

NB Filmmaker's Co-operative COVID-19 Film Production Protocol Guide

Recommendations for Clean & Healthy Production Sets

The coronavirus COVID-19 outbreak was declared a pandemic by the World Health Organization (WHO) on 11th March 2020. The New Brunswick Government implemented the NB COVID-19 Alert Levels system: Red, Orange, Yellow, Green. As restrictions are eased, the province will move to a different alert. As of June 1, 2020, we are at the yellow alert level.

Infectious diseases are risks for any workplace and all 'persons conducting business or undertaking' (PCBU's) have a primary duty to ensure so far as reasonably practicable the safety of workers and others in the workplace under New Brunswick's health and safety legislation.

This guide is a living document and has been developed to support and assist you in eliminating or minimizing the exposure for all personnel to Coronavirus / COVID-19 while working on your production or project, and in meeting your obligations under the Worksafe NB legislation & regulations.

Before you proceed with any project you must have policies and procedures in place to manage the risk of transmission of infection within the workplace. This guide does not remove or replace obligations under the Workplace health, Safety and Compensation Commission & Workers' Compensation Appeals Tribunal Act.

The health and safety of members on production sets is a top priority. To that end below are guidelines to help ensure clean and healthy sets for members. Ultimately members have to take personal responsibility and take an active role in maintaining a clean and healthy set. The guidelines include the following but are not limited to the recommendations below.

Be sure to consult local health guidelines to ensure you are following any other mandates as changes are occurring on a sometimes daily basis:

https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus/resources.html

These below Film Co-op guidelines are for all small member rentals and sanctioned member productions that have gone through the production committee and board.

Note that **only our** Film Co-op staff are permitted to clean our equipment as otherwise, incorrect cleaning may result in damage to our gear.

Small Rentals and Sanctioned Member Shoots: after arranging a specific pick-up time and day and receiving the call that members are on their way for pickup, the Film Co-op staff will prepare all equipment and place it outside the Charlotte Street Arts Centre (outside door closest to Film Co-op) and wait for the 2 members to show up (only 2).

Pickups and drop offs can now only be done during Film Co-op work hours (Monday-Friday, 10am-6pm) as staff can't be on call and can no longer give building keys out now to allow

members entry after hours. The Charlotte Street Arts Centre is on lockdown for the foreseeable future.

PRE-PRODUCTION

The script and/or storyboards may present higher or lower risk under each of the differing NB COVID-19 Alert Levels.

Have the script/storyboard broken-down looking at things such as:

- Requirement for persons to be within the recommended social distancing or physical contact parameters.
- The need for multiple people to be in contact with multiple surfaces.
- Larger numbers of persons in one place, a gathering.
- Locations to be filmed at, considering if it is possible to instead do a build in a studio.
- Number of crew required.
- Altering the script/storyboard to reduce the risk.
- Any travel nationally or internationally should be essential to project. No travel is best option.
- If suitable, consider flexible worksite strategies, i.e. to minimize or eliminate overlap between departments.
- Alternative methods to achieve riskier scenarios in order to eliminate or minimize risks.

The person completing the breakdown needs to have a solid understanding of Covid19 associated risks and of all requirements under WorksafeNB, taking into account the current Alert Level and having a solid understanding of the structure, processes, departmental requirements and on set protocols required to achieve the sequences described in the script or storyboard.

GENERAL RECOMMENDATIONS

- Crew and cast will be asked COVID-19 questionnaire each day to determine if someone may have been exposed to the illness.
- All cast and crew members will get their temperature taken at the beginning of each day. A forehead thermometer will be provided by the Film Co-op. If thermometer is damaged or lost, member filmmaker will be responsible for paying for loss.
- Film crew size should be as small as possible.
- Limit number of people in all areas to essential personnel only. Keep a record of who is in each team every day, as you may be required to track back for contact tracing.
- Maintain social distancing of no less than 6 feet whenever possible.
- Make 6 foot distance markings on the floor in environments where people need to line up if possible.
- Require frequent hand washing by all on-set personnel.
- If soap and water are not available, have on hand alcohol-based hand sanitizer or sanitizing wipes.
- Require anyone who is sick to stay home.
- Include additional PA's dedicated to assisting with sanitizing, possibly assigning PA's per department to manage.
- Self-monitor for signs or symptoms of illness and report if you are feeling ill.
- Eliminate handshakes, hugs and kisses to say hello.
- Crew must wear masks and should be worn at all times on set (Production and/or

individuals need to provide).

