

Protocol for Music, Television and Film Production: Appendix J

Recent Updates (Changes are highlighted in yellow):

5/27/2021: Updated testing guidelines for fully vaccinated people.

COVID-19 case rates, hospitalizations, and deaths **have fallen and are stable**, but COVID-19 continues to pose a high risk to communities and requires all people and businesses to take precautions and modify operations and activities to reduce the risk of spread.

Due to Los Angeles County entering the “Yellow Tier” of the State’s Blueprint for a Safer Economy framework, this protocol has been developed to lift some local activity-specific restrictions. Businesses should proceed with caution and adhere to the requirements in this protocol to reduce the potential spread of COVID-19 within their business operations.

This protocol and its requirements below are specific to Music, Television and Film production. In addition to any conditions imposed on the Music, Television and Film industries by the State and agreements among labor and management, these types of businesses must also be in compliance with the conditions listed in this Checklist for the Music, Television and Film Industry.

Productions that are one or limited-time special events or performances must submit an event safety plan to for review at least 10 business days before the event is planned to occur. Plans must be submitted to Public Health at the following email address: LiaisonCOVID19@ph.lacounty.gov. The safety plan should include a detailed description of the event, a completed DPH Appendix J Protocol Checklist, schematics and any additional information that may aid DPH in ensuring that the event can be conducted safely.

Productions that are live outdoor events or performances must also follow the LA County DPH [Protocol for Outdoor Seated Live Events and Performances](#). Productions that are indoor live events or performances must also follow the LA County DPH [Protocol for Indoor Seated Live Events and Performances](#).

Audiences for Music, TV, or Film Production must follow the Protocols for Indoor and Outdoor Seated Live Events, which are attached to the Health Officer Order as Appendices Z and Z-1. If the producer of a Music, TV, or Film Production desires to deviate from any requirement of Appendix Z or Z-1 for a hired or non-hired audience, the producer must receive written permission from the County Department of Public Health. Requests should be made at least 10 days prior to the production. Requests must be submitted to Public Health at the following email address: LiaisonCOVID19@ph.lacounty.gov.

Additional protocols relevant to areas of Music, Television and Film Production must also be followed:

- Restaurants and Bars
- Retail Operations
- Office Spaces
- Warehouse and Manufacturing
- Construction

Please note. This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

All businesses covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

Business name: _____

Facility Address: _____

Date Posted: _____

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- Any employee who can carry out their work duties from home has been directed to do so.
- A workplace COVID-19 Compliance Officer (C19CO) or Officers has been designated. The C19CO is responsible for establishing and enforcing COVID-19 safety protocols, training staff on protocols, and monitoring compliance. If feasible, experts with experience in infection control are consulted in creating and reviewing infection control protocols for new Music, Television and Film productions, to revise established protocols, and generally provide consultation for the C19CO. The C19CO maintains, secures, and protects the privacy of any records created during their work. The C19CO should be on site whenever possible when production work is being performed, particularly during on-site or on-location filming. The C19CO supports:
 - o Employee, vendor and visitor health check processes upon arrival at the workplace. Records must be kept private and secure at all times.
 - o Management of complaints and suggestions for improving COVID-19 related procedures.
 - o Protocol and workflow assessment for all work to assure physical distancing, infection control, and disinfection.
 - o Procedures for an employee with signs compatible with COVID-19, and/or an employee who tests positive for COVID-19.
- Workplace provides all personal protective equipment (PPE) and infection prevention supplies needed on the job, including face masks, hand sanitizer, disinfectants, and (when needed) gloves, mobile handwashing stations, and other equipment and supplies.
- All employees and visitors are required to wear an appropriate face mask whenever they are in contact with others unless the production activity does not allow for the wearing of a face mask. These instances should be of short duration and with as much physical distancing as possible.
- Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- All employees have been told not to come to work if they have symptoms consistent with COVID-19, have tested positive for COVID-19 or have been in contact with a case of COVID-19 and to follow DPH guidance for self-isolation or quarantine as applicable.
- Employee screenings are conducted before employees, vendors, contractors, delivery personnel, and other support personnel may enter the workspace, in accordance with the LACDPH [Entry Screening guidance](#).

Checks must include a check-in concerning cough, shortness of breath, difficulty breathing, fever or chills and **new onset of loss of taste or smell** and if the employee is currently under isolation or quarantine orders. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.

