



Preliminary Health and Safety Guidelines for Film Production

June 2020

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Introduction

These guidelines and protocols for film production have been developed to provide comprehensive health and safety guidelines to reduce the risk of COVID-19 infection and transmission on production sets where filming activities take place. The plan provides general guidance and procedures but does not contain specific details nor mandatory requirements regarding how the plan should be implemented.

The guidance provided is a compilation of the latest available information and best practices from health agencies, governmental agencies, industry, and technical professional opinion as of the date this document was issued.

The current COVID-19 pandemic event is rapidly evolving. Users should monitor changes in requirements and best practices over time to be sure the most up-to-date advice is considered. Although some recommendations contained in this plan may not be applicable in the future, the overall framework to assess the COVID-19 risk and categories to be considered are likely to apply well into the future and should be used to evaluate changes as they occur.

Prior to Resuming Production

Hazard Assessment and Mitigation

In accordance with applicable local and federal law, all employers should conduct a hazard assessment to determine the hazards that exist in their workplaces, then implement infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC). For more information, please consult the CDC's [Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\)](#).

California

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from workplace hazards, including infectious diseases. For most California workplaces, adopting changes to their IIPP is mandatory since COVID-19 is widespread in the community.

For more information, please consult [Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19](#).

Nevada

Nevada businesses are required to develop a COVID-19 reopening plan. For more information, please see [Nevada OSHA's Business Reopening Guidance](#).

Florida

Florida employers should plan to respond in a flexible way to varying levels of disease transmission in the community and be prepared to refine their business response plans as needed. Florida businesses are advised to consult [Florida's Plan for Recovery](#) and [OSHA Guidance on Preparing Workplaces for COVID-19](#) for guidance.

Infection Prevention Measure Checklist

Topics to address in your updated prevention program:

- Employee health screening procedures
- Workplace safety training
- Personal protective equipment
- Physical distancing measures
- Cleaning and sanitization procedures
- Exposure response plan
- Paid sick leave as required under the [Families First Coronavirus Response Act](#) (FFCRA)

Health and Safety Strategies

Since the COVID-19 virus cannot be completely eliminated, everyone is at risk for infection and should take appropriate precautions to protect themselves and others. There are many variables that need to be considered and a variety of controls available to manage the risk, so there is no single solution that applies to every situation.

In general, COVID-19 control strategies fall into four categories:

- Physical Environment - this involves things like social distancing and physical space considerations
- Cleaning and disinfecting
- Personal protective measures (personal protective equipment, hygiene, handwashing, cough etiquette, and face coverings)
- Health monitoring (screening and managing sickness and exposure)

These control strategies are addressed in the sections that follow.

Physical Environment

Social Distancing

All production crew should maintain a distance of at least 6 feet from other people as much as possible. This will not always be possible for performers during filming but should be adhered to at all other times.

- People can spread the virus before they know they are sick, so it is important to stay away from others whenever possible, even if you—or they—have no symptoms.
- Discourage non-essential physical contact such as handshaking, hugging, fist bumping, etc.
- Modify schedules to reduce contact, such as staggering start and stop times and meal and break times so that there are a limited number of people in any given space at one time.
- Limit set access to essential personnel only.
- Only members of hair, make-up, sound, or wardrobe crews should have close contact with performers.
- Production members that are not able to maintain a 6-foot distance from others should use additional PPE for their protection and the protection of others, such as face shields. See [Appendix B](#) for specific PPE recommendations.
- Minimize traffic in enclosed spaces, such as elevators and stairwells. Limit the number of individuals in an elevator at one time and designating one directional stairwell, if possible.
- Designate “quarantined” places on site for material deliveries and staging of equipment. Leave items stored in “quarantine” untouched until they can be disinfected.
- Consider purchasing additional essential equipment or materials for individual use to reduce the need to share.

Physical Space Considerations

Configure the space in a way makes it easy for people to maintain spacing and minimize contact.

