



## COVID-19 WORKPLACE GUIDELINES & CONSIDERATIONS

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### GENERAL PRACTICES FOR ALL WORKSITES (On-Set/Stage/Studio/Facility/Office)

#### Production HR Considerations

1. Utilize a Daily Health Screening for all participants working with others in-person;
2. Identify person(s) responsible for COVID support and management;
3. Consider policies and regulations for personnel who may be traveling — locally and long distance;
4. All personnel should be contacted if they were determined to have been in close contact with an individual confirmed with COVID-19.

#### Symptom Identification and Personal Screening

1. All personnel must participate in self-screening each day prior to arriving on set or the workplace;
2. 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;
3. Please note, when working at a rented facility (e.g. studio lot, stage), there may be specific requirements for screening which may be performed by designated individuals employed by the facility.

#### Development of Symptoms

1. All personnel must immediately report to a designated Compliance Assistant or Medic at the workplace if they are experiencing symptoms of COVID-19;
2. If any personnel develops symptoms of COVID-19 (not reported prior in the daily screening process), they must not go to work and should immediately contact their healthcare provider, and their direct supervisor as soon as practicable;
3. Persons diagnosed with COVID-19 should follow WHO-recommended steps and prevailing governmental regulations;
4. If any personnel have come into close contact with someone who has tested positive for COVID-19, they must not go to work and should contact their healthcare provider, and direct supervisor or designated person as soon as possible;
5. Local public health guidance for quarantine (14 days) will be followed. “Close contact” will be defined as being within 2 meters for 15 minutes or more;
6. If production receives a report that any person is confirmed with COVID-19 after working, production should inform personnel who were in “close contact” of their possible exposure to COVID-19, but maintain confidentiality.

#### Exposure Reduction

##### Production

1. Production must conduct a daily screening of current or prospective personnel (after a conditional offer of employment has been made);
2. Provide alcohol-based hand sanitizer with a minimum of 60% alcohol (self-dispensing when possible);
3. Separate washing stations from hand sanitizing dispensers;

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4. Offer appropriate Personal Protective Equipment (PPE) to all personnel;
5. Permit people to supply their own PPE, when they have specific personal preferences, as long as the PPE conforms to policy;
6. Ensure proper distancing at:
  - Work stations
  - Meal seating
7. Also, when possible, implement 2 meter markings on floors where personnel need to line up;
8. Store and stock adequate supplies of all required PPE;
9. Encourage a work-from-home strategy when possible;
10. Consider shifting work day start and end times to avoid rush hour commutes, congestion in elevators, lobbies, and common areas;
11. Request that building management share their preparedness plans and confirm that building staff have appropriate PPE, and are adequately educated regarding social distancing and cleaning / disinfecting protocols;
12. High touch points and equipment should be regularly wiped down during the day;
13. Have a designated person in the role of a Compliance Assistant to maintain best practices suitable for your worksite(s). All personnel should know who the designated person(s) is and how to contact them.

### All Personnel

1. All personnel must fill out the production's screening questionnaire and acknowledgement;
2. Avoid touching your mouth, eyes, and nose;
3. Wash hands frequently with soap and water for at least 20 seconds;
4. Periodically attend to hand hygiene during the day and at the start and end of all scheduled breaks;
5. Utilize PPE, including but not limited to face coverings that cover the nose and mouth, face shields, goggles, gloves, etc., as needed or required;
6. Replace PPE as necessary;
7. Dispose, clean, or store PPE properly;
8. Limit number of people to essential personnel;
9. Maintain good ventilation;
10. Maintain social distance of a minimum of 2 meters whenever possible;
11. Face coverings should be worn in the presence of others and are absolutely required when 2-meter social distance is not possible;
12. Maintain personal hygiene (e.g. sneeze or cough into the elbow or tissue);
13. Work with the Producer and Department Heads to follow proper sanitary guidelines.