- Negative Screen (Cleared). If the person has no symptom(s) and no contact with a known COVID-19 case in the last 10 days, they can be cleared to enter for work that day.
- Positive Screen (Not Cleared):
 - If the person was not fully vaccinated against COVID-19¹ and had contact with a known COVID-19 case in the last 10 days or is currently under quarantine orders, they may not enter and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.
 - If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.
- ☐ Workers are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government [programs](#) supporting sick leave and worker's compensation for COVID-19, including employee's sick leave rights under the [2021 COVID-19 Supplemental Paid Sick Leave Law](#).
- ☐ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- ☐ Testing:
 - Pre-employment testing for the SARS-CoV-2 virus by nucleic acid amplification (NAAT) tests (such as polymerase chain reaction (PCR)) is required for all music, TV, and Film productions, including short-term or one-time productions, with the sample collected no more than 48-72 hours before starting work.
 - Weekly NAAT testing of all cast, talent, performers and crew is required during ongoing productions, at minimum.
 - It is recommended that cast and performers engaging in higher-risk activity, such as close-contact scenes without face masks, especially work involving yelling or singing, should be tested by NAAT more often than once weekly.
 - Screening testing is not recommended for:
 - People who are both fully vaccinated against COVID-19² and asymptomatic. Proof of full vaccination against COVID-19 must be shown to be exempt from screening testing.
 - Persons who have both recovered from laboratory confirmed COVID-19 within the past 90 days and are asymptomatic. Proof of recovery from laboratory confirmed COVID-19³ must be shown to be exempt from screening testing.

Any and all testing programs are the responsibility of the employer and should benefit from the guidance of a medical professional.

- ☐ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-

¹ People are considered fully vaccinated against COVID-19 two (2) weeks or more after they have received the second dose in a 2-dose series (e.g., Pfizer-BioNTech or Moderna), or two (2) weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J]/Janssen).

² People are considered fully vaccinated against COVID-19 two (2) weeks or more after they have received the second dose in a 2-dose COVID-19 series (e.g., Pfizer-BioNTech or Moderna), or two (2) weeks or more after they have received a single-dose COVID-19 vaccine (e.g., Johnson and Johnson [J&J]/Janssen). This guidance can also be applied to COVID-19 vaccines that have been authorized for emergency use by the World Health Organization (e.g. AstraZeneca/Oxford). Proof of vaccination will remain with the person and will not be collected or documented by staff. Staff should document review of proof of the person's exemption from screening testing.

³ The following is acceptable as proof of previous COVID-19 infection (previous positive viral test result) and completion of isolation within the last 90 days: a photo identification and a paper copy or digital copy of their positive COVID-19 antigen or PCR test result taken within the last 90 days, but not within the last 10 days. The person must have completed their [isolation requirement](#) prior to starting work. Test results will remain with the person and will not be collected or documented by staff. Staff should document review of proof of the person's exemption from screening testing.

19 (case), the employer shall have a plan for response, following guidance required by Los Angeles County, to include:

- Send the sick employee home immediately. If they have symptoms of serious illness such as trouble breathing, pressure or pain in the chest, bluish lips or they appear confused, call 911. They should speak with their physician about their symptoms and determine the need for testing for COVID-19.
 - The employee is not allowed to return until their fever has resolved without the use of fever reducing medications for at least 24 hours and their symptoms are improving, with a minimum absence of ten (10) days from the start of their symptoms.
 - An employee that tests positive for the SARS-CoV-2 virus but is not showing any symptoms, is not allowed to return until 10 days have passed starting from the date that the testing sample was collected.
 - Consider alternative work options like teleworking or other arrangements to work remotely if the employee can do so.
 - Perform a cleaning and disinfection of all areas touched by the ill or infected employee.
 - Identify any cast, crew or others that had close contact with the ill employee. See the quarantine guide (<http://ph.lacounty.gov/covidquarantine>) for definitions of close contacts and what they must do. The name of the ill employee must not be disclosed, and medical privacy must be maintained.
- The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. Note that a negative PCR test (test for genetic material on nasal/throat/saliva sample) only shows that there was no virus in the sample at the time of the test. Individuals that test negative must still complete their full 10 days of quarantine and must continue to monitor their health for a full 14 days. Individuals who complete a 10-day quarantine must continue to wear their face mask and maintain physical distancing from others for the full 14 days. Cast members and/or musicians who are part of an established ongoing surveillance testing program, and who tested negative **within 48 hours before** their 10th day of quarantine, may remove face masks during performances, but must keep them on at other times. They should maintain physical distancing throughout performances as much as possible. Hair, makeup, wardrobe, and audio crew that must work closely with others that are in days 11-14 of an exposure quarantine, and that had a negative PCR test within 48 hours of Day 10, may work closely with cast only if absolutely essential to be working during that time, and must wear face masks and face shields the entire time while on set.
- If the producer, director, showrunner, owner, manager, or operator knows of three (3) or more cases of COVID-19 within the workplace within a span of 14 days the employer must report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821, or on-line at www.redcap.link/covidreport. If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site -specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.
- Employees (including staff, cast, crew, vendors, and clients) who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. The mask is to be worn, covering both the nose and mouth, by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- Employees are instructed to wash or replace their face masks daily.
- All workstations are separated by at least six feet.
- Break rooms, restrooms, and other common areas are disinfected at the below frequency, but no less than