- Circulate air through the production area for as long as possible prior to filming to increase the air exchanges in the building. When possible, make sure rooms have good airflow.
- Arrange seating of chairs and tables to be least 6 feet apart during gatherings, break time, and meals.
- Encourage the use of outdoor spaces for meetings, meals, and break periods
- Use Bluetooth, wireless, or voice-activated device technology where possible to minimize touch points.
- Ensure everyone has access to soap and water for washing hands, or alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not readily available.
- Provide access to disposable gloves, household cleaners, and EPA-registered disinfectants to clean and disinfect equipment and high-touch surfaces.

Shared Areas

The exposure from commonly shared items can be reduced by cleaning and disinfecting items between use and avoiding the need to share equipment by purchasing additional items for each user.

Dining

- Do not share dishes, drinking glasses, cups, or eating utensils. (No fruit plates or deli trays.)
 - Use disposable food service items when possible.
 - Any non-disposable food service items that are used should be handled with gloves and washed with dish soap and hot water or in a dishwasher.
 - Wash hands after handling used food service items.
- Use gloves when removing garbage bags and handling and disposing of trash.
 - Wash hands after removing and disposing of gloves.

Pools and Hot Tubs

- Consider closing pools and hot tubs. While proper operation, maintenance, and disinfection (with chlorine or bromine) should kill COVID-19 in pools and hot tubs, the surfaces are difficult to keep clean and disinfected with increased use.

Bathrooms, Dressing Rooms, and Make-Up Rooms

- Shared bathrooms and dressing rooms should be cleaned and disinfected at least twice per day (in the morning and evening, and after times of heavy use) using EPA-registered disinfectants.
- Keep rooms stocked with soap, paper towels, and hand sanitizer.
- Avoid placing the following items directly on counter surfaces: toothbrushes, make-up brushes, and any other items that touch the face, mouth, nose, or eyes.
 - Totes or containers can be used for personal items to limit their contact with other surfaces in the room.
- Wardrobe and make-up should not be shared.
- Encourage make-up artists to use disposable materials when possible. Applicators should be disinfected prior to use.

Cleaning and Disinfecting

Cleaning and disinfecting are two distinct processes.

Cleaning with soap and water reduces the germs, dirt, and impurities on the surface.

Disinfecting kills germs on clean surfaces. Disinfecting can be ineffective if the cleaning step is not performed properly.

Preventative Cleaning

- Consider removing all non-essential equipment and objects from the site to reduce the number of high-touch surfaces that may be exposed and will need to be cleaned and disinfected.
- Clean and disinfect all high-touch surfaces and any areas that may have bodily fluids on them.
- Clean surfaces with soap and water using a clean cloth, wiping in one direction over each surface to be cleaned.
- Disinfect cleaned surfaces using an EPA-registered disinfectant.
 - Follow the instructions on the product label to ensure safe and effective use.
 - Keep the surface wet for the recommended minimum period of time (typically 5–10 minutes).
 - If the EPA-registered disinfectants are not available, diluted household bleach solutions or an alcohol solution with at least 70% alcohol may also be used if appropriate for the surface. Check the label to see if the bleach is intended for disinfection, as those designed for safe use on colored clothing or for whitening may not be suitable. Ensure the product is not past its expiration date. Leave the diluted bleach solution on the surface for at least 1 minute.
 - **Precaution: Never mix household bleach with ammonia or any other cleanser.**

See [Appendix A](#) for details on cleaning different surfaces or objects.

Other Considerations

- Use proper equipment (depending on the product) when cleaning.
 - **Safety glasses** with side shields, goggles, or face shields.
 - **Gloves** – protective nitrile or latex suitable for the specific disinfectant being used.
 - **Disposable long-sleeved gown or coverall** and foot covers are recommended.
- Cleaning staff should wash hands often, including immediately after removing gloves. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used.
- Avoid contact with eyes and skin when handling cleaning products.
- Maintain good ventilation when using harsh products.
- Comply with all warnings and precautions for use.
- Do not mix different cleaning products.

Decontamination

Decontamination is intended to be performed in specific areas that are known to have been used by a person with a presumed or confirmed case of COVID-19.

