



Interim NY Production Requirements & Suggested Practices

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Introduction:

The New York Production Alliance is dedicated to collecting and distributing the best available information when it comes to returning to work in New York. Throughout the process of reopening, New York has been releasing industry specific guidance organized around three principals, People, Places & Process.

On June 24, 2020 the Interim Guidance For Media Production During The Covid-19 Public Health Emergency was released. As noted in the official release email:

- This industry specific guidance includes: [Summary Guidance](#), [detailed guidance with an affirmation link](#), and a [business safety plan template](#).
- Each business or entity must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out the [New York Forward Safety Plan template](#) to fulfill the requirement or may develop its own Safety Plan. This plan does not need to be submitted to a state agency for approval but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.
- Businesses are encouraged to look up their specific business functions and needs via the [NY Forward Business Reopen Lookup Tool](#). This tool was designed to help businesses understand whether they can operate based on the nature of their business activity and the current status of the region(s) in which they operate. One can look up a NAICS code that most appropriately matches the specific activities in question via the federal searchable list [here](#).

In addition to affirming adherence to the detailed Media Production guidance, [the detailed guidance](#) notes the following:

Media production activities involve a variety of operations and owners/managers of media production businesses should reference relevant industry-specific Department of Health (DOH) guidelines where applicable. Specifically, any activities taking place in offices must operate in accordance with “[Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency](#),” any activities related to construction must operate in accordance with “[Interim Guidance for Construction Activities during the COVID-19 Public Health Emergency](#),” any activities related to hair and make-up must operate in accordance with “[Interim Guidance for Hair Salons and Barbershops during the COVID-19 Public Health Emergency](#)” and “[Interim Guidance for Personal Care Services during the COVID-19 Public Health Emergency](#)”, respectively; any activities related to food services must operate in accordance with “[Interim Guidance for Food Services during the COVID-19 Public Health Emergency](#),” and any activities related to real estate for locations or property scouting must operate in accordance with “[Interim Guidance for Real Estate Services during the COVID-19 Public Health Emergency](#).”

NYPA’s Interim NY Production Requirements & Suggested Practices lays out the state’s Media Production requirements, as well as highlighting the suggested best practices from numerous sources. This document is organized in line with the [New York Forward Safety Plan template](#), and should be viewed as a starting point for your own written Safety Plans. We will be updating frequently as more guidance from the state becomes available, as well as best practices begin to emerge now that production has resumed in many areas.

About the New York Production Alliance:

The New York Production Alliance (NYPA) represents the unified voice of the film, television, commercial production, and post production industry in New York City and New York State. Representing over 100,000 workers, together we promote, grow, and strengthen the entertainment industry in New York!

We are a communication resource. During this trying time, we will do our best to keep you informed and connected as we work to make it through this together. The film industry is a community unlike any other, and we need community more than ever right now.

www.nypa.org

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I. PEOPLE

A. Physical Distancing

To ensure employees comply with physical distancing requirements, New York requires businesses will do the following:

- Responsible Parties must ensure that, for indoor media production facilities or locations, the presence of employees, cast, and crew members is limited to no more than 50% of the maximum occupancy for a particular area as set by the certificate of occupancy; and
- Responsible Parties must ensure that a distance of at least six feet is maintained between all employees, cast, and crew in all locations (e.g., meal areas, common areas, holding areas, trailers, video village, equipment areas) around the media production facility or location; provided that certain functions during media production may require coming within six feet of other individuals (e.g., wardrobe, hair, makeup, sound, filming, performing), Responsible Parties must identify such functions and implement a protocol for mitigation of risk for affected individuals.
 - Further, safety or the core activity (e.g., moving equipment, unloading materials) may require individuals to be within a shorter distance, in which case, individuals must wear an acceptable face covering.
- Responsible Parties must ensure that all employees, cast, and crew wear acceptable face coverings at all times within the media production facility or location, provided the individual is over the age of two and medically able to tolerate such a face covering.
 - Performers may temporarily remove their face covering during performances or rehearsals, or when it interferes with a core activity such as hair, makeup, or wardrobe. Performers must don face coverings as soon as practicable following the above activities.
- Responsible Parties must ensure that all employees, cast, and crew in close proximity to performers without face coverings (e.g., hair stylists, make-up artists, costume designers, sound technicians, studio teachers, stunt coordinators, special effects technicians) wear both an acceptable face covering and eye protection, such as a face shield or goggles, for the duration of the activity requiring proximity. All employees, cast, and crew should also wear gloves or practice hand hygiene before and after such activities.
 - Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and disposable masks that cover both the mouth and nose.
 - However, cloth, disposable, or other homemade face coverings are not acceptable face coverings for workplace activities that typically require a higher degree of protection for personal protective equipment (PPE) due to the nature of the work. For those activities, N95 respirators or other PPE used under existing

industry standards should continue to be used, as is defined in accordance with OSHA guidelines.

