

## **Recommendations for Clean & Healthy Production Sets**

The health and safety of Floridians on production sets is a top priority of Film Florida. To that end, below are suggestions to help ensure clean and healthy sets. We encourage individuals to take personal responsibility and take an active role in maintaining a clean and healthy set. The suggestions include the following but are not limited to the recommendations below. Guilds, Unions, Production Companies, and Studios may also have regulations. Be sure to consult local officials to ensure you are following any other mandates.

### **GENERAL RECOMMENDATIONS**

- Ask crew to fill out health questionnaires to determine if someone could have been exposed to illness recently.
- All cast and crew members should get their temperature taken at the beginning of each day. For multi-day shoots, a chart should be kept to monitor changes in cast and crew temperature.
- Incorporate pertinent COVID-19 considerations into Daily Safety Meetings. Scheduling and carrying out multiple meetings may be required if staggering start times.
- Limit number of people in all areas to essential personnel only.
- 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.
- Require frequent hand washing by all on-set personnel.
- If soap and water are not available, use alcohol-based hand sanitizer or sanitizing wipes.
- Require anyone who is sick to stay home.
- Provide hand sanitizing stations and/or hand-washing stations throughout set area.
- Include additional PAs 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 studio backstage space and/or 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, finger cots (good for finger-only touch-points such as copier, microwave).
- Do not use other people's phones or personal work tools.
- Frequently clean and disinfect of surfaces, 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.
- Assign office supplies (pens, pencils, staplers, paper clips, etc.).
- 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 hotels to control the environment and avoid bringing illness to and from set.
- When filming in doors, limit those on set to essential personnel only.

#### PRODUCTION OFFICE / TRAILER / TENTS

- Consider utilizing larger tents with portable A/C or heat in lieu of trailers/motorhomes.
- Avoid having more than 5 people in trailers at one time.
- Keep windows and doors open to increase ventilation.
- Deliveries should be handled outside of an office or any closed space and wiped down/sprayed with sanitizing solution.
- When possible use disposable, ecologically friendly flatware, plates, and cups.
- Place sanitizing wipes at printer station if there is a community printer/copier.
- Continuously disinfect remote controls, light switches, etc.

#### CASTING

- When possible, castings should be done remotely via Facetime, Zoom, Skype, etc.
- Utilize remote casting sessions and callbacks with live broadcast capabilities.
- Schedule auditions and callbacks further apart and require social distancing.
- If distributing hard copy scripts/sides, dispose of paper after each reading.
- Eliminate “open calls” and give everyone assigned window to arrive.
- Encourage actors to wait in their cars, not in the waiting area of the casting facility.
- Have actors check in from outside using their cell phone.
- One dedicated Casting Assistant should sign all performers in and out.
- During in-person group auditions, actors can wear clear face shields and gloves, or maintain social distancing.
- When casting of families, real families should be used when possible so physical contact is kept within an existing family unit.
- Identify wardrobe specs in the breakdowns to increase the likelihood the actor brings something that can be worn on the shoot.

#### ON-SET PROTOCOL

- Departments should sequester in department pods.
- Eliminate crossing pods as much as possible.
- Each department should individually set up the filming area and leave sequentially, so as not to cross contaminate personnel crew.

#### HANDLING OF EQUIPMENT

- Use gloves and change regularly.
- Members of each department should disinfect gear during breaks in activity.
- Minimize the number of people having to touch the same items. This may require additional gear.