once per day during operating hours, on the following schedule:

- Distribution area _____
- Make up/ Hair and Costume areas _____
- Cast Green Rooms or trailers _____
- Break rooms _____
- Restrooms _____
- Other _____

- Breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms or other common areas such as background cast members' waiting rooms at all times.
- Employees are prohibited from eating or drinking anywhere other than in designated areas to assure that masks are worn consistently and correctly. Cast and crew must eat and drink at designated set areas with staggered schedules.
- Disinfectant and related supplies are available to employees at the following location(s):

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

- Employees are allowed frequent breaks to wash their hands.
- A copy of this protocol has been distributed to each employee.
- Each worker is assigned their own tools, equipment and defined workspace as much as possible. Sharing held items is minimized or eliminated.
- All shared equipment, microphones, and tools must be disinfected at least once per day during business hours using EPA approved disinfectants.
- All shared clothing must be cleaned after each use.
- All wigs or other shared prosthetics must be disinfected after each use.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- Training sessions on COVID-19 are provided and documented for all employees – including information about the virus and all required safety measures.
- Live Audiences:
 - Audiences for Music, TV, or Film Production must follow the Protocols for Indoor and Outdoor Seated Live Events which are attached to the Health Officer Order as Appendices Z and Z-1.
 - Audience members must be masked at all times; In order to remove masks while filming, everyone on the set and in the audience must be fully vaccinated or tested, and the duration of the filming with removal of masks by audience members is 15 minutes or less over a 24-hour period.
 - Seating must be assigned.
 - Outdoor Audiences:** If a live audience is used for an outdoor production, the LA County DPH Protocol for Outdoor Seated Live Events and Performances must be followed.
 - Attendance at Outdoor Seated Live Events in Yellow Tier is limited to a maximum 67% of total venue capacity as determined by applicable building or fire code.
 - It is strongly recommended that audience members do not eat or drink while seated in the audience.
 - Indoor Audiences:** If a live audience is used for an indoor production, the LA County DPH Protocol for Indoor Seated Live Events and Performances must be followed.