- Responsible Parties must limit the number of employees, cast, and crew to only essential individuals for both indoor and outdoor media production activities, and ensure that all social distancing guidelines are rigorously enforced. Any non-essential personnel and visitors (e.g., friends, family, guests, visitors) must be prohibited from entering the media production facility or location.
 - Minors should be limited to two accompanying adults (e.g., one guardian or designated responsible person per 12 NYCRR 186-3.6(a) and one educator). Children should be prevented from touching or handling any media production items or equipment, unless necessary for the performance or rehearsal. Responsible Parties should consider moving minors to a secure off-set location, when possible, to limit their exposure to other employees, cast, and crew.
 - Responsible Parties must ensure there is sufficient security to limit access to the media production facility or location to only essential individuals, and to implement a security plan to disperse anyone who gathers outside.
- Responsible Parties must take social distancing requirements into account when scouting or choosing media production locations. Responsible Parties must:
 - ensure that locations can be secured completely from the general public;
 - ensure that locations allow for enough space to adhere to social distancing requirements for all work areas and departments; and
 - be able to meet appropriate cleaning and disinfection and hygiene standards
- Responsible Parties must post signs throughout the facility or location, consistent with DOH COVID19 signage. Responsible Parties can develop their own customized signage specific to their workplace or setting, provided that such signage is consistent with the Department's signage. Signage should be used to remind employees, cast, and crew to:
 - Stay home if they are feeling sick.
 - Cover their nose and mouth with a face covering.
 - Properly store and, when necessary, discard PPE.
 - Adhere to physical distancing instructions.
 - Report symptoms of or exposure to COVID-19, and how they should do so.
 - Follow hand hygiene and cleaning and disinfection guidelines.
 - Follow appropriate respiratory hygiene and cough etiquette.
- Responsible Parties must limit in-person employee, cast, and crew gatherings (e.g., production meetings, casting, scouting, editing) to the greatest extent possible and use other methods such as video or teleconferencing whenever possible, per CDC guidance "Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)". When videoconferencing or teleconferencing is not possible, Responsible Parties should hold meetings in open, well-ventilated spaces and ensure that individuals maintain six feet of social distance between one another (e.g., if there are chairs, leave space between chairs, have individuals sit in alternating chairs).
- Responsible Parties must prohibit live audiences unless they consist only of paid employees, cast, and crew. Employees, cast and crew may make up a live audience of

no more than 100 individuals, or 25% the audience capacity, whichever is lower. Live audiences must maintain social distance of at least six feet in all directions.

- Responsible Parties must ensure that all employees, cast, and crew receive training on COVID-19 safety, hygiene, cleaning, and disinfection protocols.
- Responsible Parties must take measures to reduce interpersonal contact and congregation, through methods such as:
 - limiting in-person presence to only those staff who are necessary for relevant media production activities;
 - adjusting workplace hours;
 - reducing on-site workforce to accommodate social distancing guidelines;
 - shifting design (e.g., A/B teams, staggered arrival/departure times);
 - prioritizing tasks that allow for social distancing over those that do not;
 - and/or avoiding multiple crews and/or teams working in one area by staggering scheduled tasks and using signs to indicate occupied areas.
- Responsible Parties must develop a plan for employees, cast, and crew to maintain six feet of social distance while queuing inside or outside of the media production facility or location for screening, as applicable.
- Responsible Parties must establish designated areas for pickups and deliveries, limiting contact to the extent possible.
- Responsible Parties must ensure employees sanitize hands before and after transferring a load (e.g., from a delivery driver) of merchandise (e.g., sanitize hands before starting to load items; and once all items have been loaded, finish by sanitizing their hands again).

In order to achieve these requirements, industry recommendations include:

- Pre-Production:
 - Remote work and virtual meetings whenever possible for pre-production activities including, but not limited to:
 - Writers Room
 - Casting
 - Scouting & Tech Scouts (virtual capture)
 - Production Accounting
 - Fittings/Wardrobe
 - Design Meetings
 - Table Reads
 - Reconfigure shared office to ensure desks are six feet apart. Distancing guidance must also be followed for other off set spaces including prep for set dressing, fabrication and scenic shops, storage, and all other office spaces.
 - Establish areas of office for each department, following the pod model below.
 - Install or implement “occupied” signage for restrooms.
 - Keep fresh air circulating.
 - Stagger work schedules to limit staff density at a given time.

- When in-person auditioning is used, the following are required:
 - Appointments must be used to prevent crowding. No open calls should be allowed.
 - All attending the session should wear cloth face coverings; the person auditioning may remove their face covering for the audition if appropriate.
 - Single use printed scripts given to each participant, no sharing of scripts.
 - The individual auditioning should wait outdoors, and away from others for their appointment.
 - Multiple person auditions must maintain at least six (6) feet of distance between individuals.
- Eliminate paper wherever possible, including:
 - Call sheets
 - Production Reports
 - Storyboards
 - Timecards
 - Petty Cash
 - Purchase Orders
- Scripts should be provided at least 2 weeks in advance to allow adequate time for review to address:
 - New standards from governing bodies including CDC, OSHA, NYDOH, and local health department guidance.
 - New requirements from unions and guilds (if applicable)
 - Adjusting scenes, examples include:
 - Scenes which may go against social distancing protocols should be discouraged (ex. large number of extras, confined spaces, etc.)
 - Scenes involving singing, loud yelling, or the use of wind instruments may increase the risk of transmission. Where possible, film these outdoors and/or ensure adequate distancing between people.
 - A sensitive chain of possession or special knowledge for props, as in weaponry.
 - Anything that would produce infected liquid waste, such as spit takes, feigned regurgitation or discharged food from multiple takes.
- Where prep requires a build, rigging, dressing, etc. at a studio/location, production should schedule enough days for departments to work alone and to hand over the set between departments when necessary.
- Limit non-local hires to reduce the exposure associated with distant travel.
 - If distant travel is required, particularly non-direct commercial flight, testing and/or a period of self quarantine should be considered.
- Locations where interaction with the general public cannot be eliminated or controlled should be discouraged.
- Use virtual scouting whenever possible.

