

Health & Safety Production Guidelines (COVID-19)

All Crew Guide

V1 11.04.20 FJ Morgan/ The Gestalt Effect

Feature: *Exceptional Beings*

Your health and safety is our top priority at FJ Morgan/ The Gestalt Effect.

We are committed to every production environment being safe and secure so our cast and crew will feel confident coming to work.

This guide, which contains the primary components of our COVID-19 production protocols, outlines how to best minimize your risk of exposure to COVID-19. Throughout all phases of production we will be communicating and reinforcing applicable safety measures to best support the health and safety of every cast and crew member.

Our success in maintaining a safe workplace is dependent on your willingness to strictly follow these guidelines. We expect you to act with a high degree of responsibility for your own health, and that of your fellow employees, when at or away from work. All local government ordinances, as well as public health guidelines, remain in effect at all times.

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About COVID-19

COVID-19 is thought to spread from person-to-person, mainly via respiratory droplets that are produced when an infected person speaks, spits, coughs, or sneezes, for example.

COVID-19 spreads easily and sustainably throughout communities.

There are several preventative measures to reduce the spread of COVID-19 that are within our control: hand hygiene; wearing face coverings; and abiding to physical distance protocols.

This production is staying up-to-date with government and public health official recommendations and will communicate changes as needed.

NOT EVERYONE WHO IS INFECTIOUS WILL SHOW SIGNS AND SYMPTOMS. SAFETY MEASURES ARE CRITICAL AND EVERYONE MUST FOLLOW ALL HEALTH & SAFETY GUIDELINES.

IF YOU FEEL SICK OR EXHIBIT ANY SIGNS OR SYMPTOMS OF ILLNESS, STAY HOME AND CONTACT YOUR DEPARTMENT HEAD AND HEALTH & SAFETY MANAGER.

COVID-19 transmission risk is 90+% by Direct Contact.

Droplets are spread within 1 to 5 feet of contact, making 6 feet (2 meters) the recommended distance from others.

Face coverings protect others from you by minimizing the expelling of respiratory droplets.

When wearing a face covering, respiratory particles travel about 28". When NOT wearing a face covering, respiratory particles can travel up to 75".

COVID-19 BASICS

Content source: [National Center for Immunization and Respiratory Diseases \(NCIRD\), Division of Viral Diseases June, 2020](#)

Personal Health Screening

COVID-19 BASICS

By reporting to work on any given day, you are attesting that you've performed the daily 3-Step Health Screening Checklist at home prior to arrival and confirm you have NO symptoms.

1. Conduct a self-temperature check; temperature must be below 100.4F / 38C.

Employees will be notified if temperature standards established by the country, state, county or city where the work is being performed differ from these guidelines. Thermometers are available from your Health & Safety Manager.

2. Do you have ANY of these symptoms?

- Fever
- Cough
- Chills
- Headache
- Muscle pain or body aches
- Sore throat
- New loss of taste or smell
- Shortness of breath difficulty breathing
- New onset of nausea, diarrhea, and vomiting

3. Have you had close contact with anyone diagnosed with COVID-19 in the past 14 days, and not completed the required self-quarantine period? Are you awaiting results of a COVID-19 test?

IF YOU FEEL SICK OR EXHIBIT ANY SIGNS OR SYMPTOMS OF ILLNESS – STAY HOME AND STAY SAFE.

Personal Health Screening Checklist

COVID-19 BASICS

Third party facilities may have their own safety requirements for entry (i.e. on-site temperature checks, electronic health screenings, etc.).

COVID-19 Testing

Cast and crew may be subject to mandatory COVID-19 testing before and/or during a production, consistent with union and/or governmental requirements. The Studio has contracted with multiple vendors to perform approved testing procedures.

PCR testing (Polymerase Chain Reaction) will be utilized to detect possible current infections. PCR testing may be supplemented by rapid PCR or molecular testing when determined necessary by production.

Test results will be reported to the Health & Safety Manager, as well as directly to the cast or crew member.

If you test positive for COVID-19, you will be asked to either remain at home or return home immediately, and to contact your local health provider as soon as possible.

Your Health & Safety Manager will work with Human Resources to communicate next steps and manage your individual needs.

ADDITIONAL GUIDELINES MAY APPLY TO THOSE TRAVELING AND/OR WHILE ON DISTANT LOCATION.

COVID-19 BASICS

ILLNESS RESPONSE MEASURES

If you experience symptoms of COVID-19 or have come into contact with someone experiencing symptoms at home or at work, immediately inform your Health & Safety Manager and your direct supervisor.

