

**BE SAFE** ★  
**CHICAGO** ★



**Be Safe.**  
**Film and TV Production**

# Be Safe. Film and TV Production

What's in this guide?

★ CAUTIOUSLY REOPEN  
(Phase III)

## Cautiously reopening Chicago requires:

### Healthy interactions

#### Social distancing



Limitations on physical distance to other individuals

#### Gathering size



Limitations on gatherings of individuals

#### Protective gear



Use of protective gear by individuals

#### Hygiene requirements



Ensuring hygienic interactions (e.g., hand washing)

### Safe spaces & conditions

#### Entry access



Entry/exit condition for access to space

#### Cleaning standards



Actions taken to disinfect space

#### Visual guidance



Hygiene resources and guidance posted in space

#### Workplace conditions



Evaluation of foot traffic, ventilation, etc.

### Operational resilience & monitoring

#### Flexible models



Flexibility with sick leave, remote work (when possible)

#### Operational resiliency



Support for operational flexibility (e.g., multiple shifts)

#### Travel guidelines



Restriction of movement of people between locations

#### Testing / tracking



Facilitation of testing and tracking



## Social distancing



## Gathering size

### Practice social distancing on sets

- Ensure >6ft between all individuals on set, unless impossible due to the nature of the task (actors performing, two grips carrying a heavy item, hair, makeup, costume, etc.)
- When social distancing is not possible, ensure cast and crew are adhering to PPE and hygiene recommendations where applicable

### Limit gathering to no more than 10 people

- Limit gatherings of cast and crew on location to no more than 10 individuals
- Limit capacity to 25% for all indoor spaces and sets, while still adhering to gathering size restriction
- Encourage talent to arrive no more than 10 minutes before their audition time to limit waiting room capacity; encourage to wait in vehicles or outside of building where practical
- If practical, encourage the use of working teams, where cast and/or crew are encouraged to keep main interactions within their group
- Prohibit large crowd scenes until development of a vaccine



## Ensure PPE worn by all cast and crew, as appropriate

- In any outdoor and indoor common spaces, face coverings must be worn over nose and mouth (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
- When PPE is not possible (i.e. during makeup application or while on camera), limit interactions to same individuals and maintain physical distance where possible
- For makeup services requiring the removal of PPE, ensure makeup technician is wearing all necessary PPE (e.g., face mask, eye protection) and clearly acknowledges associated risk (e.g., verbal acknowledgement, waiver)
- Encourage production to provide all necessary PPE for cast and crew (e.g., face coverings/face shield, hand sanitizer) and reserve PPE supplies (at least x3 per cast/crew member)
- Provide adequate trash receptacles to discard used PPE (PPE can be mixed with regular trash)
- During a location scout, remove shoes or wear shoe covers, in addition to standard PPE and social distancing protocols



## Ensure hygienic interactions (e.g., providing trainings, best-practices)

- Ensure all sets and locations have access to running water with soap and paper towels for individual use
- Provide hand washing and / or sanitizing stations on all sets that do not have access to restrooms or running water (if appropriate, provide multiple)
- Encourage cast and crew to wash hands frequently with soap and water or hand sanitizer, avoid touching their face, and coughing/sneezing into tissue or into shirt sleeve if no tissue is available

# Be Safe. Film and TV Production

Safe spaces & working conditions



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**Entry  
Access**

## Establish cast and crew screening policy and protocol

- Prior to entering the set, talent, cast, and crew should self-screen to ensure no symptoms of COVID-19 (e.g., questionnaire – see appendix)
- Cast and crew should not report to—or be allowed to remain at—work if exhibiting symptoms or reporting they feel ill
- When possible, provide talent and agents with standard procedures prior to arriving on set (e.g., social distancing, PPE requirements, etc.)
- Limit visitors except for essential services (e.g., repair, construction), deliveries, and pickups



**Cleaning  
standards**

## Maintain rigorous cleaning and disinfectant protocols on set

- Designate a service provider to clean location/set hourly, focusing on high touch areas (doorknobs, light switches, restrooms, etc.) and shared spaces and equipment
- Deep clean sets and locations every night after wrap
- Provide deep cleanings at least 24 (ideally 72) hours prior to shoot day, and again at least 24 hours prior to returning the location to the owner
- Sanitize shared props, tools, and equipment when the transferred to a new person
- Encourage working groups to only handle their own equipment and gear

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Safe spaces & working conditions



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## Visual guidance



## Workplace

### Post visual guidance for cast and crew

- Post visual guidance to promote social distancing, [CDC guidelines](#), and health hygiene throughout the location and set, as appropriate
- Clearly mark the ground with tape or signage to indicate proper social distancing in choke points or other areas of congregation