- When virtual scouting is not possible, limit the number of people inside a location at the same time.
 - Self drive to scouts whenever possible.
 - If self drive is not possible:
 - No more than 50% occupancy in vehicles, including the driver.
 - Masks should be worn.
 - Windows open whenever possible.
 - Vehicles should be wiped down in between runs.
 - People transported together should be in the same pod (see below) if possible.
 - A log should be kept of who travels in which vehicle, including which driver is used.
 - Whenever possible, the same driver should drive the same pod for the duration of the production.
 - Post signs throughout the all workspaces (office, fabrication, etc.) reminding everyone to adhere to social distancing and mask wearing where appropriate.
 - All shop (props, costume, design, electrical equipment, etc.) and manufacturing locations should work on an appointment-only basis to prevent formation of lines or groups.
 - Set Decorators and shoppers should not be required to enter any store. Online shopping, by appointment locales and stores with curbside pick up are preferred.
- Production
 - Operate all sets as a closed set (Essential crew. No visitors)
 - Establish Production Pods, with limited overlap. Each pod should have a designated area at the office, set or location in which to work. Pod groups should include (but are not limited to):
 - Producer, UPM, Production Accountant
 - Director/1st AD/Script Supervisor
 - Camera
 - Electric
 - Grip
 - Art/Property/Set Dressing
 - Playback/DIT
 - Costume and Hair/Makeup Standby
 - Talent
 - **Build** Grips, Carps, and Scenics could be considered one pod
 - Movement between pods should be limited to key crew.
 - Establish a zone system, where those interacting directly with talent (Zone A) are limited and separated, to the greatest extent possible, from the rest of the crew.
 - Individual transport (self-drive) to set is encouraged. Where self-drive is not possible, it is strongly recommended production provide transportation (vs. mass transportation). In production supplied transportation:

- No more than 50% occupancy, including the driver.
 - Masks should be worn.
 - Windows open whenever possible.
 - Vehicles should be wiped down in between runs.
 - People transported together should be in the same zone and pod.
 - A log should be kept of who travels in which vehicle, including which driver is used.
 - Whenever possible, the same driver should drive the same pod for the duration of the production.
- Limit company moves during a shoot day.
- Call times should be staggered, with each pod arriving with enough time for screening and check in to be completed prior to the arrival of another pod.
- Meals should be staggered to allow for distancing.
 - If eating outside of the pod area, eating areas must be set up for social distancing.
- Length of day should be adjusted to account for additional screening time, staggered meals, etc.
- Remote Monitoring
 - Pods which can stay away from the stage or location should.
 - Each pod should be provided either their own monitor, or the ability to monitor on their own devices (phone, tablet, PC)
 - Roles which may monitor away from set should when possible, such as DIT or Script Supervisor
 - Stakeholders should also be provided the option to monitor remotely in order to limit the number of individuals on stage or location.
- Where departments require trucks, one member of a pod should be assigned to work on the truck at a given time.
 - Equipment trucks should be clearly marked for social distancing (six feet).
 - If trucks are being shared between departments, each department must be given the opportunity to complete their work prior to the next department beginning.
 - An empty truck should be designated to sanitize and hold potentially contaminated set dressing after handling by talent. This is recommended so the need to clean may not hinder or delay the on-going set needs from the the Art Department
- A designated area must be established to receive deliveries and load in.
 - Each pod requiring load in should be allowed to fully load in prior to the next pod beginning.
 - For non-crew deliveries, Producers should implement a touchless delivery system whereby drivers stay in the cab of the vehicle while delivery takes place or, where not practicable, Producers must provide acceptable personal protective equipment appropriate to the anticipated activities that

includes, at a minimum, a cloth face covering to delivery workers at no cost for the duration of the delivery process.

- Where dressing rooms or trailers are provided, restrict to single occupancy, unless provided to members of the same household. Use larger rooms where physical distancing can be maintained or barriers can be installed (arrange for at least six feet between workstations).
- For hair and makeup services where physical distancing cannot be maintained and other control measures such as barriers cannot be used, masks should be worn to reduce the risk of transmission. Masks may not protect the wearer from the virus because they do not form a tight seal with the face, but they can reduce the spread of the wearer's respiratory droplets to others. For that reason, performers should be required to wear masks, where feasible, for these services to protect artists. Artists should also wear masks to protect performers.
- Standins should always wear masks
- Post Production
 - As much as possible should be conducted remotely, including client/producer approvals.
 - When remote work is not possible:
 - Limit the number of people in each room.
 - Provide separate dedicated rooms for client/producer approvals that are not attended by other post staff
 - Artists should put on and adjust their own microphones to maintain distancing.
 - Recording booths must be disinfected in between uses.
 - Set Sales
 - Conducted online or by appointment only
 - Payments by credit card via links like QuickBooks or PayPal, or payment apps like Zelle or Venmo
 - Digital Petty Cash and receipts.
 - Retail Return days are limited and curbed.

