



# **COVID-19 Compliance Officer for Film Sets**

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## Personal Responsibility and the Film Business

Freelance filmmakers operate in a gig economy. Each gig is unique and requires the freelancer to navigate a changing technological landscape, multiple types of personalities, and balance time, quality, and money effectively for success. This freelance “balance of work” is stressful enough without a pandemic added on top of it. In the times of COVID-19 businesses, freelancers, and citizens navigate a complex and ever-changing data-rich environment that is governed by loosely knit and varied groups providing information. Information may come from social media platforms, local governments, spiritual organizations or other industries. This can cause anxiety about how to properly take responsibility and make informed choices on how to conduct business safely and economically.

This section of our COVID-19 book takes into account the viewpoint of the freelancer, entrepreneur, and employee in the film and media industries and provides two overarching principles that are part of any business management plan: compliance with legal and regulatory requirements and ethics, principles, and values.

### Compliance with Legal and Regulatory Requirements

**Ethics** refers to the decisions made by an individual or a workgroup that society evaluates as right or wrong. **Social responsibility** refers to the impact of the entire organization’s activities on society. When working as a freelancer your ethics and social responsibility become part of your personal and professional integrity as a filmmaker. Filmmakers may have very different personal viewpoints on any given matter, but there is a common code of ethics that governs media makers and the way they take care of their crew, cast, and navigate health and safety.

(1) **Health & Safety** – Film sets can be dangerous. Long hours, lots of specialty equipment and location-based work can all present hazards. It is common practice that a safety meeting is held at the beginning of every shoot-day. Often managed by the Assistant Director, the meeting will include details about daily rigging, reminders about environmental concerns (sun, heat, exposure), and the precautions that every crew member must take during the workday. During COVID-19 film industry leaders are looking to medical professionals and government leaders to provide details on how to operate safely. New standard practices in “The Safe Way Forward” have included descriptions for new crew positions of Health Safety Supervisor (HSS) and Health Safety Manager (HSM). Unions and film industry leaders will continue to adjust to working with new regulations that occur because of COVID-19 and will meet the challenge by taking on current issues as social responsibility.

(2) **COVID-19 Compliance** - Voluntary compliance means balancing your budget, the type of shoot you are conducting with the current trends, and threats. COVID-19 Compliance is dependent on citizen enforcement which relies on personal ethics over social responsibility. Being informed and being willing to work with your team to be safe is the first step to compliance.

(3) **Enforcement** - A good pre-production makes a successful production. Enforcement of rules and regulations becomes a management task and if a crew builds a strong Health & Safety plan together often the social responsibility will influence the crew members to provide the necessary management needed for COVID-19 Compliance. You are not alone in managing this. SFI staff and faculty are here to help. We can help you design a comprehensive plan and help you resource personal protective equipment (PPE), sanitation chemicals, and training.

## Ethics, Principles, and Values

Many issues seem easy to resolve on the surface, but in reality, are very complex. One of the principal causes of unethical behavior on any film set is overly aggressive financial or business objectives. Increased pressure can cause stress on the entire crew. Often accidents happen when this occurs. Examples of this can be seen across the history of the film industry. Most recently, the death of Sarah Jones, a camera assistant in the film “Midnight Rider” brought attention to the increased violations of standard health and safety practices on a low budget and regional (outside Los Angeles County) productions. (<https://www.hollywoodreporter.com/news/midnight-rider-accident-sarah-jones-death-gregg-allman-685976>)

It is important as you navigate your career in film and media to protect yourself and others and hold high standards of practice. Often looking to film unions and experienced industry leaders can help provide a template to build from.

As you prepare to shoot your next film ask yourself the following questions.

**Questions to help determine if an action is ethical** - adapted from Ferrell, *M: Business*, 5<sup>th</sup> Edition, McGraw/Hill 2017

- Are there potential legal restrictions or violations that could result from the action you or someone else you are working with is taking? Are you operating in a socially responsible manner as a team?
- If you are directing, producing, or coordinating a film shoot do you have a specific plan of action for addressing the health and safety of your cast and crew?

