



## Film Production Guidelines

Part of Phase III of Restore Illinois Plan

Issued on June 8th, 2020

- I. In Phase III, only film productions that can be completed with groups of 10 or less are permitted.
- II. This document is applicable to businesses that meet the following criteria:
  - a. Conduct stage and location operations to support the production of film and television
    - i. Examples of covered activities include (non-exhaustive): Fitting and tailoring costume, equipment testing, transportation, lighting, costuming, set dressing, acting, directing, cinematography, sound, video, special effects
  - b. For other activities supporting film production, please refer to the applicable Phase III workplace guidelines (non-exhaustive):
    - i. Offices: administrative, clerical, accounting, set and costume design, casting, writing, story boarding, equipment rental
    - ii. Personal care: Hair, make-up
    - iii. Manufacturing: Carpentry, electrical, painting, demolition of sets, site scouting, logistic planning, breakdown of design elements, restoration of property
    - iv. Restaurants: Catering
- III. All film production operations are also subject to local permitting authority
- IV. Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

- a. **General health**



- i. Minimum guidelines
  - 1. All employees who can work from home should continue to do so
  - 2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#)
  - 3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase IV guidelines

4. Employers should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



## **b. HR and travel policies**

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- i. Minimum guidelines
  1. All employees should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website
  2. Employees should follow CDC travel guidance to protect themselves and others during business travel
  3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations
- ii. Encouraged best practices
  1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure



## **c. Health monitoring**

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- i. Minimum guidelines
  1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
  2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore Illinois guidelines website
    - a. Employer should conduct in-person screening of employees upon entry into workplace and mid-shift screening to verify no presence of COVID-19 symptoms
  3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing

- medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed [according to CDC guidelines](#)
  5. Where appropriate, notify employees who have been exposed
  6. Any employee who has had close contact<sup>1</sup> with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop
- ii. Encouraged best practices
1. A one-time nasal swab for RT-PCR testing of all cast and crew should be obtained within forty-eight to seventy-two hours prior to the start of work on set or location

V. Guidelines specific to film production:

**a. Physical workspace**

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- i. Minimum guidelines
  1. Employers should display signage at entry with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
  2. All individuals should maintain 6-ft. of social distancing unless job duty cannot be performed without proximity (e.g. actors performing, hair, make-up, costumes)
  3. When social distancing is not possible (e.g. performer and make-up artist), proximity or contact should be kept to the shortest amount of time possible and face coverings should be worn by the other cast or crew members
  4. Hair and makeup application should comply with [Personal Care Services](#) guidelines. Face coverings should be worn by both technician and person receiving services or for services which require person receiving services to remove mask, technician should wear both a face mask and eye protection (e.g., face shield, protective glasses)
  5. Work locations should be separated into zones with designated working groups. Each working group should have limited in-person interaction with others on stage or location

<sup>1</sup> Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

6. For auditions, employers should remove shared items (e.g., magazines) from waiting areas and configure any seating to be 6-ft apart to allow for social distancing.
    - a. Any surfaces in waiting area (e.g., seats) touched by castor crew should be disinfected after use
  7. Trucks, tents and other areas should be configured to promote social distancing. Where practical, extra trucks and tents should be used to promote social distancing
  8. Minimize the use of shared work materials (e.g., props) and wherever possible assign talent and crew individualized equipment, scripts, and other materials
  9. Employers should provide adequate trash receptacles for cast and crew to discard any used PPE
  10. Crowd scenes should not be filmed in Phase III
  11. “Buffet style” food or any food service that requires sharing of utensils, such as serving spoons and tongs should be eliminated
  12. Self-serve beverage stations should be eliminated.
  13. Meals and snacks should be served in individually packaged or wrapped portions
  14. Eating utensils should be disposable and individually wrapped
  15. Use of shared food items, such as menus or condiments, should be eliminated. Items should be disposable and single serve.
  16. Areas for meal service should be configured to allow for 6-ft. of social distancing between cast and crew
  17. Catering to the stage or location should comply with [Restaurant guidelines](#).
- ii. Encouraged best practices
1. Display visual markers 6-ft. apart at any queue points or points of congregation
  2. If practical, modify traffic flow to minimize contact (one-way traffic, designated entrance and exit)
  3. If practical, use equipment that is most compliant with social distancing and hygiene (e.g. use boom mics instead of lav mics)
  4. Implement measures to minimize scenes with close contact between performers, such as amending scripts or use of digital effects
  5. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical
  6. Prioritize locations where filming can be done outside of general public
  7. Designate multiple viewing monitors for non-essential individuals to review footage
  8. Castings should be done by self-tape. If practical, virtual auditions should be used

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**b. Disinfecting/cleaning procedures**



- i. Minimum guidelines
  1. Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols on weekly basis
  2. Clean and disinfect common areas (e.g., restrooms) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every two hours recommended for high-traffic areas
  3. Employers should provide hand washing or sanitization stations that are easily accessible from anywhere on the stage or location and have a plan in place for ensuring all stations are adequately stocked at all times
  4. All equipment (e.g., props, tools) should be sanitized before and after each individual use
  5. All individuals should hand wash before and after handling shared equipment
  6. Stages and locations should be deep cleaned every night after wrap
  7. In vehicles, high touch surfaces should be cleaned between use, if change in operator or passenger, and frequently
  8. Cast and crew should frequently wash hands (e.g., upon arrival; after blowing nose, coughing or sneezing; after using the restroom; before and after eating or drinking; after contact with animals or pets; after handling shared equipment; after cleaning or disinfecting equipment or workspaces)
- ii. Encouraged best practices
  1. Provide cast and crew with portable hand sanitizer



## **c. Staffing and attendance**

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- i. Minimum guidelines
  1. Limit groups (e.g., cast and crew on location) to 10 individuals with social distancing
  2. Multiple groups of 10 or fewer are permitted at once as long as 1) facilities allow for social distancing of cast and crew 2) 30-ft of distancing is maintained between groups, and 3) areas for each group are clearly marked to discourage interaction between groups
  3. Maximum occupancy of vehicles of 2 passengers and 1 driver
  4. Any activities that can be done virtually, should be done virtually (e.g. production meetings, table reads, casting sessions)
  5. Employers should design a plan to allow for social distancing within the workplace and if needed, designate employee(s) to monitor capacity limits and social distancing
  6. Employers should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft. or greater by removing/decommissioning furniture or staggering break times;

this guideline is not intended to diminish employees break time requirements

7. Meal times, shift start/end and other large group activities should be staggered to limit congregation
- ii. Encouraged best practices
    1. Minimize the number of in-person interactions among employees
    2. If an in-person meeting is necessary, limit to 10 people with social distancing
    3. If practical, implement touchless check-in for talent

#### **d. External interactions**

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- i. Minimum guidelines
  1. Before allowing external supplier or non-customer visitor to enter, or while requiring them to wait in a designated area, employers should ask whether external supplier or non-customer visitor is currently exhibiting COVID-19 symptoms
    - a. If possible, employers should take external supplier or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
  2. Employers should keep log of all external suppliers who enter premises
  3. Suppliers and non-customer visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
  4. Non-essential visitors to stage and location should be limited
  5. No live audiences in Phase III
- ii. Encouraged best practices
  1. Limit contact between external suppliers/ non-customer visitors and employees