II. PLACES

A. Protective Equipment.

To ensure employees comply with protective equipment requirements, New York requires that businesses will do the following:

- Responsible Parties must ensure that all employees, cast, and crew wear face coverings at all times within the media production facility or location, provided the individual is over the age of two and medically able to tolerate such a face covering.

- Performers may temporarily remove their face covering during performances or rehearsals, or when it interferes with a core activity such as hair, makeup, or wardrobe. Performers must don face coverings as soon as practicable following the above activities.
 - Responsible Parties must ensure that all employees, cast, and crew in close proximity to performers without face coverings (e.g. hair stylists, make-up artists, costume designers, sound technicians, studio teachers, stunt coordinators, special effects technicians) wear both an acceptable face covering and eye protection, such as a face shield or goggles, for the duration of the activity requiring close proximity. All employees, cast, and crew should also wear gloves or practice hand hygiene before and after such activities.
- In addition to any necessary PPE as required for certain workplace activities, Responsible Parties must procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to all employees, cast, and crew at no cost to the employee, cast, or crew member. Responsible Parties should have an adequate supply of face coverings, masks and other required PPE on hand should any employee, cast, or crew member need a replacement.
- Face coverings must be cleaned or replaced after use and may not be shared. Please consult the CDC guidance for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning.
 - Note that cloth, disposable, or other homemade face coverings are not acceptable face coverings for workplace activities that typically require a higher degree of protection for PPE due to the nature of the work. Responsible Parties must adhere to OSHA guidelines for such safety equipment.
 - Responsible Parties must allow employees, cast, and crew to use their own acceptable face coverings but cannot require employees, cast, and crew to supply their own face coverings. Further, this guidance shall not prevent employees, cast, and crew from wearing their personally owned additional protective coverings (e.g., surgical masks, N95 respirators, or face shields), or if the Responsible Parties otherwise requires employees, cast, and crew to wear more protective PPE due to the nature of their work. Employers should comply with all applicable OSHA standards
- Crew must be trained in how to properly put on, take off, clean (if applicable) and dispose of PPE.
- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.
- For hair and make-up:
 - Where Producers provide coverings to talent (e.g., apron for haircut), they must ensure that such covering is clean, freshly laundered, or disinfected between each use, or disposable.
 - Producers must require employees to wear clean smocks or gowns for hair/make-up.

- Producers must ensure that employees use gloves when providing service to a customer, or require workers to sanitize or wash their hands before and after contact.
 - If gloves are used, they must be replaced after each appointment

In order to achieve these requirements, industry recommendations include:

- It is recommended that producers have at least 3 sets of adequate PPE on hand for each crew member for each day.
- If providing reusable PPE (ex. Face Shields), it should be issued to and labelled for an individual crew member and not part of a shared pool.
- Individuals are permitted to use their own suitable PPE, so long as it is disposed of or disinfected after each use.
- Procedures for shared objects should include:
 - Equipment
 - Rental companies should ensure their equipment is disinfected prior to leaving their location.
 - Rented equipment should go directly to the designated area for the Pod utilizing that equipment.
 - Equipment should be disinfected after each use.
 - To avoid cross contamination, equipment should only be handled by individuals within the pod using that equipment. Crew must not touch, move, lean against, sit on, pick up or otherwise disturb any piece of equipment which is not directly under their purview.
 - In practice, this means that no one may assist in carrying any equipment unless they are allocated directly to that Pod. Where this is unavoidable, crew must wash their hands immediately after assisting.
 - Walkies should be provided to each crew member to facilitate communication and eliminate close conversation.
 - The walkie should be signed out at the beginning of shooting and not returned until the end.
 - The walkie and/or ear pieces should not be shared.
 - Each pod should have their own battery charging station.
 - Batteries should be disinfected after each use.
 - Props
 - Rental Houses used should have their Business Safety Plan on file with Production and Art Department
 - Fabrication Shops hired should have their Business Safety Plan on file with Production and Art Department
 - A designated area or Rubbermaid cart sequestering used items must be provided for Art to transfer for cleaning.
 - Props requiring special cleaning will be cleaned as they customarily would be.