If you are at home, you will be asked to stay home

If you are at work, you will be asked to leave immediately

You should contact your healthcare provider as soon as possible

If urgent medical assistance is required on-site, emergency services will be called

Anyone who reports to work with symptoms of COVID-19 will be instructed to return home and contact their healthcare provider. Your Health & Safety Manager will contact a Studio Employee Relations representative to assist with the response.

In the event an individual experienced symptoms of COVID-19 while on site, contact tracing will be initiated. Any cast or crew member exposed to a person who exhibited symptoms of COVID-19 or who has tested positive for COVID-19, will be notified by the Health & Safety Manager and a Studio Employee Relations representative. Self-quarantine strategies will be communicated as necessary.

What happens if a crew member exhibits symptoms?

COVID-19 BASICS

Recommends COVID-19 test AND crew member tests POSITIVE

Does not require COVID-19 test - OR crew member tests NEGATIVE

Crew member in workplace exhibits symptoms OR calls in to report symptoms?

Crew member stays home (or returns home) immediately and contacts their healthcare provider
Healthcare provider determines next steps
Crew member quarantines until released by medical professional
Crew member released to work upon recommendation from healthcare provider (documentation may be required)
Health & Safety Manager (HSM) is notified
HSM works with relevant leaders to provide support and contact tracing for positive or presumed positive case
HSM arranges cleaning/disinfecting of appropriate areas as needed
HSM and HR maintain contact with crew member and anyone identified as close contacts to provide resources and review quarantine protocols

Handling COVID-19 Symptoms and Positive Tests

STAY AT HOME DON'T: Report to work

DO: Contact your supervisor or department head and the Health & Safety Manager and keep them updated of your status

DO: Contact your Primary Care Physician

DO: Go home immediately to stop the potential spread of infection

TEST OUTSIDE OF WORK

Follow all medical advice provided by your medical professional
Contact your Health & Safety Manager to confirm next steps
Quarantine as directed
Discuss return to work requirements with your Health & Safety Manager

TEST AT WORK

Cast or crew member and Health & Safety Manager will be notified by testing company
Stay home or go home immediately and contact your medical provider
Contact your Health & Safety Manager to confirm next steps
A doctor's note stating you are fit to return to work may be required

COVID-19 BASICS

What if I develop COVID-19 symptoms?

AT WORK

DON'T: Come into close contact with anyone

What if I test positive for COVID-19?

DO: Contact your supervisor or department head and the Health & Safety Manager via phone/text to let them know you are leaving and will check in when you have more information

DO: Contact your medical provider

HAND HYGIENE

Hand washing is the best way to prevent the spread of disease and is considered the cornerstone of infection prevention.

Identify locations where you can wash or sanitize your hands regularly. All entries, exits, high-traffic areas, stages, offices, etc. will be equipped with hand sanitizer or hand-washing stations that will be restocked throughout the day.

Hands should be washed or sanitized often. Scrub all surfaces for a minimum of 20 seconds in the following situations:

- Upon arriving at the job site
- After blowing your nose, coughing, or sneezing
- Before and after eating or
- After using the restroom

Always avoid touching your eyes, nose and mouth when applying or removing a face covering or PPE equipment.

Hand-washing facilities, adequate for the number of cast and crew, with running water, soap and paper towels will be available and accessible, and will be kept clean and well-stocked. Mobile hand-washing stations and/or hand sanitizer stations will be provided when necessary.

- Before and after handling shared equipment or objects
- After cleaning or disinfecting equipment, tools and workspaces

SAFETY & HYGIENE

Hand Washing

Step 1: Rinse hands, then rub your palms with soap and water.

Step 2: Rub the back of your hands.

Step 3: Rub between your fingers.

Step 4: Rub the back of your fingers.

Step 5: Clean your thumbs.

Step 6: Clean your nails.

Step 7: Rub your wrists.

Rinse hands... Dry and you're done!

Hand Sanitizing

Apply enough hand sanitizer to completely cover the surface of your hands. Make sure you're using enough.

Hand sanitizer is most effective when it remains wet, on your hands, for 20 seconds.

Make sure you're using enough!

Using the hand washing technique, rub your hands together until they feel dry.

Rinsing or wiping your hands will make the sanitizer less effective.

Face Coverings

Face coverings, hand sanitizer, and gloves will be available to all cast and crew.

All face coverings, PPE and other related supplies distributed by production meet Studio Industrial Hygiene and Sourcing standards.