### Optimize workplace conditions and set-up to promote limited interactions

- Dedicate traffic patterns where space permits, such as 'one way' walkways, etc.
- Create multiple viewing monitors to allow individuals to review footage who are not essential in video village (clients, producers, etc.)
- Where possible, use gear that is most compliant with social distancing and hygiene (i.e. use boom mics instead of lav mics)
- Facilitate catering and craft services to arrive first, after the location manager, at each set or location
- Set-up trucks and tents to promote social distancing
- Increase airflow of indoor spaces (e.g., windows, ventilations) according to [CDC guidelines](#) where appropriate



**Flexible  
models**

## Limit in-person work and minimize employee interactions where possible

- Minimize in person interactions (e.g., consider utilizing online trainings / virtual production meetings, walkie-talkies)
- Provide opportunities for non-essential staff to work remotely, where possible
- Encourage castings to be done by self-taped auditions to eliminate personal contact (e.g., virtual auditions and callbacks)
- Share scripts digitally to eliminate contamination of shared copied
- Conduct virtual location scouts whenever possible



**Operation  
resiliency**

## Encourage behavior to limit interaction

- Separate and/or stagger activities where large groups previously congregated into shifts or blocks (i.e. start and end of day, lunch, breaks)
- Separate work locations into zones with small working groups and limited face-to-face interaction with others on set
- Find safe alternatives to posting notifications (use virtual notifications when possible)
- Make the check in, waiting space and audition space as "touch free" as possible for talent (e.g., mobile check-in and staggered furniture in waiting areas)





## Limit travel for business

- If applicable, limit staff travel across multiple locations and sets
- Encourage private transportation whenever possible; when not possible, ensure proper PPE and social distancing is followed
- Limit number of passengers in passenger van to no more than two passengers
- Clean high touch areas (steering wheel, door handles, etc.) at least once per day and prior to any shift changes
- If practical, keep windows down to promote ventilation



Testing/  
Tracking

## Follow CDPH and CDC guidance for testing and tracing protocols

- Ensure a one-time nasal swab for RT-PCR testing is obtained within 48-72 hours prior to the start of work on set or location
- If a cast or crew member contract COVID-19, they must follow all CDC guidelines before returning to the property
- If a cast or crew member is identified as being COVID-19 positive by testing, cleaning and disinfecting of the rental units must be performed according to CDC guidelines
- Any a cast or crew member who has had close contact with any person who is diagnosed with COVID-19 should self quarantine according to CDC guidelines before returning to the rental property
- If a single set becomes aware of 2 or more cases possibly associated with the rental property over a 14 day period, owner is required to report cases to CDPH
- Follow all other CDPH guidance set forth and comply with CDPH recommendations in response to a an outbreak



## Glossary

**Gathering:** A planned or spontaneous event where individuals are interacting with non-household members within close proximity (<6 ft) for an extended period of time

**Handwashing:** The act of thoroughly cleaning one's hands with soap and water for at least 20 seconds or using a disinfectant capable of eliminating the virus that causes COVID-19

**Social distancing:** The physical spacing of at least six feet between individuals, or groups of individuals.

**PPE:** Personal protective equipment (e.g., face coverings, goggles, face shields); requirements vary based on industry and specific circumstances

**Self-screening:** A protocol by which an employee answers questions at the start of a shift. Subject to the guidance of the Commissioner of Health, the questions may include:

- Have you had a body temperature over 100 degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new or worsening sore throat that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Have you recently developed a complete loss of smell or taste?

## Self-screening sample questionnaire



## General workplace guidance

### National resources for further guidance

**CDC** – *Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again:*

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>

**CDC** – *Guidance for Businesses and Workplaces*

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

**OSHA** *Guidance on Preparing Workplaces for COVID-19:*

<https://www.osha.gov/Publications/OSHA3990.pdf>

**City of Chicago**- Testing Resources

[ChicagoCovidTesting.com](https://www.chicago.gov/city/en/depts/dph/special_sections/covid19/testing.html)

## Film and TV production guidance

**Alliance of Motion picture and Television Producers:** Health and Safety Guidelines

<https://www.filmla.com/wp-content/uploads/2020/06/IWLMSC-Task-Force-White-Paper-6-1-20.pdf>

**British Film Commission**- Working Safely During COVID-19

<http://britishfilmcommission.org.uk/wp-content/uploads/2020/05/British-Film-Commission-Working-Safely-During-COVID-19-in-Film-and-High-end-TV-Drama-Production-01-06-20-V.1.0.pdf>

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