- Props without special cleaning requirements should be cleaned prior to and after each use.
 - Hands will be cleaned after handling props.
- For those crew in close contact with talent, where distancing may not be possible
 - An abundance of PPE must be made available to those working close with talent (Director, DP, Prop Master, etc.).
 - PPE must be replaced or sanitized after working with each cast member.
 - When possible, cast should wear over the ear masks (as opposed to back tie) to enable the mask to stay in place as often as possible during hair.
 - Disinfect tools in between each use.
 - Provide makeup application tools and supplies for each performer and use only on that individual. Keep in individual labeled bags.
 - Use disposable make-up kits, applicators (cotton swabs, sponges, mascara wands) and brushes when possible.
 - Avoid providing hair and makeup for background.
- Shared spaces, high touch services
 - A regular schedule of cleaning must be developed for all common areas to be completed by a cleaning crew, with each cleaning documented.
 - Designate crew member(s) for incidental and/or emergency cleaning.
- Eliminate paper whenever possible, including but not limited to Petty Cash, Scripts, and Call Sheets

B. Hygiene and Cleaning.

To ensure employees comply with hygiene and cleaning requirements, New York requires businesses will do the following:

- Responsible Parties must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Responsible Parties must maintain logs that include the date, time, and scope of cleaning and disinfection
- Responsible Parties must provide and maintain hand hygiene stations throughout media production facilities or locations as follows:
 - For handwashing: soap, running warm water, and disposable paper towels.
 - For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
 - Responsible Parties must make hand sanitizer available throughout common areas (e.g., entrances, exits, exhibits, and security/reception desks). Touch-free hand sanitizer dispensers should be installed where possible.

- Responsible Parties must provide appropriate cleaning and disinfection supplies for shared and frequently touched surfaces and encourage employees, cast, and crew to use these supplies, following manufacturers' instructions, before and after use of these surfaces, followed by hand hygiene.
- Responsible Parties must conduct regular cleaning and disinfection of the media production facility or location and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces (e.g., studios, production sets, hair and make-up stations, trailers, break areas, eating areas, vehicles). Cleaning and disinfection must be rigorous and ongoing and should occur at least after each shoot, daily, or more frequently as needed. Please refer to DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" for detailed instructions on how to clean and disinfect facilities.
 - Responsible Parties must ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.
 - Responsible Parties must ensure distancing rules are adhered to by using signage, occupied markers, or other methods to reduce restroom capacity where feasible.
 - Responsible Parties must ensure that all media production equipment and tools (e.g., cases, cameras, eyepieces, lenses, monitors and touchscreens, dollies) are regularly cleaned and disinfected using registered disinfectants. Refer to the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19.
 - If cleaning or disinfection products or the act of cleaning and disinfection causes safety hazards or degrades the material or machinery, Responsible Parties must put in place hand hygiene stations between use and/or supply disposable gloves and/or limitations on the number of individuals using such objects.
- Responsible Parties must provide for the cleaning and disinfection of exposed areas in the event of a positive case of COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g., shared surfaces, vehicles, hand railings, handles, and doorknobs).
- Responsible Parties must ensure that all props, costumes, and set materials are cleaned and disinfected between each use and stored in sealed containers between uses.
- Responsible Parties must put in place measures to limit the sharing of objects, gear, and equipment (e.g., radios, camera equipment and dollies, stunt pads, wigs, costumes) between individuals and departments, as well as the touching of shared surfaces, such as railings and door knobs; or, must require employees, cast, and crew to wear gloves (trade-appropriate or medical) when in contact with shared objects or frequently touched surfaces; or, must require employees, cast, and crew to perform hand hygiene before and after contact.
- Responsible Parties must prohibit shared food and beverages among employees, cast, and crew (e.g., self-serve meals and beverages) and reserve adequate space for employees, cast, and crew to observe social distancing while eating meals.

- Responsible Parties may provide food service via buffet, provided that they are not self-serve and that they are sufficiently staffed to ensure that there is no employee, cast, or crew touching of common objects (e.g., serving spoons, tongs) and that appropriate social distance is maintained.
- Responsible Parties should consider providing food and beverage in pre-packaged containers to limit sharing between individuals. If providing food and beverage, Responsible Parties should also provide disposable or individually wrapped eating utensils.
- Responsible Parties should remove any unnecessary communal fixtures from the venue, such as newspaper or magazine stands, in favor of individual distribution upon request.

In order to achieve these requirements, industry recommendations include:

- Hand hygiene stations throughout media production facilities and all sites rented for the purpose of being worksites away from physical production. This includes set dressing, fabrication and scenic shops, storage, and office space.
- Ensure air circulation and ventilation on sites rented for the purpose of being worksites away from physical production. This includes set dressing, fabrication and scenic shops, storage, and office space.
- Ensure that all locations ahead of Camera are first disinfected for dressing, and equally disinfected for wrapping the location before the Art Department can enter.
- Production should engage a specific disinfection crew whose sole job it is to clean and disinfect the set — excluding each department & craft services responsible for their own areas and equipment. The Disinfection Crew:
 - May help other departments with disinfection needs when not busy with their specified tasks.
 - Continually disinfects touched surfaces, bathrooms anywhere needed.
 - Maintains hand sanitizer at every entry/exit.
 - Responds to Medic/Crew/Departments if there is a need for a specific disinfection of an area/surface if needed.
 - Works with the production office to help provide to various departments disinfection supplies as needed.
 - Communicates inventory needs with the Production Office which will purchase COVID-prevention supplies..
- Cleaning materials (wipes/antibacterial spray, etc) to be made available in each pod for any crew member to clean surfaces on demand.
 - Cleaning materials must be approved by the EPA. This list is frequently updated, and should be revisited often. For the most current information, please click [List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#).
 - The EPA list does not specify toxicity, and certain approved items are known to impact those with respiratory sensitivities. For a list of non-toxic, EPA approved cleaners, [please visit this page from Beyond Pesticides](#), which has the

consolidated list at the bottom of the page. While the page is updated frequently, it is best to confirm their suggestions are still listed.