- Crew must wear gloves and change gloves repeatedly during the day (Production and/or individuals need to provide).
- Divide up on-location areas into sections with production teams isolated from each other.
- When possible, have one department at a time in a work area.
- Cover your mouth (not with hand) for coughs and sneezes.
- Utilize appropriate Personal Protective Equipment (PPE), including but not limited to gloves, goggles, face shields, masks that cover the nose and mouth.
- Do not use other people's phones or personal work tools.
- Frequently clean and disinfect of surfaces, (but not equipment), and other elements of the work environment using alcohol-based sanitizing wipes.
- Assign one individual per department to be responsible for constant wipe downs of surfaces.
- Identify who may effectively be able to work from home for prep, shoot, wrap.
- Each person has to be bring their own (pens, pencils, staplers, paper clips, etc.) and label or keep them in their own bag.
- Ask for paperwork to be emailed rather than handed over as much as possible.
- Once production starts, the director should limit takes to make sets more efficient and result in less standing around/congregating time.
- Consider sequestering cast and crew in outside spaces to control the environment and avoid bringing illness to and from set.
- When filming in doors, limit those on set to essential personnel only.

CORONAVIRUS TRAINING

Productions should provide info on COVID-19 safety protocols before a shoot begins.

Preproduction personnel should receive safety instruction before they commence work on a film.

CASTING

No casting sessions will be allowed in the Film Co-op resource room until further notice

- Casting should be done remotely via Facetime, Zoom, Skype, etc.
- Identify wardrobe specs in the breakdowns to increase the likelihood the actor brings something that can be worn on the shoot.

ON-SET PROTOCOL

- Safety posters should be on set to encourage hand washing and physical distancing.
- Everyone on-set is responsible for ensuring the safety of cast and crew by following proper protocols. Smaller crew/cast will facilitate this.
- Before cast and crew arrive on set, they should have temperature taken and COVID-19 questionnaire answered.
- Cast and crews should be organized into numerous cohorts so that departments are separated.
- Shoots should build in extra preparation time to allow departments to work alone, such as set dressing and lighting
- Shared equipment should be sanitized
- Access to shared working spaces should be limited
- Remote communication tools should be used wherever possible

- Each department should individually set up the filming area and leave sequentially, so as not to cross contaminate personnel crew.
- If a member of the team displays coronavirus symptoms, they should be sent home or to their accommodation on private transport

COVID-19 SAFETY OFFICER

- A crew member should be assigned the job of Safety Officer.
- Responsibilities would include placing/removing safety posters at locations, providing hand sanitizer, masks and gloves as required, taking temperature readings each day, keeping logs of locations visited, register of crew involved each day for contact tracing, health declaration for crew, incident report.
- If crew/cast member becomes sick, they will arrange for person to go home or to seek medical attention.

SOCIAL DISTANCING

- Cast and crew should observe 2-meter social distancing rules. Where this is not possible, the time people spend together should be limited and they should work back-to-back or shoulder-to-shoulder, rather than face-to-face
- People should avoid physical contact when greeting each other, including fist and elbow bumps.

SMOKING

- Smokers/vapers must use designated area or do so offsite, and butts are to be placed in the designated receptacle. Hands must be washed/sanitized before and after smoking.
- Ensure designated area is such that smoke or vapor produced is not going into another person's breathing zone.

HANDLING OF EQUIPMENT

- Use gloves and change regularly.
- Minimize the number of people having to touch the same items.
- Strive for consistency regarding which pieces of equipment are handled by whom. Do not cross into other departments or handle equipment outside of your own department
- All crew that requires tools should bring their own and not allow sharing.

LOCATION / TECH SCOUT

- Scouting should be done virtually as much as possible.
- Schedule the tech scout as early as possible.
- Give consideration to size and space when deciding among location options.
- Carefully consider the number of locations that get director scouted in-person.
- Self-drive when possible.
- If carpooling, everyone should be in masks, gloves, etc.
- Consider using multiple vehicles to allow distance between seats.
- While at location, have as much conversation outside as possible.
- Try to maximize space and air flow when designating spaces for a shoot.
- Drivers should wipe down inside vans (seats, handles, etc.) inside and out every time people exit the vehicle.

LOCATION DEPARTMENT

- Sanitize locations thoroughly before and after use.
- Choose disinfectants carefully in order to avoid damage or harm.
- Permit applications should go in as early as possible in case of new regulations.
- Consider permitting backup locations in the event that a location pulls out or otherwise becomes unavailable.
- Provide alcohol-based hand sanitizer or sanitizing wipes to locations when available.
- Have one individual put up and take down all location signs.
- Limit sets to essential personnel only, avoid additional visitors when possible.
- Where possible, apply a one-way system in high traffic areas.
- Provide clear access points (reduce clutter) to allow physical distancing.
- Toilet Facilities – wash/sanitize between uses, clean door handles, locks, toilet flush.