- Is this activity customary in your industry? Are there any industry trade groups that provide guidelines or codes of conduct that address this issue?
- Would the production plan you are undertaking be accepted by your peers and academic advisors? Will your decision or actions withstand open discussion with peers and advisors and survive?
- How does this activity fit with your own beliefs and values?

## Things to Know About COVID-19 Compliance

Seattle Film Institute is requiring each student film set to have an assigned COVID-19 Compliance Officer. — This position should be considered just as important as an Assistant Director, Producer, Production Manager, etc. The COVID-19 Compliance Officer should be thought of as a key department head and as a very necessary member of the team. This practice reflects what is currently being practiced throughout the entire film industry. Our hope is to provide students the knowledge and tools to prepare them for these changes made by COVID-19 in the film industry.

This newly designated position is responsible for establishing and enforcing COVID-19 safety protocols, training staff, and monitoring compliance on all film, music video, and commercial sets. This position is intended for a person who is educated in the transmission of the COVID-19 virus, disinfection, social distancing, CDC, local, and state guidelines, and other information related to preventing the spread of infection on a film production set. This person is responsible for safety compliance and enforcement of rules.

Seattle Film Institute will be providing access to an online resource folder that will contain documents, information, and posters to help assist students in building a safe film set.

**Resource Packet for Students:** <https://sfi0.sharepoint.com/:f:/s/COVID-19/Ett5WNqzcJNGjSB76LqptRQByiYOKukUelp8T6pWRGBajQ?e=xGi4Tw>

### **The COVID-19 Compliance Officer needs to be a part of...**

- Scouting: They will need to make sure all locations will be safe and secure from outside contamination.
- Pre-production: The cast and crew will need to be thoroughly prepped with the protocols and guidelines put in place before shooting. This involves sending informative documents on how to be safe on set and what will be required of each crew and cast member before they step foot on the set.

- Shoot days: They need to be on set from start to finish. They will be the first one on set to check everyone in and the last to leave to make sure all is disinfected and safely cleaned.
- Wrap: Again, they will be the last to leave. They need to verify that the set is clean and safe before leaving.

The COVID-19 Compliance Officer has many responsibilities, so it's safe to say that there will be times when they will need to have extra help from other officers. There needs to at least be one officer on set for every 25 people with a key supervisor for all of the assigned officers.

It's also important to note that the COVID-19 Compliance Officer should not be a producer (or any other member of the crew) and should not be asked to do any other duties on set. The COVID-19 Compliance Officer needs to be able to be unbiased and focused on the job at hand and not have a creative investment in the project to skew their judgment. The sole job of the COVID-19 Compliance Officer is to focus on the health and safety of everyone who steps onto the set.

Also, please keep in mind that the COVID-19 Compliance Officer is NOT A TRAINED MEDICAL PROFESSIONAL This position is a support position to allow sets to open safely but does not replace the need for sets to have set medics, or the need for medical professionals to be engaged for emergency services or COVID-19 testing.

***If you ever have any questions or concerns, please reach out to the school for assistance at [covidsafety@sfi.edu](mailto:covidsafety@sfi.edu)***

#### **SFI COVID-19 Support Staff:**

- **Laura Victor** ([laura.victor@sfi.edu](mailto:laura.victor@sfi.edu))
- **Kollin O'Dannel** ([kollin.odannel@sfi.edu](mailto:kollin.odannel@sfi.edu))
- **Hank Groat** ([hank.groat@sfi.edu](mailto:hank.groat@sfi.edu))
- **Monique Anair** ([monique@sfi.edu](mailto:monique@sfi.edu))

## Personal Responsibility

**General Responsibilities of Cast and Crew.** As much responsibility as the COVID-19 Compliance Officer has, it's also the responsibility of the cast and crew to help work with the COVID-19 Compliance Officer in ensuring that they are creating as safe of a work environment as possible.

### You Should Stay Home If...

- You are feeling ill.
- You have traveled outside of the country or have traveled to another state with travel advisory risks within the last 14 days.
  - CDC Travel: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
  - Domestic Travel: <https://www.kayak.com/travel-restrictions/united-states>
- If you have been in close contact with anyone suspected or confirmed with COVID-19.