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### Surface Transmission Mitigation

#### Production

1. Department heads and managers must ensure that proper sanitary measures are being taken within areas/items used by their department;
2. Designate individual(s) for overall housekeeping;
3. Post signage to remind people to wash and/or sanitize their hands;
4. Designate an area to receive deliveries outside vs. inside office / motorhome, and clearly post sanitary policies for messengers and deliveries;
5. Provide labelled trash disposal;
6. Provide ample disposal receptacles for PPE;
7. Make appropriate disinfectant supplies accessible to all personnel.

#### All Personnel

1. Maintain regular housekeeping practices in your immediate space, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment;
2. Use appropriate disinfectant to avoid damaging surfaces.

### Reduce Commonplace Touchpoints

#### Production

3. Provide a sensor-activated environment when possible (water coolers, toilets, faucets, soap dispensers, paper towel and hand sanitizer dispensers);
4. Assign tasks to specific individuals when possible (e.g. one person turns office lights on/off, one person adjusts thermostats, one person accesses specific areas, etc);
5. Provide specific office supplies, such as permanent markers (and have individuals label and keep them);
6. Clean and sanitize all surfaces including high touch areas (fixtures, light switches, appliance handles, buttons, etc.) on arrival and departure of staff and clients;
7. Ensure adequate stock of disposable products (plates, utensils, toilet paper, paper towels, etc) when reusable, washable, service items are not available or practical;
8. Eliminate self-serve in kitchen and designated food service areas (includes coffee);
9. Do not provide snack bowls or unpackaged goods;
10. Do not provide fruit that isn't individually wrapped, or washed and peelable;
11. Do not provide shared platters;
12. Stagger group meals to allow for social distancing guidelines.

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### All Personnel

1. Use a cell phone as opposed to a landline;
2. Individuals should park and move their own vehicles;
3. Do not share cell phones, tablets, or computers.

### PRODUCTION SPECIFIC CONSIDERATIONS

#### Art Department

1. Allow the appropriate amount of time for pickups and dropoffs;
2. Make decisions on the tech scout, and get approvals from Agency / Client as early as possible;
3. Consider the potential value of art department prep and strike days. The time may be coordinated with location cleaning requirements;
4. Allow for time to switch out and sanitize props as necessary;
5. Coordinate between Art and Wardrobe departments with regard to handling of jewelry, bags, etc.

#### Camera Department

1. Handling and cleaning of camera equipment should be done only by members of the camera department;
2. Review procedures of camera houses to minimize the number of handlers.

#### Casting

1. Consider remote casting sessions and callbacks;
2. Schedule in-person auditions and callbacks further apart to accommodate social distance;
3. Require that talent honor their specified appointment time;
4. Distribute scripts digitally;
5. Check talent in from outside the casting office;
6. Minimize the number of personnel working with talent;
7. Consider having talent bring their own personal items to simulate props (phone, etc);
8. Place partition between or provide appropriate PPE for talent during in-person group auditions;
9. Consider backups for each role when making final cast selections;
10. Limit the number of Agency / Client personnel attending a callback due to social distancing requirements.

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### Catering / Craft Services

1. Provide adequate tables and seating (outdoors when possible) to allow for social distance;
2. Provide hand washing station(s) in close proximity to the meal area;
3. Provide only single-serve packaged condiments;
4. Provide individual, prepackaged snacks and other food items such as fruits that naturally require peeling;
5. Refill reusable water bottles without person-to-person contact, and without contact between bottle and dispenser;
6. Wash hands before entering the catering or craft services area;
7. Wear PPE at all times when preparing or handling food;
8. Follow all public health regulations regarding the delivery, handling, preparation, and distribution of food, including use of appropriate food service PPE, safe food temperatures, etc;
9. Stagger meals times when possible;
10. Serve food from the truck window or from individual boxes;
11. Craft service may not cook or prepare food;
12. Assign one person to distribute drinks.