Face coverings minimize expelling of your respiratory droplets, protecting OTHERS from YOU.

Face coverings (cloth masks) must always be worn, except when impractical (i.e. cast while on camera; while consuming food or beverage, etc.), or when alone behind closed doors.

Individuals can provide their own face coverings if approved and compliant with Studio standards. Consult your Health & Safety Manager for approval.

Alternative face coverings such as scarves, gaiters, or bandanas are not approved. Consult your Health & Safety Manager

Face Shields

IN ADDITION TO face coverings, a face shield must be worn when:

A crew member is working with cast who are unable to wear face coverings (e.g. hair, makeup, wardrobe, etc.)

Two or more crew members are unable to practice physical distancing because they must work in regular, close contact.

Two-person lifting is required and physical distancing is not possible.

Face shields are NOT necessary for intermittent or infrequent interactions where physical distancing is not possible, such as passing on stage or in a hallway, as long as face coverings are worn.

Face shields should not be worn in lieu of face coverings (cloth masks) under any circumstance.

Personal Protective Equipment (PPE)

In addition to face coverings, you may be required to wear additional and necessary Personal Protective Equipment (PPE).

Disposable glove use is required for crew members in certain roles including hair, makeup, medic, craft service, and catering.

Gloves are optional when touching commonly shared equipment and/or equipment that cannot be routinely disinfected (e.g. lighting/electrical cables, worn costumes, cameras, etc.).

Fall Protection should not be shared; if circumstances require sharing, equipment must be disinfected between use. Products used for cleaning and disinfecting can be harmful to the structural integrity of fall protection harnesses/lanyards. Contact your Production Safety Representative for cleaning recommendations as needed.

Adequate trash receptacles will be provided and emptied regularly for the disposal of PPE as regular waste.

Contact your Supervisor or Health & Safety Manager for PPE and other supplies.

Neither theft nor mismanagement of PPE inventory or sanitizing supplies will be tolerated and will result in serious discipline or termination when warranted.

Physical Distancing

Limiting face-to-face contact is the best way to reduce the spread of COVID-19. All cast and crew must maintain a minimum of 6 feet or 2 meters of distance when around others.

Physical distancing is required in shared workspaces. Your department may revise operations to limit the number of people needed in a single location at the same time.

Your Department Head or Production Executive may leverage digital and video communication and increase the use of mobile technology to allow for ease of communication and maintaining separation.

Your Department Head or Production Executive may, if practical and useful to enhance safety, implement work from home strategies and remote meetings or communications, utilizing digital and virtual options.

Signs & Locations

Be on the lookout for one-way signs and other posted instructions specific to pathways, etc.

Signs will be posted indicating zones, restricted areas, and closed sets.

Instructional awareness posters will be placed in high-visibility areas to remind you of required health & safety protocols.

Pay attention to ground markings to help identify where you can stand at a safe distance from others.

Queues will be used to help control capacity and flow.

Arrival & Access

Access

By reporting to work on any given day, you are attesting that you've performed the daily 3-Step Health Screening Checklist at home prior to arrival and confirm you have NO symptoms.

Private transportation is recommended if practical. Otherwise wear a face covering and practice physical distancing if using public transportation.

Arrival processes and call times will be staggered to limit the amount of people accessing the production at one time.

Account for longer travel times and possible delays.

Pay close attention to directional signage on sets, stages, and locations.

There will be a NO ADMITTANCE policy for anyone displaying COVID-19 symptoms including but not limited to fever, respiratory illness, or cough.

THIS IS APPLICABLE FOR ALL CAST, CREW, VENDORS, AND VISITORS.

Visitor Access

Only essential visitors will be permitted to enter production facilities. Individuals with no business purpose for being on set will not be permitted.

All visitors must be approved in advance by the Line Producer or Unit Production Manager and Health & Safety Manager.

Visitors must adhere to the same safety requirements as cast/crew including the Personal Health Screening Checklist, any required testing, Personal Protective Equipment (PPE) requirements, etc.

Visitors must practice physical distancing, hand hygiene, and always wear a face covering.

Union Representatives exercising their right to visit workspaces will be subject to the same safety guidelines required of all visitors. Production should refer all Union Representative requests to Labor Relations for handling.

Department heads and the Health & Safety Manager are responsible for ensuring approved visitors comply with all policies.

Vendor & Delivery Access

All vendor personnel who may come into contact with members of the production (other than incidental drop-offs) will be subject to the same safety requirements as cast & crew, including symptom screening, any required testing, Personal Protective Equipment (PPE) requirements, etc.