### Follow All Established Set Protocols...

- Follow all guidance and protocols set by the compliance officer.
- Properly disinfecting all equipment.
- Maintain social distancing at all times when possible.
- Proper use of PPE gear.
- Practice good hygiene.

### Do Not Share...

- Materials (such as scripts, props, office supplies, etc.)
- Personal Equipment
- Food/beverage

It is your responsibility to notify SFI if you test positive for COVID-19 within 14 days of wrap date. Please contact [covidsafety@sfi.edu](mailto:covidsafety@sfi.edu) with any concerns.

## Before You Shoot

**It's important for the COVID-19 Compliance Officer to be more prepared than anyone else on set!**

Tasks to be completed before production begins:

- Work with the Director and Assistant Director to strategically limit the crew size. You might need to plan to stagger call times between departments, depending on the crew size and location.
  - Discuss the “Zones of Safety” (page 6) with everyone prior to the shoot day. Also, plan on going over the “Zones of Safety” every day during Morning Safety Meetings.
  - **The bottom line:** The fewer people around, the better and safer.

**Recommended Reading:**

Safe Way Forward (SAG-AFTRA/DGA/IATSE/TEAMSTERS):

[https://www.sagaftra.org/files/sa\\_documents/ProductionSafetyGuidelines\\_June2020EditedP.pdf](https://www.sagaftra.org/files/sa_documents/ProductionSafetyGuidelines_June2020EditedP.pdf)

- **Make Sure You Plan For:**
  - Outdoor base camps: An area for people to safely take a break from wearing a mask and to get fresh air. Always keep 6-foot social distancing in mind and have a set path lined up if needed.
  - Safe dining areas: Where will everyone eat? Everyone needs to be able to eat with 6-foot social distancing in mind.
  - Gear storage: Where will crew sanitize and keep their gear? Limit the number of people accessing gear. Avoid having everyone funnel into one area.
  - If possible, assure good ventilation of location – fans, open doors, windows, HVAC systems.
- Remember that everything will be slower now in this COVID-19 world. Work with the production team and make sure everyone has time to safely do what needs to be done. *Communication is key during these times!*
- Issue COVID-19 information and documentation to all members of the crew via email. Send screening requirements and protocols with the call-sheet to help people understand what to expect before arriving.
- Procure enough PPE and sanitation supplies for them to be available for the duration of the entire shoot.
- SFI can offer supplies such as masks and gloves by box at cost. For everything else, SFI can work with you to help secure certain supplies.

**ZONE A** – Actor must be 6' to 8' from crew and other cast members. Remove mask ONLY when the camera is recording. One actor without a mask at a time.

**ZONE B** – Minimal crew in this zone. Must be 10' or more away from actor without mask. Crew must be fully-masked at all times. Crew must wear a face shield if they cannot maintain distances of 6'-8' regularly during shooting. (Camera crew, operators, make-up artists, sound.)

**ZONE C** – Minimal crew in this zone. Must be 15' or more away from actor without mask. Must be practicing social distancing of 6' or more with other crew. (Electric, grips, sound, props, video assist, etc.)

**ZONE D** – Director, producer and other crew that may not need to be in the room during recording.

## “Zones of Safety”

### Protocols

Before any production begins, the COVID-19 Compliance Officer needs to work with the assigned Assistant Director, Director of Photography, and Director to establish a protocol for safety throughout the entire duration of production.

Use the “COVID-19 Compliance Checklist” (page 23) to help guide you throughout the entire production. This checklist is mandatory for the assigned COVID-19 Compliance Officer to mark as complete.

- The COVID-19 Compliance Officer is required to turn the checklist in, along with daily rosters, and screening questionnaires at [covidsafety@sfi.edu](mailto:covidsafety@sfi.edu) within 24 hours of production wrap.