- Any vacuum being used should have a HEPA filter, and ideally would be used at the end of the day.
- Hand sanitizer to be made available to all crew in their pod and common areas for regular hand-cleaning.
- All crew to be encouraged to wash hands regularly. Ample breaks must be given for handwashing.
- Disposable gloves to be made available to all crew.
 - ArtCube Nation recommends 20 sets of disposable gloves per person per day for Art Department Crew.
- Ensure hand dryers are unplugged or clearly marked not for use.
- Craft service should consist of individually packaged snacks and single serve beverages. Touchless beverage stations may also be considered.
 - Alternatives to single use plastic bottled water include:
 - Path Water
 - Open Water
 - Liquid Death
 - Canned Water 4 Kids
 - Ever and Ever
 - Mananalu
- Catered meals should be individually wrapped.
 - Some non-bioplastic, compostable serving containers and utensils to consider:
 - EcoChoice
 - Eco Gecko
 - Biodegradable Food Service
 - Ecoware
- If allowing for custom or made to order meals, ordering should be done in advance (ex. Online menu)
- Meal times should be staggered by pod, with eating areas appropriately spaced and disinfected as each pod finishes.
- Crew should not leave the stage or location for meals if possible.
- Waste Management
 - As many have noted, the nature of preventing the spread of the Coronavirus will lead to an increase in waste, for which disposal must be considered. Some suggestions from [Earth Angel](#):
 - Medical/surgical masks, disposable gloves and testing kits go with regular household waste. Both OSHA and CDC say this material can be managed per the current systems. “Workers and employers should manage municipal (e.g., household, business) solid waste and recycling with potential or known COVID-19 contamination like any other non-contaminated municipal waste.” ([OSHA](#))

- Terracycle's recycling programs are still accepting materials including single-use face masks, disposable gloves, safety glasses, beauty products and snack wrappers.
 - Terracycle/[Kimberly](#) have PPE recycling programs
 - [Disposable glove recycling](#): disposable vinyl, nitrile, and latex gloves.
 - [Disposable PPE recycling](#): disposable gloves, dust masks, garments, hairnets, beardnets, earplugs, and safety glasses.
 - N95 masks should only be repurposed/recycled as a last resort when there is a shortage of N95 - [New Zealand nurses and WHO](#)
- Regulated Medical Waste is classified in these categories: Biohazardous, Pathology, Chem, Sharps, and Pharmacy. RMW will require a special vendor to handle but it's unlikely that film sets will deal with them nor Hazardous waste (RCRA). Source: James Evans, MBA, LEED GA, Programs Manager at UCLA Health Sustainability, Jun 15
 - Effective management of biomedical and health-care waste requires appropriate identification, collection, separation, storage, transportation, treatment and disposal, as well as important associated aspects including disinfection, personnel protection and training. ([UNEP](#))
- Guideline References: [National Waste & Recycling Association](#)

C. Communication

To ensure the business and its employees comply with communication requirements, New York requires businesses will do the following:

- Responsible Parties must affirm that they have reviewed and understand the state-issued industry guidelines, and that they will implement them.
- Responsible Parties should develop a communications plan for employees, cast, and crew that includes applicable instructions, training, signage, and a consistent means to provide employees, cast, and crew with information. Responsible Parties may consider developing webpages, text and email groups, and social media.
- Responsible Parties must encourage individuals to adhere to CDC and DOH guidance regarding the use of PPE, specifically face coverings, through verbal communication and signage. •
- Responsible Parties should post signage inside and outside of the media production facility or location to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfection protocols.

- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means
- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations

In order to achieve these requirements, industry recommendations include:

- Provide enough time to post appropriate signs throughout the stage or location.
- Send each crew member an electronic packet for review. Producers are encouraged to request confirmation of receipt and/or affirmation of having reviewed the packet.
- Everyone on the crew should be capable of receiving update emails and/or text messages.
- Any crew member who clearly does not wish to comply with COVID protocol, must not be allowed to enter the media production facility or location.
- COVID Screener(s) should be designated, and will be responsible for keeping all logs associated with those coming to set, as all coming to set will be subject to screening.
- COVID-19 Compliance Officer will be responsible for communication with state and local health departments.

III. PROCESS

A. Screening.

To ensure the business is in compliance with screening requirements, New York requires that businesses will do the following:

- Responsible Parties must ensure that employees, cast, and crew members, whose job functions or roles involve close or proximate contact with cast members, have been tested for COVID-19 through a diagnostic test, prior to their participation in media production activities, and at least once per week thereafter, when on site or location.
- Designate a site safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.
- Responsible Parties must implement mandatory daily health screening practices for employees, cast, crew, and, where practicable, contractors and vendors, but such screening shall not be mandated for delivery personnel.
 - Screening practices may be performed remotely (e.g., by telephone or electronic survey), before individuals report to the facility or location, to the extent possible; or may be performed on site.