The number and frequency of deliveries permitted during a production should be limited.

Delivery drop zones will be established to isolate deliveries and allow proper disinfecting of items.

Department heads and the Health & Safety Manager are responsible for ensuring approved vendors comply with all policies.

Third party facilities may have their own health and safety requirements for vendor entry that will need to be followed (e.g. on- site temperature checks, electronic health screenings, etc.).

Cleaning & Disinfecting

Production will provide proper cleaning and EPA-approved disinfecting supplies to all departments.

Cleaning supplies should not be used unless approved by your Health & Safety Manager.

Department heads are responsible for maintaining the cleanliness and sanitization of their department and delegating these responsibilities accordingly.

Thorough cleaning and disinfecting must be practiced consistently in all areas. This includes cleaning of stages, production offices, facilities, walkies, etc.

Frequently disinfect all tools and equipment, personal items, workspace(s), and any other common surfaces. High touch points must be cleaned regularly throughout the day.

Minimize the use of shared equipment. When use of such equipment is unavoidable, cleaning and sanitizing of equipment, as well as hand washing or sanitizing, should be performed before and after each use.

Production will assess and evaluate ventilation on stage and at locations and seek guidance when necessary.

PRODUCTION BASICS

Assets & Equipment

For intake and return of equipment, implement a centralized appointment system to avoid drop-ins, groups, or clusters.

Designate staging areas for all incoming and outgoing purchases and rentals until items can be wiped down and sanitized by respective crew members.

Limit personnel who need to make runs (e.g. on-lot departments, storage areas, vendors, etc.); consolidate trips whenever possible.

Coordinate and minimize the number of employees traveling between buildings or locations.

When possible, coordinate purchases and/or rentals online or via phone for shipping or pickup to minimize in-person transactions.

Walkies and other personal equipment such as Comteks should be issued to a single crew member and used exclusively by that person for the duration of their employment.

Production Zones

Zones are areas with geographical boundaries. Testing frequencies vary between zones.

Zone Zone Zone ABC

ZONE A CONSISTS OF:

All performers and background actors working on set.

All employees who are present in a workspace with a performer or background actor while the performer or background actor is not wearing PPE.

ZONE B CONSISTS OF:

Employees who work on a "hot" set, but who are not present in workspace with a performer or background actor while the performer or background actor is not wearing PPE.

Employees who work in any other area where the production has a footprint that is not an area where Zone C employees work.

ZONE C CONSISTS OF:

Employees who are able to wear PPE at all times while working.

Only work with other employees who are also able to wear PPE at all times while working.

Are not required to be within 6 feet of other individuals for longer than 15 minutes while working (or per localized guidelines for close contact).

Do not come into contact with Zone A or Zone B employees in the course of their work, unless both the Zone A or Zone B employees and the Zone C employees are wearing PPE at all times and do not come within 6 feet of each other for longer than 15 minutes.

Production Pods

Pods are small divisions of crew members organized into working groups to minimize cross-contamination within the production. Pods are isolated within zones. Areas are spaces that are off-limits to individuals not belonging to that work group, such as the production office or construction mills.

Pods isolate crew members who need to work together. Pods are designed to limit the number of people in an area at any given time and prevent the potential spread of COVID-19.

Pods enable necessary staff, cast, and crew to work together in small teams. They are not expected to rotate or interact with people from other pods.

Whenever practical, only one pod should work within the physical constraints of a set/location. When not working, the entire pod should remain in their designated staging area at a safe distance from one another.

Pods will be assigned designated timeframes for work activities in their locations and will be identified by colored lanyards, wristbands, or other means.

Places and positions of pods and zones will be clearly communicated; signage will be posted to direct foot traffic and pathways.

Expect more closed sets and more work to be managed remotely via mobile devices and off set (for example, a set piece might be built off set and then brought into the production when appropriate).

Pods facilitate physical distancing, minimize crowding, and improve the ability for effective contact tracing in the event of an illness, while also promoting efficient work groups.

Example of Zones & Pods

Production Office

Zone B or C

Visitors & Vendors

Zones and pods do not alone imply SAFETY.

Face coverings, face shields, and other necessary PPE must be worn at all times. Physical distancing must be observed whenever possible.

Base Camp Crew

Zone B

On Set Crew

Zone A & B

Remote Teams
Zone C

Set Dec / Props
Zone A & B

Construction / Mill
Zone B or C

OFFICE & ADMINISTRATION

Offices

Supervisors will evaluate responsibilities and allow anyone who can work remotely to do so. This includes production staff, writers, writer support staff and post production.