- Venues that seat up to 1,500 persons: Maximum occupancy is 25% of capacity or 300 people, whichever is fewer. Venues of this size may open at 50% occupancy if ALL audience members either show a recent negative test result or show proof of full vaccination. (See below for documentation details.)
- Venues that seat more than 1,500 persons: Maximum occupancy is 10% of capacity or 2,000, whichever is fewer. Venues of this size may open at 50% of capacity if all audience members either show a recent negative test result or show proof of full vaccination. (See below for documentation details.)
- No food or drink may be consumed by audience members when indoors.
- If hired, or non-hired audience members who are not fully vaccinated are used, they need to be seated such that they maintain physical distancing of at least 6 feet between each audience member or each household and always wear a face mask. It is strongly recommended that hired audiences who are made up of individuals that are not fully vaccinated be seated outdoors rather than indoors.
- **Fully Vaccinated Audience Members:** Productions that choose to hire or use audience members that are fully vaccinated must follow the following guidelines:
 - People are considered fully vaccinated for COVID-19 at ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single dose vaccine (Johnson and Johnson [J&J]/Janssen).
 - The following are acceptable for the employee to show their employer or audience member to provide to the producer as proof of full vaccination for COVID-19: Vaccination card (which includes name of person vaccinated, type of vaccine provided and date last dose administered) OR a photo of a vaccination card as a separate document OR a photo of the employee's vaccine card stored on a phone or electronic device OR documentation of full vaccination from a healthcare provider (which includes name of person vaccinated and confirms that the person is fully vaccinated for COVID-19). Non-employee audience members must also show the producer a photo ID with proof of full vaccination.
- **Fully Vaccinated Seating:** Productions may choose to establish separate seating areas for hired or non-hired audience members that are fully vaccinated. Fully Vaccinated-only sections must be separate, distinct, and clearly marked from any other section of the venue that is set aside for the seating of tested or non-tested attendees. In Fully Vaccinated-only Seating Sections:
 - Individuals in the fully vaccinated seating area do not have to be physically distanced. Face masks are required.
 - Individuals may be seated at full capacity within that section only. Suites may also operate at 100% of suite capacity if all guests show proof of full vaccination. However, capacity for the venue must not exceed established limits established.
 - There must be at least 6 feet of distance between the Fully Vaccinated-only sections and any other section in the venue.
 - Children (> 2 years of age) who are not eligible to be vaccinated may sit with their parent, guardian, or sponsor in the Fully Vaccinated-only sections if they are tested. Children younger than 2 do not need to be tested and may also sit with their parent, guardian, or sponsor in the Fully Vaccinated-only section. Children sitting with the parent, guardian or sponsor in a Fully Vaccinated-only section are considered for purposes of social distancing to be fully vaccinated.
- The date, time and participants in all production sessions should be recorded for later reference, in case anyone involved in the production becomes ill with signs of COVID-19 and/or tests positive.
- Optional—Describe other measures:

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- All new or re-starting productions and group recording sessions must have a written protocol before work begins to ensure physical distancing of six (6) feet or more between people throughout the production. It must ensure that:
 - Only essential cast and crew should be on or near the set at any time.
 - Production or editing meetings should be limited to essential staff only and should be held in areas where physical distancing can be maintained.
 - Strategies may include breaking production participants into teams of the smallest size possible, that access set or studio areas at different times with minimum overlap or intermingling.
 - All cast and musicians performing work in which they cannot wear a face mask (e.g., actors, wind and brass instrument players, singers) should strive for a minimum of 10 feet of social distancing during rehearsal or performance, or perform alone in a sound booth. Barriers, such as Plexiglas may be used to supplement safety.
- Where feasible, all workspaces shall have one directional traffic (separate entrances and exits) to prevent contact or crowding near doorways.
- Elevator capacity is limited to the number of people that can be accommodated while maintaining a six (6)-foot physical distance between riders; during peak building entry and exit times, this number can be adjusted to four (4) individuals or fewer at a time for any elevator that does not allow for six (6)-foot physical distance between riders. All riders are required to wear face masks. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- To ease elevator traffic, stairwells have been opened for “up” or “down” traffic with increased cleaning of stairwells.
- Furniture in lobbies and in employee break rooms, green rooms and trailers and other common areas is separated by at least six (6) feet to support physical distancing.
- All shop (props, costume, design, electrical equipment, etc.) and manufacturing locations on the lot work with clients on an appointment-only basis to prevent formation of lines or groups. Shopping is performed virtually as much as possible or is limited to one shopper at a time. Any printed catalogue of offerings should be single-use and assigned to the one client and not re-used. If a client must wait for an item, they should wait outside as much as possible.
- All staff, cast, crew, musicians, vendors, clients and other visitors have been instructed to maintain at least a six (6) feet distance from each other at all times, except when specific tasks require closer work.
- Rehearsals that are not part of work associated with a specific production are not allowed.
- In offices, film and sound editing areas, employee workstations are separated by at least six (6) feet and common areas are configured to limit employee gatherings to ensure physical distancing of at least six (6) feet. A maximum capacity for each office, meeting room and floor should be established and posted.

C. GENERAL MEASURES FOR INFECTION CONTROL

- HVAC systems in all buildings are in good working order; to the maximum extent possible, ventilation has been increased in all spaces, including offices, recording areas, meeting rooms, stages, green rooms and trailers, and on-lot shops. Effective ventilation is one of the most important ways to control small aerosol transmission. The status of the HVAC system is assessed by on-location scouting. Consider installing portable high-efficiency air cleaners, upgrading the building’s air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas. See California Department of Public Health [Interim Guidance for Ventilation, Filtration and Air Quality in Indoor](#)

[Environments](#) for detailed information.