- Screening should be coordinated to prevent individuals from intermingling in close or proximate contact with each other prior to completion of the screening.
- At a minimum, screening is required of employees, cast, and crew members, and, where practicable, contractors and vendors, and must be completed using a questionnaire that determines whether the individual has:
 - (a) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
 - (b) tested positive for COVID-19 in the past 14 days; and/or
 - (c) has experienced any symptoms of COVID-19 in the past 14 days
- Responsible Parties must require employees, cast, and crew to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of work hours.
- In addition to the screening questionnaire, temperature checks may also be conducted per U.S. Equal Employment Opportunity Commission or DOH guidelines. Responsible Parties are prohibited from keeping records of employees, cast, and crew health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).
- Responsible Parties must ensure that any personnel performing screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious individuals entering the facility. Personnel performing screening activities should be trained by employers identified individuals who are familiar with CDC, DOH, and OSHA protocols
- Any employees, cast, and crew member, or vendor who screens positive for COVID-19 symptoms must not be allowed to enter the media production facility or location and must be sent home with instructions to contact their healthcare provider for assessment and testing.
 - Responsible Parties should remotely provide such individuals with information on healthcare and testing resources.
 - Responsible Parties must immediately notify the state and local health department about the case if test results are positive for COVID-19.
- Responsible Parties must designate a central point of contact, which may vary by activity, location, shift or day, responsible for receiving and attesting to having reviewed all employee, cast, crew, contractor, and vendor questionnaires, with such contact also identified as the party for employees, cast, crew, contractors, and vendors to inform if they later are experiencing COVID-19-related symptoms, as noted on the questionnaire.
 - Identified point of contact should be prepared to receive notifications from individuals of positive cases and initiate the respective cleaning and disinfection procedures.
- Responsible Parties must designate a site safety monitor whose responsibilities include continuous compliance with all aspects of the Site Safety Plan, for all individuals.

- To the extent possible, Responsible Parties should maintain a log of every employee, cast, crew member, contractor, and vendor who may have close or proximate contact with other individuals at the media production facility or location; excluding deliveries that are performed with appropriate PPE or through contactless means. The log should contain contact information, such that all contacts may be identified, traced, and notified in the event an individual is diagnosed with COVID-19.
 - Responsible Parties must cooperate with state and local health department contact tracing efforts.
- All employee and visitor responses collected by the screening process on a daily basis must be reviewed and a record of such review must be maintained. A contact at the party for workers to inform if they later are experiencing COVID-19-related symptoms, as noted in the questionnaire, must be identified.
- Employers and employees should take the following actions related to COVID-19 symptoms and contact:
 - If an employee has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test, the employee may only return to work after completing a 14-day self-quarantine.
 - If an employee is critical to the operation or safety of a site, the local health department and the most up-to-date CDC and DOH standards on the minimum number of days to quarantine before an employee is safely able to return to work with additional precautions to mitigate the risk of COVID-19 transmission may be consulted.
 - If an employee does NOT have COVID-19 symptoms BUT tests positive for COVID-19, the employee may only return to work after completing a 14-day self-quarantine. If an employee is critical to the operation or safety of a site, the local health department and the most up-to-date CDC and DOH standards on the minimum number of days to quarantine before an employee is safely able to return to work with additional precautions to mitigate the risk of COVID-19 transmission may be consulted.
 - If an employee has had close contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the employee should notify their employer and follow the above protocol for a positive case.
 - If an employee has had close contact with a person with COVID-19 for a prolonged period of time AND is NOT symptomatic, the employee should notify their employer and adhere to the following practices prior to and during their work shift, which should be documented:
 - 1) Regular monitoring: As long as the employee does not have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
 - 2) Wear a mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure.
 - 3) Social distance: Employee should continue social distancing practices, including maintaining, at least, six feet distance from others.
 - 4) Disinfect and clean work spaces: Continue to clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely.

- If an employee is symptomatic upon arrival at work or becomes sick during the day, the employee must be separated and sent home immediately, following the above protocol for a positive case.

In order to achieve these requirements, industry recommendations include:

- Hire an autonomous COVID-19 Compliance Officer, whom:
 - Has the authority to make and impose decisions regarding infectious illness policies and procedures—e.g. to have cast/crew go home/further testing, warnings/ consequences for poor illness prevention practices.
 - Is certified, or at minimum can demonstrate detailed knowledge of OSHA, CDC and NYDOH workplace protocols and understands production workflow.
 - Directs and daily communication with Producers and Studio Safety Officer, providing updates on health screenings and safety concerns
 - Speaks to the cast/crew directly, conducts safety meetings and provides the cast/crew with Production’s policy on COVID-19 and other infectious illness prevention practices.
 - Speaks directly to the cast crew about issues/concerns from an anonymous hotline.
 - Works with Set Medic in discussing concerns, and has the sole responsibility to relay those concerns to cast, crew and Production as appropriate. (Note: Medic has no authority to make, impose or enforce, or communicate policies
 - Approve illness prevention supplies needed by medic and various departments.
 - Receive the daily “Symptom Check” document from Health Screeners every morning. (See System Check Document below)
 - Consider hiring a Deputy Compliance Officer whom:
 - Could provide info to crew departments on disinfecting their equipment, trucks, and workspaces according to procedure.
 - Could assure departments are in compliance with PPE procedures and provide them with any needed PPE and cleaning supplies.
 - Ask/have purchased and provided by the production office any needed illness prevention supplies e.g. masks, gloves, soap, hand sanitizer, barrier devices etc.
- Designated COVID-19 Screener(s)
 - Additional Medic(s), who would check the temperature of each visitor or crew member in their department when the crew member arrives at the start of their day.
 - Reviews digital responses to the “Symptom Check”, and ensures each working that day has submitted it. They also ensure all those coming to set or location have submitted their digital “Symptom Check”
 - If a digital “Symptom Check” is not available, administer a “Symptom Check” document and have the crew member sign the document that states they “attest” to their answers to the minimum questions.