Stagger work hours to prevent large groups from forming.

Add extra time to series prep and encourage open door videoconference hours to enhance communication.

Ensure office space accommodates physical distancing (i.e. # of people per office, # of desks in bullpen, etc.).

Install transparent shields or other physical barriers to separate people when physical distancing is not possible.

Office supplies should be kept in personal workspaces; avoid sharing.

Minimize the use of shared office equipment such as fax and copy machines and exercise hand hygiene before and after use.

Office supplies necessary for those working from home should be shipped directly or reimbursed (with advance Supervisor approval).

Paperwork

Adopt paperless workflows whenever possible.

When paper documents are unavoidable, they should be assigned to a specific individual, labeled with their name, and not shared with others.

Electronic hiring/onboarding will be used when possible.

COVID guidelines and training are required for anyone onboarding.

Office Essentials

ACCOUNTING

Set up contactless payments; avoid cash when possible including POs, timecards, etc.

Use direct deposit for payroll and mail to minimize in-person pickup/distribution.

Use DocuSign or other digital apps when possible.

Use electronic payments for vendors and crew reimbursements.

FOOD & PANTRIES

Eliminate family-style/communal meals.

All food provided to Staff should be individually wrapped, including utensils.

Kitchens/pantries should only be stocked with pre-packaged items.

Beverages must be individually bottled.

Staff is encouraged to bring their own meals, snacks and beverages to the workplace (keeping them in personal coolers if needed).

Hand sanitizer will be available in all areas that provide food and beverages.

Consider designating someone (such as an office PA) who dispenses all items.

PRE-PRODUCTION

CASTING

Virtual technology will be used for auditions, chemistry reads, and producer sessions whenever possible.

If in-person auditions are necessary and approved by your Studio Casting Executive, stagger sessions to minimize the number of people waiting; only essential personnel should be present in the audition room.

During auditions, everyone present must maintain physical distance and wear face coverings (actors may only remove during the active audition).

SCOUTING

Virtual scouting will occur whenever possible (i.e. photographs and digital scouting).

When in-person scouts are necessary, limit attendees to essential personnel and consider staggering visits for different teams.

Crew should self-drive whenever possible and permissible.

TABLE READS

Table reads will be virtual whenever possible.

If the Studio approves in- person reads, you must minimize attendees, adhere to social distancing, and everyone present must wear face coverings (including cast).

MEETINGS

Meetings will occur virtually and/or remotely whenever possible (department show and tells, concept and tone mtgs, prod mtgs, etc.).

RIGGING & PREP CREWS

Limit off-production rigging whenever possible (and/or limit # of crew).

Each crew/department should have an exclusive and dedicated time period to access sets/locations separate from the prep work of other departments.

Determine department headcount during tech scouts based on size of location.

If in-person meetings are required, minimize

attendees and the

location must allow for

everyone to maintain

proper physical

distancing.

PRODUCTION

Only authorized cast & crew will be permitted on sets, stages. and locations.

Separate entrances, exits, and pathways will be designated whenever possible to control flow of personnel and restrict access.

Utilize physical distancing markers or barriers and designate directional pathways.

Restrict access to sets and stages during downtime to prevent non-essential crew or others from entering.

Designate safe holding areas for off-set cast and crew in/around shooting facility to allow for necessary physical distancing.

All seating on sets and holding areas must support physical distancing.

CAST CONSIDERATIONS

Cast must wear face coverings at all times except when appearing on camera.

Anyone interacting with cast must wear face coverings and additional PPE at all times.

Treat all work when cast is present as though shooting sensitive or intimate scenes; only essential personnel permitted on set at all times.

Cast will be called to set after all non-essential crew has exited and the scene is ready to shoot. Shooting entire scenes, rather than single set-ups, should be the objective whenever possible.

To limit back-and-forth traffic between set and basecamp/trailers, provide safe, private, and secure areas available for cast whenever feasible.

Cast is encouraged to handle their own hair and makeup when appropriate; separate supplies will be provided for each cast member and should never be interchanged.

Trailer access will be limited to the assigned cast member, cleaning crew, and essential personnel only.

Minimize the use of background talent
and avoid crowd scenes whenever
possible.

Limit principal cast and background interactions.

Whenever possible background should provide their own wardrobe, hair, and makeup and arrive on set camera-ready.

Changing facilities and holding areas must adhere to social distancing requirements.