- Please Note: Ventilation and other indoor air quality improvements are an addition to, and not a replacement for, mandatory protections including wearing face masks (except in certain high-risk environments that require using proper respiratory protection), maintaining at least six feet of distance between people, washing hands frequently, and limiting activities that bring together people from different households.
- ❑ All contracts, scripts, music sheets, and any other documents that are normally shared are either distributed digitally, or are printed and individually assigned to cast, crew and musicians to avoid sharing.
- ❑ Before and after filming or recording sessions, group editing, or other meetings, frequently touched objects (e.g., tables, doorknobs or handles, printers, props, common equipment) are disinfected using EPA-approved disinfectants. Such surfaces should be cleaned at least one time a day.
- ❑ Sets, production spaces, and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently as determined is necessary based on high traffic use.
- ❑ All visitors are instructed that they must wear face masks over their nose and mouth at all times in the facility unless they are alone in a closed office. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. Masks with one-way vents on the front must not be worn. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them.
- ❑ Cast that are minor children may be accompanied by up to two (2) adults such as a parent, guardian and/or educator. Children must stay with their parent or guardian and avoid touching any other person or any item that does not belong to them and remain masked, if appropriate, when not on set.
- ❑ [Entry screening](#) is conducted before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the individual is currently under an isolation or quarantine order. These checks can be done in person or through alternative methods such as on-line check in systems or through [signage](#) posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
 - Negative Screen (Cleared). If the person has no symptom(s) and no contact with a known COVID-19 case in the last 10 days, they can be cleared to enter for that day.
 - Positive Screen (Not Cleared):
 - If the person has had contact with a known COVID-19 case in the last 10 days or is currently under quarantine orders, they may not enter and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covid/quarantine.
 - If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covid/isolation.
- ❑ Hand sanitizer, tissues and trash cans are available to all cast, crew, musicians and staff at or near the entrance of the facility, throughout offices and recording studios, near a set and on location. Non touch trash receptacles are preferred.
- ❑ All payment portals, pens, and styluses are disinfected at least once daily.
- ❑ Props, costume and set materials that can be more easily disinfected are preferred.
- ❑ All cast and crew must wear a face mask and must wash or sanitize hands before touching props, costumes, or set materials. During filming, cast may use these items without wearing a face mask.
- ❑ All props, costumes and set materials must be disinfected before first use on the set, and between uses by different actors.

- Where feasible, cast will bring their own props (e.g., cell phone) and costumes to avoid sharing.
- All trucks and other vehicles must be disinfected after each use.

D. MEASURES THAT COMMUNICATE TO STAFF, CAST, CREW, VISITORS, VENDORS AND CLIENTS

- A copy of this protocol is given to all people, in all roles, that enter the facility or the on-location set. A copy of this protocol, or if applicable, the facility's printed Los Angeles County COVID-19 Safety Compliance Certificate is posted at all public entrances to the facility. For more information or to complete the COVID-19 Safety Compliance self-certification program, visit <http://publichealth.lacounty.gov/eh/covid19cert.htm>. Facilities must keep a copy of the Protocols onsite at the facility for review, upon request.
- Signage is posted throughout the facility or set to convey the following information:
 - People ill with signs of COVID-19, or that have tested positive for the virus, are not permitted to enter.
 - People that are under quarantine after possible exposure to another person with possible or confirmed COVID-19, are not allowed to enter.
 - Face mask requirements.
 - Capacity limits for specific meeting rooms, break rooms, dining areas, recording rooms, film sets, and vehicles, (posted on or just outside of the entrance to these locations).
 - Procedures for symptoms checks, temperature checks. (posted in check-in areas)
 - Contact information for the on-set COVID-19 Compliance Officer (C19CO).

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Measures are instituted to assure access for cast, crew and musicians who have mobility limitations and/or are at high risk in public spaces.