### Director Scouting / Tech Scouting

1. Director scout virtually when possible;
2. Self-drive when possible;
3. Minimize the number of locations that require in-person scouting;
4. Consider size and space when reviewing location options.

### Electric / Grip Departments

1. Handling of grip and electric equipment should only be done by members of those departments (stingers, apple boxes, stands, etc. often support other departments);
2. Coordinate specific needs of Art and Camera departments well in advance.

### Hair & Make-Up

1. Wear appropriate PPE for the duration of person-to-person contact;
2. Provide space between make-up stations or provide a partition in between;
3. Use single-use brushes and applicators if proper disinfectant cannot be guaranteed;
4. Disinfect equipment in between uses;

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5. Mix foundation, powders, lipstick, etc. on a separate clean palette for each individual;
6. Clean hairbrushes and combs with appropriate disinfecting solution;
7. Have talent wear a mask when possible (e.g. while having their eyes or hair done);
8. Only remove the PPE when essential;
9. Once made up, talent may consider a face shield (as opposed to a mask) to not disturb completed make-up;
10. Consider having the talent show up having done their own hair or make-up (confer with your Hair or Make-Up Artist first).

### Handling of Equipment

1. Assign work tools to individuals or have them use their own tools whenever possible;
2. Require individuals to sanitize their own equipment;
3. Limit the number of people who handle certain materials and/or equipment;
4. Check gear in a separate space to avoid cross contamination, when possible;
5. Avoid direct handoffs (one person puts an item down, another person picks it up without proper sanitization);
6. Do not allow for shared walkie talkies;
7. Sanitize replacement batteries in between uses (no one should carry replacement batteries for others on their belt);
8. Hands should be cleaned before and after handling props, accessories, and other items.

### Location Department

1. Provide a clean work environment;
2. Utilize locations repped by agents / services (as opposed to cold scouting) when possible;
3. Assign one individual to handle (post and remove) location signs;
4. Close every set. No non-essential visitors. This must be actively monitored;
5. Require the owner of a location to reduce personal belongings prior to shooting;
6. Apply for permits as early as possible;
7. Consider electronic methods to gather permissions;
8. Execute location contracts as early as possible;
9. Anticipate providing alternative lodging to house occupants for the duration of the shoot (may be best for them not to return home in between crew call times);
10. Anticipate possibility of having to board animals.

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### **Medic**

1. Set medics should be trained to recognize symptoms of COVID-19 and procedures related to individuals who show symptoms;
2. Wear appropriate PPE for the duration of person-to-person contact;
3. Observe the set and consult with personnel on safety measures.

### **Pre-Pro Meeting**

1. Schedule the pre-pro meeting as early as possible in order to have time to plan properly;
2. Finalize as many creative decisions as possible no later than the pre-pro meeting in order to reduce last minute changes on shoot days, and to plan for all sanitary accommodations.

### **Schedule / Staffing**

1. Stagger call times by department, when possible;
2. Build in time for each department to “step in, step out” at a time;
3. Decide whether a prep, pre-light, or strike day will be required;
4. Strive to keep the same individuals on an entire job (as opposed to individuals swapping in and out), hereby minimizing the number of interpersonal contact.

### **Script Supervisor**

1. Provide a separate monitor when possible;
2. Provide an earpiece when required.

### **Sound Department**

1. PPE must be worn for the duration of person-to-person contact;
2. Disinfect Comteks before and after each use;
3. Label Comteks with the name of the user;
4. Disinfect Lav mics and transmitters before and after each use;
5. Replace Lav mounting components that cannot be thoroughly cleaned;
6. Consider utilizing boom-only audio (as opposed to rigging Lav mics).

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### **Stages / Studio Lots**

1. Investigate requirements for cast/crew entry to stages;
2. Plan for extra security/screening time for gate entry;
3. Discuss sanitary practices performed or provided by studio operations staff;
4. Understand all differing requirements of staffing, catering and access for each facility;
5. Prepare for quarantine measures at a multi-stage facility where other productions may be taking place.