When appropriate, a production may consider establishing a dedicated core group of background.

BACKGROUND

Background must wear face coverings at all times, except when on camera.

STAND-INS

MINORS

Stand-ins must wear face coverings at all ☐ Stand-ins should be non-exclusive and also ☐ work as background when needed.

When appropriate, a production may consider ☐ establishing a dedicated core group of stand-ins.

STUNTS

Evaluate scripts to minimize close physical contact and adjust when feasible.

When possible do not share personal stunt equipment (pads, braces, and harnesses). If unavoidable, clean and disinfect all equipment before and after use.

Implement virtual schooling options to minimize in-person time of talent and teachers.

On-set access is limited to teachers and one parent/guardian per minor (no siblings).

ANIMALS

Animals should only be handled by those necessary for shooting a scene (i.e., no petting, cuddling, feeding).

Perform hand hygiene before and after touching animals.

Personal pets not involved in production are not permitted on sets or in any production workplace.

All children 2 years and older must wear face times. coverings.

Crew Scheduling

Department load-ins and set up periods will be planned and staggered to minimize crowding.

Production will stagger work hours to the extent possible, both within departments and across all departments, to avoid congestion and limit the number of people in any given area.

Minimize overlapping departments whenever possible.

Department heads must always manage and minimize the number of crew members involved in a specific activity.

Department heads should work with the Line Producer & Unit Production Manager to identify a core crew that allows for flexibility and minimizes the need for day players.

Rehearsals

Pre-production rehearsals, read-throughs, and voice coaching will be conducted remotely when practical.

Cast must wear face coverings during rehearsals.

On-set cast rehearsals should occur with first team only.

Minimize crew presence during rehearsals.

No departmental work should take place during rehearsals; the set is to be turned over to the Director, cast, and essential crew only.

Creative Choices

Consider different shooting styles and equipment, such as close-ups that allow for physical distancing or lens choices that allow the cameras to be further away from the actors.

Evaluate production schedules and make creative choices that reduce crew density on set (i.e. prioritize Steadicam over dolly work; minimize lighting set-ups and simplify or consolidate coverage, etc.).

When blocking consider the minimum number of cast members who must be on set. Physical distancing should be maintained between cast within scenes whenever possible.

Time Management

Workdays should include fluid meal breaks or staggered, shorter lunch windows to minimize crew density in catering areas.

Schedule any required testing to support production and call times.

Schedule additional time throughout the shoot day to comply with health and safety protocols.

Streamline production logistics whenever possible.

Encourage crew on set to be patient with each other as they adjust to new safety protocols and production logistics that will take time (i.e. moving crew from rehearsal to shoot, taking additional breaks, etc.).

Video Village

All monitor configurations must permit physical distancing between essential crew including the Director, Director of Photography, Script Supervisor, etc.

Set up wireless, remote Video Village(s) outside or adjacent to the set for non-essential crew. Utilize technology for secure, remote access to Video Village feed for producers, writers, department heads, etc. Only transmit directly from Video Village to adjacent areas, executive offices, individual tablets, and/or monitors. Open mics and live audio feeds are not permitted between takes.

Food & Beverage

Mealtimes and breaks will be staggered to allow for physical distancing. All food and beverage must be consumed in designated areas.

Wear face coverings at all times except when consuming food & beverages. Wash your hands before and after eating and before and after removing your face covering.

Self-serve buffets, drinks, and family-style lunch orders will be discontinued. Shared serving utensils will not be utilized.

Meals and snacks will be served in individually packaged or wrapped portions. Unwrapped food or snacks may not be left out.

All utensils, food service items, and condiments will be individually packaged or wrapped.

Prioritize recycling and/or consider bringing your own reusable items whenever practical. Guidance on storage options will be provided should you choose to bring your own food to work.

Regular cleaning of catering and dining tables will occur throughout the meal service.

MAINTAIN PROPER PHYSICAL DISTANCING OF AT LEAST 6 FEET OR 2 METERS FROM OTHERS WHEN CONSUMING FOOD AND BEVERAGES.

FOOD SAFETY

Craft Services

Craft Services will only be provided if deemed safe.

If available, Craft Services must be located in a designated area or truck, and only stocked with pre-packaged items.

Self-service set-ups are not permitted.

Drinks will be provided in single-use containers or from touch-less dispensers.

Shared-use water and coffee stations will not be available; Craft Services will pour water or coffee and serve individual cups to limit the amount of shared contact points.