TRANSPORTATION

- Drivers should wipe down inside vehicles (seats, handles, etc.) inside and out every time people exit the vehicle.
- Add signage to vehicle exterior identifying maximum capacity.
- Require people to wear masks in vehicles.
- Keep windows down when possible to promote ventilation.
- Ensure one driver is assigned to one vehicle for the duration of prep and wrap.

ART DEPARTMENT

- Ask owner of the location to reduce personal items until after wrap.
- Art department crew should be given more time to sanitize props, furniture, and set dressings that come into contact with cast and crew
- The handling of key props should be limited to the relevant actors
- Make decisions on the tech scout, get approvals as early as possible.
- Consider potential value of prep and strike days. This may be combined with location cleaning requirements.

ELECTRIC, GRIP DEPARTMENTS

- Grip gear should only be handled only by the grip department (apple boxes and stands often support other departments).

HAIR AND MAKE-UP

- PPE must be worn for the duration of person-to-person contact.
- Face shield should be worn by the Make-up Artist or Hair Stylist.
- Make-up stations should be a minimum of 6 feet apart.
- Talent and make-up artist should wash their hands with soap before and after session.
- Use disposable make-up kits and brushes and dispose of the kit after each application.
- Mix make-up on a disposable palette and use only one brush, applicator, etc. per actor.
- Clean hairbrushes and combs and reusable make-up brushes with appropriate disinfecting solutions.
- Consider having the actor(s) show up having done their own make-up/hair.
- Avoid touch ups unless absolutely necessary.
- Avoid hair and make-up for secondary/back up actors.

WARDROBE DEPARTMENT

- Wardrobe fittings should be conducted remotely via Facetime, Zoom, Skype, etc.
- Wardrobe planning should be done ahead of shopping and pulling from rental houses.
- Only the wardrobe department should touch clothing, etc. until it's decided what the actor will actually try on.
- Use gloves and mask when looking through garments in rental houses and retail stores.
- Book talent as early as possible and get sizes as early as possible.
- Costumes and outfits should be bagged up individually, per performer.
- When possible, actors should arrive in their own wardrobe.
- Disinfect jewelry and glasses in between use.

CAMERA DEPARTMENT

- Crew doing pick-up must handle cases with gloves.
- Cases will be cleaned by Film Co-op staff before loading into vehicle.
- Only camera personnel should handle camera gear including carts, cases, tape, etc.
- Camera prep should be isolated in individual area.

SOUND DEPARTMENT

- Label mics with the name of the user so cross contamination doesn't occur.
- PPE should be worn for the duration of person-to-person contact.
- Utilize boom-only audio when possible.

CATERING

- Alcohol-based hand sanitizer or sanitizing wipes should always be available.
- Consider staggering lunch to ensure social distancing.
- Eliminate self-serve.
- Utensils should be individually wrapped in plastic (or similar).
- Seating should adhere to 6 foot rule.
- Serve boxed meals when possible.
- Allow cast and crew to bring their own food and/or eat in their car.

CRAFT SERVICES

- Only buy individual, prepackaged portions.
- Everyone must wash their hands before entering the craft services area.
- Craft services table should include hand sanitizer and/or sanitizing wipes.
- Craft services should have capability to refill an individual's reusable water bottle brought to set without contact between refill source and bottle.
- Reduce and streamline variety of beverages.
- Community drink dispensers should not be used.
- Eliminate any self-service snacks or fruit bowls.

Workplace hygiene

- Staff should be dedicated to cleaning all work areas
- Communal spaces such as toilets and dressing rooms should be deep cleaned daily
- Waste should be disposed of safely
- Sets should be locked down when not in use

ON-SET COMMUNICATION

- No sharing of devices.

VIDEO VILLAGE SET UP

- Chairs should be disinfected before and after people sit down.
- Have plastic chairs as they are easier to disinfect before and after.
- Video Village should be set up outside if possible.

ACTORS

- Consider alternate shot set-ups, camera angles, lenses that support more physical distancing.
- For intimate scenes, talent should have to test negative for the virus and show results.

EXTRAS

- Carefully consider the number of Extras required.
- Have enough space and chairs for Extras holding areas to practice social distancing.
- Provide one pen for each Extra to execute paperwork and instruct them to not share.

MINORS

- Be sure to have PPE that fits the minors.
- No make-up unless absolutely necessary.

PROJECT REGISTRATION

To assist WorkSafe NB with monitoring, and the Department of Health with contract tracing, NB Film Co-op will be managing a central register of all sanctioned member projects intending to shoot with the Film Co-op support. This registration is part of the industry standard that WorkSafeNB has requested and expects productions to align with.

INFORMATION REQUIRED

- Production company name.
- Production company contact (tel/email)
- Project name.
- Addresses of each location/site including a production office is one.
- Dates at each location/site.
- Approximate times at each location/site.
- Contact person on each site.

This information is only being collected and held for the above-mentioned purposes.

