

## TAPROOT PICTURES COVID-19 WORKPLACE GUIDELINES VERSION 2 – JUNE 20, 2020

### GENERAL PRACTICES FOR WORKSITES (On-Set/Stage/Studio)

- Personnel required to self-assess symptoms of COVID-19 and providing yes/no response to production company before conducting work
- Personnel to provide contacts for family / household in case of emergency
- Personnel should be contacted subsequently in the event that fellow workers or talent are found to have contracted COVID-19 within two weeks following possible exposure.
- In some productions, personnel will be required to participate in temperature screening each day prior to arriving on set or the workplace
- Anyone who reports to work with symptoms that point to possible of COVID-19 infection will be instructed to return home and contact their healthcare provider. If you are a freelancer Taproot reserves the right to withhold pay on a case by case basis.
- Please note, when working at a facility (e.g. studio lot, stage), there may be specific requirements for screening or PPE that are set by the location
- Testing for active cases is not available on-site for any Taproot production

### EXPOSURE REDUCTION PRACTICES

- Avoid touching nose, mouth, and wash hands frequently

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- PPE is required on set, in studio, stage, or facility when working with large crews in small areas or as required by the facility. PPE includes the use of facemask or respirator
- Taproot will have standard surgical masks available for all crew, agency, and client based on the production needs. Crew can supply their own PPE when they have specific personal preferences, as long as the PPE conforms to the need
- Taproot will set up a hand sanitizing station for crew, agency, and client to take part in for productions that require said station. Provided stations will conform to CDC sanitization standards. Crew can supply their own sanitizer when they have specific personal preferences or needs
- Taproot requires disposal of one time use PPE at the end of each day
- To the best of your ability ensure proper six foot distancing from all other crew, agency, and client:
  - o At work stations
  - o Meal seating
  - o Departments

**\*\*High touch points and equipment should be regularly wiped down during the day and only touched by the department in charge of the equipment.**

- All personnel should know who the designated person(s) is for their department and how to contact them
- A Daily Safety Meeting will be performed before production begins

## PRODUCTION SPECIFIC CONSIDERATIONS

### Art Department

- Allow the appropriate amount of time to achieve pickups and dropoffs.
- Make decisions on the tech scout, get approvals from Agency / Client as early as possible.

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- Allow for time to switch out and sanitize props as necessary.
- Coordinate between Art and Wardrobe departments with regard to handling of jewelry, bags, etc.

## Camera Department

- Handling of camera equipment should be done only by designated members of the camera department.

## Catering / Craft Services

- Provide adequate tables and seating (outdoors when possible) to allow for social distance when possible
- Provide hand washing station(s) in close proximity to the meal area when possible
- Provide only single-serve packaged condiments.
- Provide individual, prepackaged snacks and other food items.
- Refill reusable water bottles without person-to-person contact, and without contact between bottle and dispenser.
- Wash hands before entering the catering or craft services area.
- Wear PPE at all times when preparing or handling food.
- Follow all public health regulations regarding the delivery, handling, preparation, and distribution of food, including use of appropriate food service PPE, safe food temperatures, etc.
- Stagger meals times when possible.

## Electric / Grip Departments

- Handling of grip and electric equipment should only be done by members of those departments (stingers, apple boxes, stands, etc. often support other

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departments). Coordinate specific needs of Art and Camera departments well in advance.

## Hair & Make-Up

- Wear appropriate PPE for the duration of person-to-person contact.
- Provide space between make-up stations or provide a partition in between.
- Use single-use brushes and applicators if proper disinfectant cannot be guaranteed.
- Disinfect equipment in between uses.
- Mix foundation, powders, lipstick, etc. on a separate clean palette for each individual.
- Clean hairbrushes and combs with appropriate disinfecting solution.
- Have talent wear a mask when possible (e.g. while having their eyes or hair done).
- Only remove the PPE when essential.

## General Handling of Equipment

- Assign work tools to individuals or have them use their own tools whenever possible.
- Require individuals to sanitize their own equipment.
- Limit the number of people who handle certain materials and/or equipment.
- Check gear in a separate space to avoid cross contamination, when possible.
- Avoid direct handoffs (one person puts an item down, another person picks it up without proper sanitization).

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- Do not allow for shared walkie talkies.
- Sanitize replacement batteries in between uses. No one should carry replacement batteries for others on their belt.
- Hands should be cleaned before and after handling props, accessories, and other items.

## Schedule / Staffing

- Stagger call times by department, when possible.
- Build in time for each department to “step in, step out” at a time.
- Decide whether a prep, pre-light, or strike day will be required.
- Strive to keep the same individuals on an entire job (as opposed to individuals swapping in and out), thereby minimizing the number of interpersonal contact.

## Sound Department

- PPE must be worn for the duration of person-to-person contact.
- Disinfect Comteks/mics before and after each use.
- Label everything with name of the user.
- Disinfect Lav mics and transmitters before and after each use.
- Replace Lav mounting components that can not be thoroughly cleaned.
- Consider utilizing boom-only audio (as opposed to rigging Lav mics). Stages / Studio Lots

## Talent Actors / Extras

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- Consider a temporary barrier between actors while establishing marks and positions.
- Consider alternate shot set-ups, camera angles, lenses, etc. to allow for maximum separation.
- Consider the number of Extras required.
- Provide ample space and infrastructure for Extras holding areas.
- Manage paperwork digitally. If not feasible, provide a pen for each Extra to keep while completing paperwork.

## Transportation Department

- Limit number of people in a passenger van at one time.
- Consider a higher-capacity bus for shuttling, to allow for social distance.
- Allow time for people who prefer to walk from crew parking to set rather than be shuttled.
- Add signage to the van exterior identifying maximum capacity and requiring all personnel wear masks.
- Keep windows down to promote ventilation (weather permitting).
- Commit to one driver per vehicle when possible.
- Stakebeds may be required to transport cross-loaded equipment from crew parking to the location.
- Review state guidelines for travel restrictions or quarantine requirements.

## Video Village

- Encourage the use of a remote video village to be used whenever possible.

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- Locate the physical video village in a designated area that is only accessed by the Agency / Client team.
- Provide for audio feedback between video village and set.
- Set up chairs 6 foot apart (when a physical video village is required).
- Consider easily cleaned furnishings.

## Wardrobe Department

- Wear appropriate PPE for the duration of person-to-person contact.
- Wear PPE when preparing the wardrobe.
- Stagger talent appointments for fittings.
- Sanitize jewelry and glasses with appropriate, non-damaging cleaning solutions.
- Consider having actors arrive in their own wardrobe, as much as possible.
- Costumes and outfits should be bagged up individually, by performer.
- Seek permission from Clients to allow actors to keep purchased wardrobe.

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