Productions should consider assembling Craft Services items for each cast member, to be placed in their trailers at the beginning of the day, and to avoid unnecessary cast interactions.

DEPARTMENTS

Camera

Choose lens options that allow greater distance between the camera and actors and/or allow cheating of actor's proximity to one another to allow greater physical distance between cast members.

When possible use cranes, jib arms, and/or remote heads to allow operators to maintain greater distance from cast.

Consider the use of unmanned stationary cameras (i.e. reduce crew size & block to these in rehearsal). Coordinated conversations between Producers, DP, Post Supervisors, and VFX Supervisors to evaluate the benefits and challenges of replacing practical elements with VFX solutions that minimize actors on set (e.g. face replacements, split-screen photography, CG crowds, etc.).

Adopt safe practices for handling and sharing of camera cards, drives, and other physical media. Lighting & Grip

Minimize pre-rigging but when necessary, rig and pre-light the day or night before. Simplify lighting techniques to reduce crew and equipment.

Construction & Mill

Construction Coordinator/Foremen responsible for determining and maintaining working teams for specific projects.

Assign small groups to specific sets and set pieces to limit interaction with other construction groups (e.g. carpenters, painters, etc.).

Stagger hours and days to reduce interaction.

Slightly staggered calls within the same job functions may help vary break times.

Distribute set design plans rather than using shared blueprints at a central space (electronically when possible).

Minimize the sharing of tools whenever possible; if tools must be shared, sanitize and disinfect between use.

Mill space must allow for proper physical distancing; face coverings and appropriate PPE will be provided.

Costumes

If a costumer must interact with a cast member who is not wearing a face covering (i.e. on set for a critical adjustment), the costumer must wear a face covering AND a face shield.

Keep wardrobe as separate as possible. Buyers should refrain from contact with cast and the rest of wardrobe department and only drop off purchases in a designated safe zone.

Properly sanitize all incoming wardrobe options before distributing to wardrobe crew, tailors, and cast.

Individually bag or wrap all costumes for each cast member and always keep costumes safe and secure.

Encourage cast to dress themselves whenever possible to minimize contact with costume personnel.

When handling worn/dirty clothing items, wear gloves and wash hands frequently.

Maximize dry cleaning/laundry and implement a procedure for safe drop off/pick up by the vendor.

Fittings must adhere to health & safety protocols:

Consider a dedicated costumer to only handle fittings and share photos with the team. Wardrobe “show and tell” for producers should be virtual.

Fitting rooms must be cleaned between use.

Keep the length of fittings to a minimum; reduce clothing options when possible.

Cast must wear face coverings at all times during fittings.

Hair & Makeup

Hair & makeup personnel must wear a face covering AND a face shield when working with cast members.

Minimize the number of hair/makeup personnel in trailer(s). Larger trailers and/or several smaller trailers may be necessary to facilitate physical distancing.

Restrict trailer access to hair/makeup personnel and cast. ADs may only communicate by radio.

Assess ventilation in trailers. When possible, keep doors and hatches open to allow for air circulation.

Stagger call times to limit the number of people in hair/makeup trailer(s).

When possible, cast should travel to set camera ready. Minimize contact with cast between takes.

One individual may be designated to handle on set touch-ups and fixes to hair/makeup/wardrobe between takes.

Minimize “last looks” on the set. Crew will consult from a remote video village away from the main set. Ensure there are separate hair/makeup supplies for each cast member; no interchangeability is permitted. Always store makeup and hair products in individually labeled bags or containers. Use single-use applicators whenever possible.

Locations

Encourage fewer locations in general; use swing sets, backlots, and production-owned facilities when possible.

Limit moves within a shoot day and/or identify locations that are walking distance from each other. Consider tandem shoot days with smaller on-set teams when a basecamp can be shared between shooting units.

All locations will be cleaned prior to the arrival of prep crews.

Prioritize locations that allow the maximum amount of control and limit interaction with the public.

Identify locations that can be shot “as-is” or require minimal dressing.

Interior locations should be large enough to allow for physical distancing.

Target locations that can be used for multiple purposes/scenes.

Select locations with adjacent or nearby parking to reduce need for shuttles.

Provide trailer-mounted individual VIP-style portable restrooms rather than multi-stall units.

Restrict honey-wagon restroom use to one person at a time.

Props & Set Dec

Clean and sanitize all props and set dec before and after use.

Create a secure staging area near set to store props and set dec items that are needed for current and upcoming scenes.

Once props are prepped for a scene they should only be handled by the on-set props person and the actors, and must be cleaned regularly.