F. MUSIC PRODUCTION

In addition to complying with all other relevant sections of this protocol music production activities should also adhere to the list below:

- All sessions should be booked in advance with the expected number of participants recorded at booking to ensure that physical distancing can be maintained. A visitor log should be maintained with name and contact information of all participants.
- Individuals admitted to the studio at any particular time (including talent and crew) must be limited to essential personnel only. This includes artists, songwriters, photographers/videographers, and the people who can accompany them, must be strictly limited to essential personnel only.
- Wherever feasible, everyone utilizing the studio should use their own equipment (including cameras, headphones, microphones, consoles), desks, phones, supplies, etc. If equipment must be shared, it should be sanitized at least once daily.
- Distance markers must be provided to indicate adequate social distancing. Microphones, consoles, and other equipment must be set up to facilitate social distancing.
- Those entering the studio must wear a face mask over the nose and mouth whenever they are near others, especially in common areas including lounges, kitchens, bathrooms.
- All musicians and singers performing work in which they cannot wear a face mask (e.g. wind and brass instrument players, singers) should strive for a minimum of 12 feet of social distancing during rehearsal or performance or perform alone in a sound booth. Barriers such as Plexiglas may be used to supplement safety.

- Fully Vaccinated Music Productions:* If all cast, musician performers in a band or orchestra, and all crew an staff present during rehearsal, recording or performance are fully vaccinated, singers and wind and brass musicians need only maintain 6 feet of physical distancing (instead of 12) from all others while performing. The production must secure a periphery around the production and not admit any unvaccinated people into the area during the rehearsal or performance.
- Talent must arrive with hair and makeup done if needed.
- Contractors should ideally accept tax forms and other collectively bargained forms (Cartage) digitally, or via mail.
- Copies of acknowledgement forms regarding studio policies and written notices will be placed, close to entrances.
 - Forms should be sent electronically in advance to contingent workers and visitors for e-signature, if possible, to minimize physical contact at the studio.
- As much as feasible all financial transactions should be arranged in advance or following the session through contactless systems. Transactions or services that can be offered remotely should be moved on-line.

G. AUDITIONING SESSIONS

- Auditioning should be performed remotely, through tools such as videoconferencing, as much as possible.
- When in-person auditioning is used, the following are required:
 - Appointments must be used to prevent crowding. No open calls are allowed.
 - All attending the session are required to wear face masks; the person auditioning may remove their face mask for the audition if appropriate.
 - Single use printed scripts given to each participant, no sharing of scripts.
 - The individual auditioning must wait outdoors, and away from others for their appointment.
 - Multiple person auditions must maintain at least six (6) feet of distance between individuals.

H. SCENE RESTRICTIONS

- All cast shall wash or sanitize hands when beginning the filming of a scene and not touch their face during the filming session. Any crew that must interact with the set or cast must also wash or sanitize their hands at the beginning of filming and must wear a face mask.
- Any work, including scenes, requiring cast or crew to be closer than six (6) feet must be as brief as possible and cast must be as silent as possible to avoid spreading droplets through talking. Scenes with direct prolonged physical contact between cast (intimate scenes, fight scenes) are discouraged at this time.
- Large crowd scenes are not recommended.
- All on location filming must adhere to operating hours between 7am and 10pm whenever feasible.

I. CRAFT SERVICES AND CATERING

- All actors and crew shall wash or sanitize hands before handling any food.
- No buffets allowed.
- No communal food or drink service (no coffee pot, no single service coffee maker).
- All food and drink must be single serving only.

- Craft service dining should be held outdoors if feasible.
- Sit-down meals: Dining must occur only in designated dining areas. It is recommended to have cast and crew eating in shifts with fewer people. Seating for sit-down meals must be large enough to allow for physical distancing of at least six (6) feet between persons eating and should be done outdoors, if feasible. Alternatively, cast and crew may dine alone in closed offices. Indoor meals are discouraged, but it is permitted at the following capacity limits:
 - Red Tier: 25% maximum indoor capacity of the designated indoor dining area, or 100 individuals, whichever is fewer
 - Orange Tier: 50% maximum indoor capacity of the designated indoor dining area or 200 individuals, whichever is fewer
 - Yellow Tier: 50% maximum indoor capacity of the designated indoor dining area.
- Occupancy is reduced and space between employees is maximized in any room or area used by employees for meals and/or breaks. This has been achieved by:
 - Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks; and
 - Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
 - Placing tables at least eight feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.
- Hydration Breaks: Brief removal of the face mask is allowed in other areas of the production only for brief drinks of water or other liquids. The person must be at least 12 feet away from others and immediately place their mask back on. It is recommended that the location of these hydration break areas be pre-designated.
- All additional Public Health Requirements related to food service must be followed.
- Any food brought by individuals should be labeled and may not be shared.
- Food and drinks may be consumed only in designated areas or closed offices (when individual alone). Face masks must be worn at all times in all other areas.
- If water is served from water dispensers, then levers or buttons on the dispenser should be cleaned after each use. It is preferable that beverages are served in single use containers.