Decontaminate the areas if they cannot be isolated and left unoccupied for at least 72 hours after they were last occupied by the affected person, or the areas of potential exposure are so widespread that it is impractical to perform a deep cleaning with existing staff, using the procedures outlined above.

In these circumstances, contact a contractor that specializes in the cleaning, disinfecting, and decontamination of sites for COVID-19 to develop a customized protocol. Specialty contractors may apply advanced cleaning methods and technologies such as:

- Ultraviolet light disinfection
- Vaporized hydrogen peroxide mist foggers
- Broad-spectrum surface disinfectant
- HVAC disinfecting

Third-party contractors should provide their procedures for cleaning, disinfecting, and decontamination, including a description of how they protect the health and safety of their workers and any personnel onsite.

Waste Management

When possible, potentially infected waste should only be handled by a contractor that specializes in decontamination. If that is not possible, waste from possible cases and cleaning of areas where confirmed cases have been identified should be handled as follows:

- Place waste in a plastic trash bag and tie when full. Wear a new pair of gloves for handling the bag.
- The plastic bag should then be placed in a second trash bag and tied.
- Place a tag on the waste and identify it as “Potentially infectious material” with the date the waste was collected.
- Place waste bags in a suitable and secure place and mark for storage until the individual’s test results are known, or the waste has been stored for at least 72 hours.
- Do not put waste in common waste areas until negative test results are known.
- If storage for at least 72 hours is not possible, waste should be disposed of in accordance with local regulations for the disposal of biohazardous waste

Personal Protective Measures

Personal Hygiene

- Avoid touching your eyes, nose, and mouth with unwashed hands or while wearing gloves.
- Cover your coughs and sneezes.
- Cover your mouth and nose with a tissue when you cough or sneeze.
- Throw away used tissues in a lined trash can.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.
 - Wash your hands often.
 - Wash your hands often with soap and water for at least 20 seconds, every hour if possible.
 - Soap and water are the best option, especially if hands are visibly dirty.
 - Use hand sanitizer if soap and water are not available.
 - Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
 - Sanitizers can quickly reduce the number of germs on hands in many situations. However, Sanitizers do not get rid of all types of germs. When hands are very dirty, oily or greasy, hand sanitizers may not work well.

Key Times to Wash Your Hands

- Before, during, and after preparing food
- Before eating food
- Before and after wearing a cloth face mask
- After using the toilet
- After removing gloves
- After contact with a person who is sick.
- After blowing your nose, coughing, or sneezing
- After touching garbage
- After accepting deliveries or collecting mail
- After contacting a high-touch object in a public place

Personal Protective Equipment (PPE)

PPE is one of the most common methods used to control the risk from COVID-19. PPE can also be the least effective method of protection if not properly selected or not properly used. PPE is the last line of defense and depends on the user to select the appropriate type of PPE for the activity. For PPE to be used effectively, it must be functioning, be used as it was designed to be used, and fit properly.

See [Appendix B](#) for a description of some applicable PPE.

Health Monitoring

Health Screening

The purpose of the daily health screening is to identify anyone with symptoms of illness and prevent them from working on-set in order to reduce the chance of exposing others to infection.

It is not intended to diagnose any illness and anyone who presents with symptoms should be referred to a medical professional for further evaluation and treatment advice.

Every person who works on-set or visits the set should be screened every day.

The health screening consists of three parts:

1. Questionnaire regarding symptoms of illness
2. Temperature check
3. Verification of COVID-19 test results

Designated health screeners should administer the health questionnaire to each person arriving on the set, take their temperature using a contact-free thermometer, and verify their COVID-19 test results.

See specific guidelines under [Appendix C](#).

Special Circumstances for COVID-19 Under the Americans with Disabilities Act (ADA)

The ADA prohibits an employer from making disability-related inquiries and requiring medical examinations of employees, except under limited circumstances such as a “direct threat”, which is defined as a significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation.