### **Talent Actors / Extras**

1. Consider a temporary barrier between actors while establishing marks and positions;
2. Consider alternate shot set-ups, camera angles, lenses, etc. to allow for maximum separation;
3. Consider the number of Extras required;
4. Provide ample space and infrastructure for Extras holding areas;
5. Manage paperwork digitally. If not feasible, provide a pen for each Extra to keep while completing paperwork;
6. Prep and execute talent paperwork digitally when possible.

### **Minors**

1. Allow ample time for permitting;
2. Notify guardians to not bring non-essential persons;
3. Provide ample space and infrastructure for schooling;
4. Confirm you have PPE that fits minors;
5. Provide PPE for teachers and guardians;
6. Provide extra attention for children to ensure they follow safety guidelines;
7. Avoid doing hair or make-up unless absolutely necessary.

### **Transportation Department**

1. Limit number of people in a passenger van at one time;
2. Consider a higher-capacity bus for shuttling, to allow for social distance;
3. Allow time for people who prefer to walk from crew parking to set rather than be shuttled;
4. Add signage to the van exterior identifying maximum capacity and requiring all personnel wear masks;
5. Keep windows down to promote ventilation (weather permitting);



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6. Additional shuttle trips will be necessary;
7. Commit to one driver per vehicle when possible;
8. Vehicles should have non-toxic disinfectants and appropriate disposal readily available;
9. The following high-touch surfaces should be cleaned:
  - Door handles (inside and out)
  - Steering wheels, gear shift levers, signaling levers, air conditioning controls, and any other items the driver touches regularly
  - Seats, if they are made of a wipeable material such as vinyl. Fabric surfaces should not be wiped.
  - Seat belt buckles
10. If physical distancing cannot be maintained and/or a trip of more than 15 minutes duration is anticipated, consider use of face shields (in addition to masks) for passengers and driver;
11. Passengers should not sit in the front seat next to the driver;
12. Passengers should not sit directly next to each other in a vehicle whenever possible. If spacing allows, ideally only one passenger should be in a row and should stagger seating diagonally, so they are not directly in front of or behind the passenger in the next row;
13. Adjust practices to encourage physical distancing, such as staggering start times for drivers, to prevent crowding at pickup/drop-off locations;
14. If staff need to travel between workplaces in vehicles such as vans, maintain physical distance wherever possible. Larger vehicles may be able to accommodate physical distancing by using a seat configuration that maximizes distance between people;
15. In multi-passenger vehicles such as vans or buses, load the vehicle from back to front, and unload from front to back.

### Travel

1. PPE should be worn for the duration of person-to-person contact;
2. Review individual airport and airline requirements for the use of face coverings or other PPE.

### Domestic Travel

1. Review governmental guidelines for travel restrictions or quarantine requirements;
2. Review governmental guidelines and considerations for domestic travel.

### International Travel

1. Review the governmental travel advisories for your intended destination, as well as the COVID- 19 Country Specific Information;
2. Travel may be severely disrupted, and you may be forced to remain outside of Japan for an indefinite time frame with

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limited assistance from the Japanese government;

3. Review the Japanese Embassy website of the country you plan to travel to in order to determine if there are any entry restrictions or quarantine requirements for Japanese citizens;
4. For travelers returning to Japan, review Japanese guidelines, entry restrictions, and quarantine requirements;
5. Review governmental health advisories and travel recommendations by country;
6. Review governmental guidelines for returning from international travel;
7. Review any World Health Organization (WHO) specific guidance for countries/regions you will be visiting.

### Video Village

1. Encourage the use of a remote video village to be used whenever possible;
2. Locate the physical video village in a designated area that is only accessed by the Agency / Client team;
3. Provide for audio feedback between video village and set;
4. Set up chairs 2 meters apart (when a physical video village is required);
5. Consider easily cleaned furnishings.

