FILM FLORIDA
Entertainment Production Association

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.

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- 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.

- Strive for consistency regarding which pieces of equipment are handled by whom.
- All crew that requires tools should bring their own and not allow sharing.

STAFFING

- Anticipate inefficiencies due to new procedures.
- When possible, call times should be staggered to avoid large groups converging on a single area at one time.
- Build in time for one department to “step in, step out” at a time.
- Consider whether a prep or pre-light day will be required to lessen the amount of crew on shoot day.
- Some locations may only allow limited truck parking resulting in the need to cross-load and drop off gear.
- Be prepared with back up crew in case of illness during filming.

LOCATION / TECH SCOUT

- Scouting should be done virtually as much as possible.
- Schedule the tech scout as early as possible.
- Digitally distribute tech scout packets.
- 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 renting 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.
- 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 alternative lodging to house occupants for the duration of the shoot, including pets.
- Increase space for social distancing during lunch.
- Provide sensor-activated soap dispensers, hand dryers, etc. to locations when available.
- Provide washing stations when there is no access to running water.
- Have one individual put up and take down all location signs.
- Limit sets to essential personnel only, avoid additional visitors when possible.

TRANSPORTATION DEPARTMENT

- Attempt to limit number of people in a passenger van to 2 passengers at one time.
- Drivers should wipe down inside vans (seats, handles, etc.) inside and out every time people exit the vehicle.

- Add signage to van 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.
- 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

- More gear may be required to ensure people don't pass gear.
- Grip gear should only be handled by the grip department (apple boxes and stands often support other departments).
- Consider ordering additional gear and assign apple boxes and stands to 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.
- Possibly assign brush / combs to each actor so not to cross contaminate.
- 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.
- Seek permission from Clients to allow actors to keep purchased wardrobe.
- When possible, actors should arrive in their own wardrobe.
- Disinfect jewelry and glasses in between use.

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CAMERA DEPARTMENT

- Crew doing pick-up must handle cases with gloves.
- Cases should be wiped down before loading into vehicle.
- Only camera personnel should handle camera gear including carts, cases, tape, etc.
- Personal equipment should be wiped down when upon arrival and before departure each day.
- Each camera crew personnel should have their own non-sharable camera kits.
- Camera prep should be isolated in individual area.

SOUND DEPARTMENT

- Disinfect equipment before and after each use.
- Label mics with the name of the user.
- Disinfect mics and transmitters before and after each use.
- Replace mounting components that cannot be thoroughly cleaned.
- PPE should be worn for the duration of person-to-person contact.
- Utilize boom-only audio when possible.
- Some multi-talent scripts under may require a second Boom Operator.

CATERING

- Hand washing stations should be present.
- 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. Order more tables or encourage crew to eat in their own vehicles.
- 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.

MEDICAL PERSONNEL / SET MEDIC

- Medical personnel should take temperatures/check medical credentials/approvals.
- Medical personnel should patrol the set and proactively consult with personnel.
- Medical personnel should visually monitor cast & crew for those that look ill.

ON-SET COMMUNICATION

- Devices should be signed out the day before for quick distribution on the shoot day.
- Devices should be individually bagged and handed to the user in its bag.

- No sharing of devices.
- Replacement batteries should be disinfected in between uses, bagged, and handed to the crew as needed.

VIDEO VILLIAGE SET UP

- Chairs should disinfected before and after people sit down.
- Eliminate Directors chairs for plastic chairs as they are easier to disinfect.
- Video Village should be set up outside if possible.
- Additional monitors should be set up to allow for social distancing.
- Each person that needs to view the scene should be provided separate monitor distanced appropriately apart.

ACTORS

- Consider a temporary clear barrier between actors while establishing marks and positions and remove at the last moment.
- Consider alternate shot set-ups, camera angles, lenses, etc.
- 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 tables 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

- Think about how to organize schooling if required.
- Be sure to have PPE that fits the minors.
- No make-up unless absolutely necessary.

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. We strongly encourage all cast and crew to contact the following organizational resources for more information and for specific questions regarding your own policies and procedures.

OSHA:
https://www.osha.gov/Publications/OSHA3990.pdf

CDC:
https://www.cdc.gov/coronavirus/2019-nCoV/index.html
https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html

World Health Organization:
https://www.who.int/emergencies/diseases/novel-coronavirus-2019

Florida Department of Health
https://floridahealthcovid19.gov/

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