Based on guidance of the CDC and public health authorities as of March 2020, the COVID-19 pandemic meets the “direct threat” standard. Under these conditions:

- an employer can send home an employee with COVID-19 or symptoms associated with it.
- employers may ask employees who report feeling ill at work, or who call in sick, questions about their symptoms to determine if they have or may have COVID-19.
- employers may measure employees' body temperature.

As with all medical information, the fact that an employee had a fever or other symptoms would be subject to ADA to maintain confidentiality of each individual’s medical status and history.

Testing for COVID-19

All talent and crew, and any other on-set personnel, should be tested with a PCR test for SARS-CoV-2 RNA before arriving on-set.

Ideally, each person will test 1-2 days prior to **each** shoot, and will self isolate for the period between taking the test and arriving on-set, and for the duration of the shoot.

It is important to understand the limitations of PCR testing.

1. A positive test only shows that SARS-CoV-2 RNA was detected on the day of testing and at that time was considered to be infected with the virus and presumed to be contagious.
2. A negative test has no predictive value and no confidence that a recent exposure did not result in infection.

Managing Exposure and Illness

What to Do If a Person Develops COVID-19 Symptoms While On-Set

If someone develops COVID-19 symptoms while onsite, the following steps should be taken:

- Send the person home immediately and advise them to seek medical advice.
- Open outside doors and windows as much as possible and use ventilating fans to increase air circulation in the area.
- Identify other people that may have had close contact with the sick person. Others that have had close contact (within 6 feet of the person for more than 10 minutes) during this time should be considered exposed. Inform any such person of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by ADA rules.
- Follow the response guidelines for decontamination outlined in the [Decontamination](#) section.
- Maintain communication with the sick person to determine if they become a confirmed COVID-19 case through testing.

What to Do If a Person Develops COVID-19 Symptoms While Off-Set

If someone develops COVID-19 symptoms while off-set, the following steps should be taken:

- Have the sick person remain in isolation until it is safe to discontinue self-isolation.
- If it has been less than 7 days since the sick person was on-set:
 - Identify areas of the site where the person was likely present over the past two days.
 - Identify other people that may have had close contact with the sick person on-set. Others that have had close contact (within 6 feet of the person for more than 10 minutes) during this time should be considered exposed. Inform any such person of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by ADA rules.
- Follow the response guidelines for decontamination outlined in the “Decontamination” section. This may require you contact site managers to handle.
- If it has been 7 days or more since the sick person was at the site, additional cleaning and disinfection is not necessary.

How to Handle Workers Potentially Exposed to a Sick Person

Workers that were not potentially exposed (i.e. did not have close contact with a person confirmed or suspected to have COVID-19) can return to work immediately after the area cleaning and disinfection is completed. They should self-monitor for symptoms such as fever, cough, or shortness of breath and if they develop symptoms, they should notify their supervisor and stay home.

- Workers that were potentially exposed who have symptoms of COVID-19 should self-isolate.
- Workers that were potentially exposed who do not have symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.

When Can Workers End Self-Isolation

People with COVID-19 who have self-isolated may end self-isolation under the following conditions:

- If they **HAVE NOT** been tested to determine if they are still contagious, they can end self-isolation after these three things have happened:
 1. They have had no fever (without the use of medicine that reduces fevers) for at least 72 hours; AND
 2. other symptoms have improved (for example, cough or shortness of breath); AND
 3. at least 10 days have passed since symptoms first appeared.
- If they **HAVE** been tested to determine if you are still contagious, they can end self-isolation home after these three things have happened:
 1. They have had no fever (without the use of medicine that reduces fevers) for at least 72 hours; AND
 2. other symptoms have improved (for example, cough or shortness of breath); AND
 3. they received two negative tests in a row, at least 24 hours apart.

People who DID NOT have COVID-19 symptoms, but tested positive and have self-isolation can end self-isolation under the following conditions:

- If they **HAVE NOT** been tested to determine if they are still contagious, they can end self-isolation after these two things have happened:
 1. At least 10 days have passed since the date of your first positive test; AND
 2. They continue to have no symptoms (no cough or shortness of breath) since the test.
- If they **HAVE** been tested to determine if you are still contagious, they can end self-isolation after they received two negative tests in a row, at least 24 hours apart.