J. WARDROBE, HAIR & MAKEUP

- Hands-on assistance with these services should be limited only to cast that require it and cannot do it themselves.
- Actors and crew must wash or sanitize their hands before any hands-on styling or costume session, and wear face shields during sessions as much as possible. During the application of makeup, since a face mask cannot be worn the actor should stay as silent as possible to avoid spreading droplets through talking.
- Members of the crew who consistently work within six feet of cast or talent who are not wearing face masks (e.g., providing hands-on styling, make-up or costume assistance) must wear a secondary barrier (e.g., a face shield or safety goggles) in addition to a face mask. All workers should minimize the amount of time spent within six feet of others. Face shields or goggles are optional for employees that show proof of full vaccination to their employer; wearing a mask is still required. For fully vaccinated employees who have shown proof of their full vaccination against COVID-19 and choose not to wear a face shield, the employer should create and keep a written record that documents that each of these employees has shown them acceptable proof of full vaccination. The employer does not need to keep a copy of the proof of full vaccination shown.

- People are considered fully vaccinated for COVID-19 at ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen)
- The following are acceptable for the employee to show their employer as proof of full vaccination for COVID-19: Vaccination card (which includes name of person vaccinated, type of vaccine provided and date last dose administered) OR a photo of a vaccination card as a separate document OR a photo of the attendee's vaccine card stored on a phone or electronic device OR documentation of full vaccination from a healthcare provider (which includes name of person vaccinated and confirms that the person is fully vaccinated for COVID-19).
- ❑ The date, time and crew in the session should be recorded for later reference, in case either the cast member or wardrobe/hair crew become ill with COVID-19.

K. LOCATION SCOUTING AND FILMING

- ❑ Scouting should be performed virtually or rely on existing site photographs where possible.
- ❑ Locations must be completely secure to prevent access by the public. Locations should be remote, fenced or otherwise well-secured from public access.
- ❑ Locations must have enough space to allow for physical distancing for all cast and crew holding and common areas, the video village, craft services/dining, and all other work areas.
- ❑ Location rental or access time must allow for the extra time needed for safe check-in to the site, and extra time for hand hygiene and repeated disinfection of surfaces.
- ❑ Outdoor or large open indoor spaces are inherently safer by virtue of the greater capacity to achieve physical distancing and/or ventilation. Small closed indoor spaces without proper ventilation should not be used.
- ❑ A workflow and COVID-19 safety protocol must be written before filming occurs and shared with all cast and crew on location.
- ❑ A listing of all cast and crew participating in the filming must be maintained in case there is a need to perform contact tracing in the event of an illness or positive viral test in cast or crew.
- ❑ Physical distancing of at least six (6) feet between people is required on all off-camera areas including the cast and crew holding and common areas, the video village, craft services /dining, and all other work areas. Provide additional areas, equipment (such as video village monitors) to allow for distancing.
- ❑ Only essential cast and crew should be on or near the set at any time and physical distancing must be maintained.
- ❑ If transportation is needed between filming sites, use a higher-capacity vehicle as much as possible to allow for six (6) feet of physical distancing as much as is feasible. Establish a passenger capacity number and post it on the side of the vehicle. If needed, provide more vehicle trips with fewer passengers per trip. Require face masks for all passengers (including cast) and driver, leave windows open, if possible, during the ride.
- ❑ All off-camera staff must wear face mask throughout the workday.
- ❑ All cast and crew should stay on location during the workday, including all breaks.
- ❑ All on location filming must adhere to operating hours between 7am and 10pm whenever feasible.

L. FILM PERMITTING

- ❑ Productions that consist entirely of remote/virtual work and filming or recording, with no contact between cast, crew, and musicians, are safest and should be prioritized if possible.
- ❑ The production must meet all other requirements for ON LOCATION FILMING and SCENE RESTRICTIONS in this checklist.

Any additional measures not included above should be listed on separate pages,
which the business should attach to this document.

You may contact the following person with any questions
or comments about this protocol:

Business Contact Name:

Phone number:

Date Last Revised:

Retired - Not in Effect