### Wardrobe Department

1. Wear appropriate PPE for the duration of person-to-person contact;
2. Wear PPE when preparing the wardrobe;
3. Plan wardrobe ahead of shopping / pulling from rental houses:
  - Use PPE when looking through garments in rental houses and retail stores.
  - Anticipate delays at rental houses and retail stores.
  - Review current retail return and exchange policies.
4. Book talent as early as possible, and get sizes as early as possible;
5. Encourage remote alternatives to stages for selecting wardrobe;
6. Stagger talent appointments for fittings;
7. Sanitize jewelry and glasses with appropriate, non-damaging cleaning solutions;
8. Consider having actors arrive in their own wardrobe, as much as possible.

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### POST PRODUCTION SPECIFIC CONSIDERATIONS

#### Supervised Sessions

1. Assign workstations and disallow sharing of equipment, computer peripherals (keyboards, mice, Wacom tablets, etc.);
2. Establish methodology for determining maximum suite occupancy for sessions and post clearly in each suite. Limit session attendance to match occupancy guideline;
3. Consider a staggering schedule of supervised sessions to minimize studio occupancy;
4. Maintain a list of session attendees;
5. Consider steps to meet all guidelines for ventilation of suites with closed doors;
6. Schedule supervised sessions based on maximum capacity allowed to maintain adequate social distancing.

#### Client Requirements / Session Preferences

1. Discuss with the client any corporate policies they may have for in-person meetings;
2. Consider offering hybrid approaches to supervised sessions such as:
  - Artist in facility / Client remote supervising
  - Artist Remote / Client in facility
  - Artist and Client remote, Editorial Assistant in facility
  - Limited number of in-person sessions to be allocated as desired (i.e.: approvals only, approvals & conform, etc.)

#### Social Distancing

1. Create a policy for the studio and conduct regular counts of occupants per floor, per session and per office throughout the day;
2. Maintain count of occupants at reception and post clearly visible maximum occupancy signage at entrance;
3. Wherever the potential exists for lines to form, it may be helpful to mark 2 meter separation increments (kitchen, bathrooms, elevator banks, emergency exits, etc) to aid in social distancing;
4. Consider how to maximize usage of studio floor plan to spread out all personnel;
5. If possible, add panels between desks;
6. Specify permanent seat assignments for all personnel;
7. Reduce capacity of larger existing spaces—e.g., remove some chairs from conference rooms and post new maximum capacity.

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### AGENCY/CLIENT CONSIDERATIONS AND PLANNING

1. Try to book production company and post production company with as much lead time as possible to make sure all needs specific to the project can be attended to and scheduling thought out to ensure safety measures can be met adequately (e.g.. any specific testing) or that props and specific equipment can be sourced;
2. Costs for complying with workplace guidelines should be clearly delineated in the bid;
3. Work should be planned to minimize COVID-19 related disruption risks so far as it is reasonably practicable to do so. However, no amount of planning can fully mitigate risks. It should be understood that additional measures will require an approved overage;
4. For COVID-19 related risks, Agency / Client should:
  - Maintain contingencies for non-insurable COVID-19 related costs such as:
    - ◇ Additional production costs (e.g. locations become unavailable, duplication of crew required due to sickness, transmission failure, etc.)
    - ◇ Non-production related costs (e.g. regulations change, costs for quarantining crew are incurred, etc.)
    - ◇ Cancellation, postponement, and force majeure
  - Reasonably approve replacement of key personnel (director, artist or talent) in the event they are unable to work due to COVID-19 exposure or infection or possible risk thereof
  - Include in agreement with the Company that the Agency and/or Client is responsible for COVID-19 related costs in the likely event such costs are not covered by insurance
5. If Agency/Client are attending remotely, or if the project is to be completed remotely, cyber liability insurance should be in place (by way of wrap-up or individually acquired policy) to cover any data security breaches, and any delays due to connectivity should be treated as an overage.