Other Considerations

Travel

Employees should wash their hands before leaving and as soon as possible after arriving at their destination. High-touch surfaces in shared vehicles should be disinfected after use.

Individuals should drive themselves alone to and from destinations whenever possible. When sharing a vehicle is necessary, minimize the time in the vehicle, the distance travelled, and the number of people in the vehicle, and maximize the spacing between riders. All riders should wear cloth face coverings while in the vehicle.

Any travel outside of your resident metropolitan area is discouraged.

Lodging

Staying in temporary accommodations (hotels, motels, and rental properties) may expose people through person-to-person contact and possibly through contact with contaminated surfaces and objects. We discourage any travel outside of your resident metropolitan area.

Additional Considerations

- Have a discussion about set health and safety expectations (procedures, new equipment, modifications) with all performers and crew.
- Communicate expectations for compliance and personal accountability.
- Reinforce the expectation to leave work or stay at home if sick or symptomatic.
- Designate a “COVID-19 Ambassador” to respond to worker questions and concerns.
- Provide workers with mental health and emotional support.
- Review the plan for managing COVID-19 at the beginning of each project and periodically as things change.

References

1. World Health Organization at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
2. Centers for Disease Control at <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
3. California Department of Public Health at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>
4. County of Los Angeles Public Health at <http://publichealth.lacounty.gov/media/Coronavirus/>
5. Orange County Department of Public Health at https://www.ochealthinfo.com/phs/about/epidasmt/epi/dip/prevention/novel_coronavirus
6. State of California Department of Industrial Relations at <https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html>
7. EPA-Registered Disinfectants <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Appendix A: Cleaning Surfaces and Objects

Cleaning Surfaces and Objects

Porous Surfaces

For porous surfaces such as carpets, rugs, and drapes:

- Vacuum carpets or rugs as usual and consider these additional precautions:
 - Remove smaller rugs or carpets from the area completely, so there is less that needs to be vacuumed.
 - Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.
- Wait until the room or space is vacant to vacuum.
- If possible, turn off room fans and HVAC systems while vacuuming so particles that escape from vacuuming will not circulate throughout the building.

Fabrics

This includes clothing, towels, linens, and similar washable items.

- Launder items using the warmest appropriate temperature setting.
- Dry items completely.
- Do not shake dirty laundry; this minimizes the possibility of dispersing virus through the air.
- Clean and disinfect clothes hampers after use.
- Dispose of any items that are heavily contaminated with body fluids and cannot be cleaned by washing.

Non-Porous Surfaces

- Clean surfaces with a detergent or soap and water to remove visible dirt prior to disinfecting.
- Use diluted household bleach, alcohol solutions with at least 70% alcohol, or an EPA-registered disinfectant for use against COVID-19.
- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces.
- Soak cloths, mops, etc. with disinfectant or bleach solution and avoid spray applications which may create splashes.
- Wipe tabletops, desks, benches or other horizontal surfaces with human contact with disinfectant or the prepared bleach solution at the beginning and again at the end of the cleaning.
- Damp mop floors with a disinfectant floor cleaner and clean walls and window coverings if visibly dirty.
- Disinfect non-porous cleaning equipment by soaking in disinfectant or bleach solution.
- Disinfect equipment used in one room before using for other rooms. If possible, keep the disinfecting equipment separated from other routine equipment.

Electronics

- Electronics to consider include cameras, lighting controls, sound boards, audio equipment, tablets, touch screens, keyboards, and remote controls.
- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instructions for cleaning and disinfecting or, if no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol and dry surfaces thoroughly.

Outdoor Areas

- Outdoor areas generally require normal routine cleaning and do not require disinfection. If practical, high-touch surfaces made of plastic or metal, such as grab bars and railings, should be cleaned routinely.

Wooden Surfaces

Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or ground cover (mulch, sand) is not recommended.

