times, except when specific tasks require closer work.

C. MEASURES THAT COMMUNICATE TO STAFF, CAST, CREW, VISTORS, VENDORS AND CLIENTS

- A copy of the COVID-19 Spread Prevention Plan is given to all people, in all roles, that enter the facility or the on-location set.

- Signage is posted throughout the facility or set to convey the following information:

- o People ill with signs of COVID-19, or that have tested positive for the virus, are not permitted to enter.

- o People that are under quarantine after possible exposure to another person with possible or confirmed COVID-19, are not allowed to enter.

- o Facial covering requirements.

- o Capacity limits for specific meeting rooms, break rooms, dining areas, recording rooms, film sets, and vehicles, (posted on or just outside of the entrance to these locations).

- o Procedures for symptoms checks, temperature checks. (posted in check-in areas)

- o Contact information for the on-set COVID-19 Compliance Officer (C19CO).

E. SCENE RESTRICTIONS

- All cast shall wash or sanitize hands when beginning the filming of a scene and not touch their face during the filming session. Any crew that must interact with the set or cast must also wash or sanitize their hands at the beginning of filming and must wear a facial covering.

- Any work, including scenes, requiring cast or crew to be closer than six (6) feet must be as brief as possible and cast must be as silent as possible to avoid spreading droplets through talking. Scenes with direct prolonged physical contact between cast (intimate scenes, fight scenes) are discouraged at this time.

Large crowd scenes should be avoided.

I. CRAFT SERVICES AND CATERING

All actors and crew shall wash or sanitize hands before handling any food.

No buffets allowed.

No communal food or drink service (no coffee pot, no single service coffee maker).

All food and drink must be single serving only.

Craft service dining must be held outdoors.

Sit-down meals: either require eating in shifts, or seating areas large enough to allow for physical distancing of six (6) feet or more.

All additional Public Health Requirements related to food service must be followed.

Any food brought by individuals should be labeled and may not be shared.

Food and drinks may be consumed only in designated spaces to ensure that masks can be worn consistently and correctly.

It is preferable that beverages are served in single use containers.

F. WARDROBE, HAIR & MAKEUP

Hands-on assistance with these services should be limited only to cast that require it and cannot do it themselves.

Actors and crew must wash or sanitize their hands before any hands-on styling or costume session, and wear cloth face coverings during sessions as much as possible. During the application of makeup, since a cloth face covering cannot be worn the actor should stay as silent as possible to avoid spreading droplets through talking.

The date, time and crew in the session should be recorded for later reference, in case either the cast member or wardrobe/hair crew become ill with COVID-19.