Props and set dec from rental houses must be cleaned before they are placed into inventory.

Limit the consumption of food on camera when possible.

When the cleaning of upholstered surfaces is not practical, cover with paper or plastic for stand-in use.

Sound

If sound personnel must interact with a cast member who is not wearing a face covering (i.e. on set to adjust a lavalier mic), the sound tech must wear a face covering AND a face shield.

Evaluate the advantages of booms vs. lavaliers for each setup to minimize physical contact and support physical distancing (i.e. wiring body mics vs. having a boom operator on set).

Dedicate mics to individual cast members when possible; store mics and accessories in individually labeled bags or containers.

All equipment must be disinfected throughout the day and thoroughly cleaned before being reissued.

When possible, encourage cast to wire/adjust their own lavalier mics and change batteries with sound department instruction.

Adopt safe practices for handling and sharing of sound cards, drives, and other physical media.

Comteks must be disinfected between users and/or daily.

Allow crew to use personal headphones/earpieces for Comteks.

Transportation

Crew should self-drive whenever possible and permissible to reduce group travel.

Use the same driver for each vehicle when possible.

Drivers must use caution and maintain physical distancing when interacting with others outside of the crew, such as vendor pickups, deliveries, and shopping runs.

Appropriate physical distancing is required in all vehicles; ensure distance is measured and maintained.

Department of Transportation (DOT) log books are not paperless; remember to clean/sanitize your hands before and after use.

Carpooling is strongly discouraged.

All picture vehicles should be cleaned by the vendor upon pick up or delivery and must be cleaned thoroughly again prior to use and between each use.

VANS & SHUTTLES

Evaluate each vehicle and configure seating plan to maintain physical distancing (i.e. 15 passenger vans may only allow one rider per row and/or staggered seating, etc.).

Load vehicles back to front to eliminate close contact. If practical, have passengers use the same seats on return trips.

Consider opening windows to improve air circulation (weather permitting).

Post signage to vehicle exterior identifying maximum capacity and type of shuttle (i.e. "Base to Set"); remind passengers to wear face coverings at all times.

Cast and all crew members required to work in close proximity may be assigned to regular, designated vans and drivers to minimize exposure.

VEHICLE CLEANING

Each vehicle will be stocked with cleaning supplies; the driver is responsible for regularly cleaning high- touch surfaces (exterior and interior

Consider designating an etc.). individual driver for each golf

door handles, seats, steering wheel, No food or drinks allowed in vehicles.

Post log sheets in all vehicles, trucks,

and mobile bathrooms to indicate when they were cleaned (include date, time, and name).

cart, (either daily or by department), and label the cart accordingly to prevent use by others.

Golf carts should be limited to a driver only. Transport equipment or supplies only when it is safe and do not include any passengers.

Cast trailers must be cleaned and sanitized thoroughly each night and between occupants.

Upon pickup, vendors must ensure vehicle/truck has been properly cleaned, sanitized, and tagged and confirm cleaning has occurred.

Golf carts should be cleaned regularly; drivers should wipe down before and after use, (wipes should be stocked in each cart).

GOLF CARTS

Reduce the use and/or sharing of golf carts in general whenever possible.

EQUIPMENT TRUCKS

Passengers are not permitted to ride in trucks, crew cabs or rigging trucks (unless properly outfitted with dividers).

Consider utilizing smaller trucks to encourage less foot traffic.

HUMAN RESOURCES

We are all responsible for creating a safe and inclusive production environment for one another.

Complying with these health and safety guidelines is critical to maintaining a safe workplace.

If you believe you are experiencing possible COVID-19 symptoms, or have been exposed to someone experiencing symptoms, do not report to work. Please stay home and stay safe.

FJ Morgan & The Gestalt Effect are the Producers “Exceptional Beings”

www.fjmorgan.com

Mental Health Resources

Your mental health and wellbeing are important, especially during times of change or anxiety.

Check in with yourself and those around you regularly.

Encourage daily check-ins with team members to stay connected and address any issues or concerns.

Take time for breaks and ensure you’re getting enough sleep.

Know that professional help is available.

Contact 1st AD - Allison Sano: 303-946-1169

CONTACTS

If you have questions, suggestions, or to report violations of these guidelines, immediately contact one of the following:

Health & Safety Manager (HSM)

Line Producer or Unit Production Manager (UPM)

Human Resources (HR)

Justin I Morgan

Njedeh Anthony Ebinum

SOURCES

Courtesy:

www.disneyguideline.com

National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases June, 2020