Appendix B: Personal Protective Equipment

Personal Protective Equipment

Face Coverings

Face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. Continue to keep at least 6 feet between yourself and others.

Face coverings are not a substitute for social distancing.

Recommended practices for use of face coverings include:

- All production crew should wear face coverings at all times. Performers should wear face coverings when they are not actively shooting.
- Cover your mouth and nose with a face covering when working around others onsite and when out in public.
- Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the face covering.
- Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

Face coverings should:

- fit snugly but comfortably against the side of the face.
- be secured with ties or ear loops to prevent slipping.
- include multiple layers of fabric.
- allow for breathing without restriction.
- be able to be laundered and machine dried without damage or change to shape.

Acceptable, reusable cloth face covering options include:

- Bandana
- Neck gaiter
- Homemade face covering (as a general rule, fabric should be opaque when held up to light)
- Scarf
- Tightly woven fabric, such as cotton t-shirts and some types of towels

Cloth face coverings should be washed regularly (daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

Gloves

Wearing gloves is not a substitute for frequent hand washing and the need to avoid touching your face. Gloves should be disposable, and made of protective rubber, PVC, nitrile or latex. The use of gloves is **not** primarily for the protection against COVID-19, so the selection should be based on the need for protection from bodily fluid or chemicals.

Gloves are best used in the following situations:

- When you need to protect your hands from chemicals while cleaning or disinfecting.
- While caring for someone who is sick.
- When you may come in contact with blood, stool, or body fluids, such as saliva, mucus, vomit, and urine.

In most other situations, using gloves will not necessarily protect you from getting COVID-19 and may still lead to the spread of germs.

The best way to protect your hands from germs is to regularly wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol.

- After using disposable gloves, throw them out in a lined trash can.
- Do not disinfect or reuse disposable gloves.
- Wash your hands after you have removed the gloves.

Safety Glasses, Goggles, and Face Shields

Eye and face protection should be considered anytime people are involved in activities where fluid splashes and sprays are possible.

Such situations include:

- while using liquids or aerosols when cleaning and disinfecting.
- where prolonged face-to-face or close contact with a potentially infectious person is unavoidable (this will likely apply to make-up artists, and camera crew requiring up-close shots of performers.)

Notes on potential equipment:

- Safety glasses with side shields also provide added protection from impacts.
- Chemical goggles provide better protection from liquid splashes than do safety glasses. Anti-fog designs are preferred.
- Face shields can be worn in addition to safety glasses and goggles and offer the added benefit of protection the wearer from themselves by discouraging them from touching their fa

Appendix C: Health Screening Guidelines

Health Screening Guidelines

Every person on the set needs to be screened every day before entering. Make health screenings as private as possible and conduct them safely and respectfully.

The designated screener should be positioned at least 6 feet away from entrants. The screener should be equipped with:

- a non-contact thermometer
- face covering
- eye protection (goggles and/or face shield)

Additional protection can be provided by use of a protective screen between the screener and entrant if possible.

The screener should wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol after each temperature measurement taken.

Some people who have COVID-19 will have no symptoms but will be contagious to others. Hence, the health screening may be used to supplement other precautions such as physical distancing, good hygiene, cleaning and disinfecting, and PPE, but it is not a substitute for those controls.

Health Screening Questionnaire

Part 1

Please ask the following questions of ALL PEOPLE entering the set.

1. Have you had close contact, meaning being within 6 feet of a person for more than 10 minutes without the use of PPE, with any known or suspected cases of COVID-19 in the last 2 weeks?
2. Have you had a fever in the last 2 weeks?
3. Have you had a new cough in the last 2 weeks?
4. Have you experienced any of the following symptoms in the last 2 weeks?
 - a. Shortness of breath or difficulty breathing
 - b. Chills
 - c. Repeated shaking with chills
 - d. Muscle pain (not related to exercise or exertion)
 - e. Headache
 - f. Sore throat
 - g. Loss of taste or smell

If a person answers YES to ANY of the questions, DO NOT allow that person to enter the set.

If a person answers NO to ALL of the questions, proceed to PART 2.