These recommendations are not intended to be the only possible recommendations for this situation or even a complete list. These recommendations are not intended to be medical advice.

COVID-19 Health Declaration

The Health Declaration must be completed. The information collected is personal information and must be kept confidential.

The Privacy Act 1983 governs how you collect, use, disclose, store and give access to personal information. Make sure you understand it before collecting this information.

Who should complete the declaration?

All persons being contracted permanently or casually who are or may be entering any site or premises in relation to the project need to complete the declaration.

Any person entering or visiting any site or premises for any reason, i.e. suppliers, tradespeople and visitors need to complete the declaration

Why is it important?

It is important to ensure persons entering any site or premises are healthy, to assist in combating the spread of COVID-19. It will also assist in meeting obligations for the recording of people's movements to enable contact tracing if required. It may be necessary to use the information collected to determine the persons movements across multiple projects over a 14-day period to minimise risk of spread if a particular project/site ends up having cases of COVID-19 infection. Especially if they are casual crew, a supplier or a visitor. The declaration will also invoke thought for the person completing it and will assist them in meeting their obligations.

When should it be completed?

The declaration needs to be completed before starting the production and before entering or visiting any site or premises for or on behalf of the project. The declaration is to be completed at all levels of the New Brunswick COVID-19 Alert Levels. The information being collected is specifically for the purpose of assisting in the management of your project H&S under the current COVID-19 pandemic. Below is an example to use or alter. Make sure any changes comply with the Privacy Act 1983.

COVID-19 Health Declaration

In line with New Brunswick's Department of Health guidelines and **NAME YOUR PRODUCTION HERE** commitment to ensure the safety of all our personnel and a safe filming environment, we need to ask you to truthfully answer the following questions. Depending on your responses, we reserve our right to not engage your services for current productions ("Productions"). Your responses to these questions will only be used for the purpose of **NAME YOUR PRODUCTION HERE**. Everyone must complete this form or, if they are minors, have the form completed on their behalf.

Name/s:

Address:

Contact Email: _____

Contact Phone Number: _____

1. Have you or anyone you immediately know had a confirmed case of COVID-19? YES / NO
If yes please elaborate

2. Have you been to a country or area of concern with COVID-19 in 2020? YES / NO
If yes, please elaborate

3. Have you or anyone you immediately know travelled nationally or internationally in the last month (30 days)? YES / NO If yes please elaborate and list travel areas/countries

4. Have you worked with/on or within other projects/productions in the last 20 days? YES / NO
If yes please elaborate & list, including location of work

5. Do you or anyone you know currently have any of the symptoms associated with COVID-19 or similar? YES / NO If yes, please elaborate

6. Have you been tested for the COVID-19 virus? YES / NO
What was the result?

7. By signing this document I declare all of the above to be true and correct at the time of signing, and that I do not currently have any of the symptoms associated with the COVID-19 or similar.

I agree to comply with all reasonable requests and measure to ensure I do my part to keep the workplace COVID free.

Please note while being employed, contracted or involved in **NAME YOUR PRODUCTION HERE** production please practice good hygiene, including regularly & thoroughly washing and drying hands and practicing good cough etiquette.

For the latest health advice, please see

https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus.html

Signature: _____ Date: _____

(And for and on behalf of):

If Minor

NB Film Co-op Project Registration Form

Production Company Name:			
Address:			
Contact Person Name:		Number:	
Email:			
Project Name:			
Location 1 Address:			
Time In:		Time Out:	
Location Contact (if different):		Number:	
Location 2 Address:			
Time In:		Time Out:	
Location Contact (if different):		Number:	
Location 3 Address:			
Time In:		Time Out:	
Location Contact (if different):		Number:	
Location 4 Address:			
Time In:		Time Out:	
Location Contact (if different):		Number:	
Location 5 Address:			
Time In:		Time Out:	
Location Contact (if different):		Number:	
Location 6 Address:			
Time In:		Time Out:	
Location Contact (if different):		Number:	

COVID-19 Safety Plan Key Contacts

Name	Department	Role	Phone	Mobile	Email
	Production	Executive Producer			
	Production	Producer			
	Production	Line Producer			
	Production	Production Manager			
	Production	Production Coordinator			
	Production	Production Assistant			
	Editing	Editing Assistant			
	Accounting	Production Accountant			
	Cleaning	Cleaner			
	Camera	Cinematographer			
	Camera	1st AC			
	Sound	Sound Recordist			
	Unit	Unit Manager			
	Lighting	Gaffer			
	Art	Designer / Art Director			
	Wardrobe	HOD			
	Grip	Key Grip			
	Make-up	HOD			
	Construction	Construction Manager			
	Locations	Locations Manager			
	Catering	Caterer			
	Health & Safety	H&S Supervisor			
	Health & Safety	H&S Officer			