- Email the “Symptom Check” document as a pdf daily to the COVID Workplace Coord.
- Daily “Symptom Check” should be done electronically prior to crew or visitors coming to set.
- Guidance from DGA, SAG-AFTRA, IATSE, and Teamsters recommends testing the entire crew at the beginning of employment, with testing at least three times a week for those in contact with talent, and weekly for the rest of the crew.
- If talent or crew test positive, in addition to the above required steps, members of the pod(s) the individual came in contact with must be notified and isolated/quarantined in line with the latest guidance from the CDC and NYDOH.
- If talent or crew develop symptoms during the day, in addition to following the above required steps, members of their pod should be isolated pending further evaluation. The COVID-19 Compliance Officer will have sole discretion as to whether to send the rest of the pod home. Prior to bringing in a relief crew, all equipment used by the impacted crew must be sanitized.
- Electronic temperature reading kiosks/scanners should be considered.
- Screening areas must be marked for social distancing, and preferably located outside of location or stage.

B. Contact tracing and disinfection of contaminated areas

To ensure the business and its employees comply with contact tracing and disinfection requirements, New York requires that businesses will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.
- In the case of any employee, cast, crew member, or contractor testing positive, the Responsible Parties must cooperate with the state and local health department to trace all contacts in the media production facility or location and notify the state and local health department of all individuals (as applicable) who entered the media production facility or location dating back to 48 hours before the person(s) began experiencing COVID-19 symptoms or tested positive, whichever is earlier. Confidentiality must be maintained as required by federal and state law and regulations.
 - In the case of an individual showing symptoms while on site, Responsible Parties must notify employees in the surrounding areas or who may have been affected immediately with information on where the individual has been throughout the building and notify them if the symptomatic person tests positive.
- Employees who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self report to their employer at the time of alert and shall not be permitted to remain or return to the work site.

In order to achieve these requirements, industry recommendations include:

- Should someone test positive, cleaning should follow current OSHA guidance, which is as follows:
 - Close off areas used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
 - Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
 - Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
 - Once an area has been appropriately disinfected, it can be opened for use.
 - Workers without close contact with the person who is sick can return to work immediately after disinfection.
 - If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.
- The COVID-19 Compliance Officer must notify the state, local health department, and building management (when applicable) immediately.
- The COVID-19 Compliance Officer must notify members of the individual's pod.
- Daily logs must be ready to be provided to the state and local health departments.
 - As a best practice, Responsible Parties may offer optional tracing and tracking technology (e.g. Bluetooth enabled mobile applications) to streamline contact tracing and communication process among their workforce and others.

IV. EMPLOYER PLANS

- Responsible Parties must conspicuously post completed safety plans on site or location for employees. The State has made available a business reopening safety plan template to guide business owners and operators in developing plans to protect against the spread of COVID-19.

Guidelines Reviewed in Developing This Document

Government Guidance

Federal

[CDC: Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

[CDC: Cleaning and Disinfecting Your Facility: Everyday Steps, Steps When Someone is Sick, and Considerations for Employers](#)

[EPA: List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)

[OSHA: Guidance on Preparing Workplace for COVID-19](#)

[OSHA: COVID-19 Control and Prevention](#)

State

[New York Department of Health: Novel Coronavirus](#)

[New York Forward](#)

Local

[NYC: COVID-19: Posters and Flyers](#)

[NYC Department of Health: COVID-19](#)

[County of Los Angeles Department of Public Health: Reopening Protocol for Music, Television and Film Production](#)

Film Commissions

International

[Australia](#)

[British Film Commission](#)

[British Columbia](#)

[Iceland Modified Quarantine for Film Production Projects](#)

[New Zealand](#)

Domestic

[Georgia](#)

[Hawaii](#)

[Montana](#)

[Oregon](#)

[Texas](#)

Industry Guidance

[Alliance of Motion Picture and TV Producers Safety Committee Task Force](#)

ArtCube Nation: Art Department Protocol

[Association of Independent Commercial Producers](#)

[New York Producers COVID Response Alliance](#)

[Local 600](#)

Production Equipment Rental Group

[‘The Safe Way Forward’ Joint Report from the DGA, SAG-AFTRA, IATSE, and Teamsters](#)

Additional Resources

American Industrial Hygiene Association (AIHA) - Linked to by OSHA: [Back to Work Safely](#)

Building Owners and Managers Association International - [Coronavirus Resource Center](#)

National Waste & Recycling Association - [COVID-19 WORK PRACTICES](#)