Part 2

Check each person's temperature with a contact-free thermometer.

If the person's temperature is 100.4° F or higher, DO NOT allow that person to enter the set. Advise the person to seek further medical advice before returning.

If the person's temperature is lower than 100.4° F, that person is cleared to enter the set.

Any person who has symptoms when they arrive onsite, or becomes sick during the day, should immediately be separated from others and sent home. Sick personnel should follow

[CDC-recommended steps](#).

Part 3

Verify each person's COVID-19 test results, either by logging into the [FSC PASS](#) system, or by viewing their test results as received from a lab outside of the PASS network.

If the person is verified to be cleared to work through PASS, or has a negative COVID-19 test results from a lab outside of the PASS network, the screen may allow that person to enter the site.

If the person is NOT cleared to work through PASS, or has received a positive COVID-19 test from a lab outside of the PASS network, or has not taken a COVID-19 test, DO NOT allow that person to enter the site.

Appendix D: Checklists

Cleaning + Disinfecting Checklist

Carpet, Rugs, and Drapes

- Remove visible dirt and debris
- Vacuum carpets and rugs (make sure room is empty and fans are off)
- Remove unnecessary surface rugs completely to reduce the amount that needs to be cleaned

Fabrics

- Wash items in warmest setting possible
- Dry items completely
- Do not shake** dirty laundry
- Clean and disinfect clothes hampers after use
- Dispose of any items that are heavily contaminated with body fluids and cannot be cleaned

Non-porous Surfaces

- Clean surfaces with a detergent or soap and water to remove visible dirt prior to disinfecting
- Use diluted household bleach, alcohol solutions with at least 70% alcohol, or an EPA-registered disinfectant for use against COVID-19
- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces
- Damp mop floors with a disinfectant floor cleaner and clean walls and window coverings if visibly dirty
- Disinfect equipment used in one room, before using for other rooms. If possible, keep the disinfecting equipment separated from other routine equipment

Electronic Equipment

- Consider putting a wipeable cover on electronics
- Follow manufacturer's instruction for cleaning and disinfecting or if no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol and dry surface thoroughly

Outdoor Areas

- High-touch surfaces made of metal or plastic should be cleaned and wiped down with disinfectant.
- Cleaning and disinfection of wooden surfaces is not recommended.

Pre-Shoot Checklist

Cleaning + Disinfecting

- Prior to shooting, increase airflow through the building as much as possible. Open doors and windows, add portable fans in the area of filming and/or let the HVAC circulate to get as much fresh air in the building as possible.
- Empty all trash cans. Use gloves when removing garbage bags and handling and disposing of trash. Wash hands after removing and disposing of gloves
- Provide access to soap and water for washing hands. Portable hand wash stations may be needed for remote locations.
- Be sure there is an ample supply of soap, paper towels and hand sanitizer on site
- Provide access to disposable gloves, household cleaners and EPA-registered disinfectants to clean and disinfect equipment and high-touch surfaces
- Clean and disinfect all shared production equipment, bathrooms, dressing rooms, set furnishings, props and common areas

Screening

- Set up a place to have someone screen people before entering the location. Everyone should enter at the same location if possible.
- Apply and log the Health Screening Questionnaire
- Use a non-contact thermometer to check individual temperatures. Individual responses should be kept confidential
- Do not allow anyone that does not pass the screening questionnaire to enter the location
- Review set health and safety procedures with everyone on location prior to start of work
- Remind everyone to maintain 6-foot distancing as much as possible while setting up for filming and minimize close contact to less than 10 minutes if possible.

Logistics & Set-up

- Utilize outdoor spaces for activities as much as possible to maximize spacing and take advantage of air movement
- Stagger activities during set up to minimize the need for larger groups of people in the same place at the same time
- Arrange tables, chairs in the area to be 6 feet apart and remove any extra furnishings to minimize what needs to be cleaned
- Assign areas on set for individuals to place their personal belongings with at least 6 feet spacing
- Remove all non-essential furniture, equipment, objects from the area to reduce the number of things that will need to be cleaned and disinfected
- Use disposable dish and silverware
- Set up plexiglass/plastic moveable barriers, dividers or screens between production staff and/or set areas where possible to maintain separation during filming

Personal Protective Equipment

- Face coverings for everyone on location
- Disposable gloves should be available (rubber, PVC, nitrile or latex)
- Safety glasses, goggles, and/or face shields should be available for crew who require close contact

During Shoot Checklist

Cleaning & Disinfecting

- Open doors and windows, turn on portable fans in the area of filming and/or let the HVAC circulate to get as much fresh air in the building as possible between scenes
- Between scenes, clean and disinfect all shared production equipment, bathrooms, dressing rooms, set furnishings, props and common areas used during filming.
- Performers and production staff should wash hands at the end of filming each scene and prior to starting filming of next scene

Screening

- Self-monitor for signs of symptoms throughout the shoot and remove anyone from the set who shows signs of illness

Logistics & Set-Up

- Limit access to set to only those required to film each scene
- Do not allow people offset unless necessary for the duration of the shoot
- Only members of hair, make-up, sound or wardrobe crews should have close contact with performers between scenes. Limit contact.
- Avoid placing items such as toothbrushes, makeup brushes and other items that may touch the face, mouth, nose or eyes directly on counter surfaces. Totes could also be used for personal items to limit their contact with other surfaces in the room
- Use disposable dish and silverware
- Reposition plexiglass/plastic moveable barriers, dividers or screens between production staff and/or set areas where possible between scenes to maintain separation during filming

Personal Protective Equipment (PPE)

- Everyone should wear cloth face coverings if not in a scene while on location (e.g. bandana, neck gaiter, scarf)
- Gloves are only necessary when there is a need to protect your hands from chemicals while cleaning and disinfecting or if exposed to cuts or scrapes, or if you may come into contact with blood, stool, semen, saliva, mucus, vomit or urine
- Safety glass or goggles should be used anytime someone is exposed to fluid splashes, sprays or aerosols. Chemical goggles with anti-fog features provide added protection over glasses
- Keep a copy of the Production Health and Safety Plan on location for reference.

Post-Shoot Checklist

Cleaning & Disinfecting

- At the end of filming, open doors and windows, turn on portable fans in the area of filming and/or let the HVAC circulate to get as much fresh air in the building as possible. Turn off before leaving the location
- Clean and disinfect all shared production equipment, bathrooms, dressing rooms, set furnishings, props and common areas after the shoot using soap and water followed by EPA-registered disinfectants.
- Empty all trash cans and double bag potentially infectious material. Use gloves when removing garbage bags and handling and disposing of trash. Wash hands after removing and disposing of gloves
- Chemically treat pools or hot tubs used during filming with chlorine or bromine as needed

Screening

- Remind everyone to self-monitor for signs of symptoms while off site, report any signs of illness to their production contact
- Each person exiting the location should sign out on the log sheet with their time of departure

Logistics & Tear-down

- Discourage non-essential contact - handshaking, hugging, fist/elbow bumping between staff
- Stagger activities during tear down to minimize the need for larger groups of people in the same place at the same time
- Designate spaces to store any items not being removed immediately and leave them "quarantined", untouched for 72 hours or as long as possible prior to use (this should also be done pre-shoot if prep and filming extends for more than 3 days).

Personal Protective Equipment (PPE)

- People should wash hands after removing face coverings. Face-coverings should be laundered according to direction.
- Everyone should wear cloth face coverings until off location
- Gloves are only necessary when there is a need to protect your hands from chemicals while cleaning and disinfecting, or if exposed to cuts or scrapes, or if you may come into contact with blood, stool, saliva, mucus, vomit or urine.
- Safety glass or goggles should be used anytime someone is exposed to fluid splashes, sprays, or aerosols. Chemical goggles with anti-fog features provide added protection over glasses
- Face shields can be worn in addition to glasses or goggles or in place of them if the task allows. Face shields also help reduce the urge for the wearer to touch their face.