### **Protocols to Practice:**

- Screening procedure instructions should be emailed with the call sheet so the crew is aware of check-in location and what will be required of them once they step on set.
- Post the screening procedure at the entry of location.
- All personnel screened before entering the location.
- All personnel subject to the same screening in accordance with the ADA/CDC.
- Provide privacy during the screening process. (No need to embarrass anyone or make this a witch hunt.)
- All screening information to be stored and kept private, to protect people's confidential information. Come up with a safe and secure method of holding this information before you start collecting it. (SFI will work with you on this.)
- Information is given to SFI at the end of the shoot for storage. Records should be kept sealed and stored.

Remember, SFI is here to assist and help throughout this process. If you ever have any questions or concerns, please reach out to Laura Victor ([laura.victor@sfi.edu](mailto:laura.victor@sfi.edu)) or Kollin O'Dannel ([kollin.odannel@sfi.edu](mailto:kollin.odannel@sfi.edu)). They are all available to meet with students to help guide them through this process and to give advice throughout production.

### **Keeping a Sanitary Set**

#### **How long does the virus live on surfaces?**

- Glass - 4 days
- Plastic - 2-3 days
- Steel - 2-3 days
- Cardboard/paper - 1 day
- Copper - 4 hours
- Air - 3 hours

There are many variables that can affect this: Temperature, humidity, ventilation, viral concentration in the droplet.

#### **How to keep a sanitary set...**

1. Eliminate paper as much as possible on set and require everyone to have their own paper items if needed. This includes scripts and storyboards.
2. Provide no-touch trash canisters with lids.

3. Assign crew to manage specific items on set to limit people handling items.
4. Shared props/materials to be disinfected before and after use.

## Start of Shoot Day

- The COVID-19 Compliance Officer is required to be the first person on set (pre-called) and be present during all working hours. They are essential in monitoring the health and safety on set all throughout shooting.
- Set up COVID-19 signs and mark social distancing around the set before the general crew call.
  - Downloadable/printable signs can be found in the “Resource Packet for Students” folder.
  - SFI can provide rolls of tape at cost.
- Ensure hand washing stations and hand sanitizers are located around set in abundance before the general crew call. Especially located at the screening station and outside the restrooms that employees should be using before and after using the restroom.
- Screen all cast, crew, and clients as they enter the location. Screen EVERYONE.
  - Use “SFI Screening Questionnaire” for screening (page 13).
    - A downloadable screening questionnaire is available in “Resource Packet for Students.”
  - Kollin O’Dannel ([kollin.odannel@sfi.edu](mailto:kollin.odannel@sfi.edu)) is also available in assisting with creating an online screening questionnaire for cast and crew to fill out prior to arriving on set.
- Walkthrough health safety rules and guidelines with cast, crew, client, and visitors during mandatory Morning Safety Meeting (page 14).
  - Discuss the “Zones of Safety” (page 9) with everyone during the Morning Safety Meeting.



*Downloadable and printable posters available in the “Resource Packet for Students” folder provided.*

## Screening Procedure

It is incredibly important that every person who plans to set foot on set completes the COVID-19 screening questionnaire.

Students are encouraged to use the “SFI Screening Questionnaire” for screening (page 9). A downloadable copy of the screening questionnaire is available in “Resource Packet for Students.”

- You are free to use the template that SFI uses for on-ground activity at the school: **COVID-19 Check-In Template**
  - Please, note that this is the template. Make sure you share the proper link when it comes time.
  - Kollin O’Dannel ([kollin.odannel@sfi.edu](mailto:kollin.odannel@sfi.edu)) is available to answer any questions and concerns on creating an online screening questionnaire for cast and crew to fill out prior to arriving on set.

### Step-by-Step Process:

1. Instructions on the screening process should be emailed out with the call sheet ahead of time, so everyone will know what is expected ahead of arriving at the set.
2. Post the screening procedure at the entry of location.
3. Again, everyone is required to be screened before entering the location.
  - a. It’s important to note that everyone is also required to be screened the same.
  - b. No one is special.
4. Verify that the person completed the survey before allowing them to sign-in.
5. Please ask the person to place a provided mask securely on their face.
  - a. Gloves can also be provided but are not mandatory to be worn.
6. You are required to take everyone's temperature. Anyone with a temperature of 100.4 °F or higher is considered to have a fever and must be sent home. If someone does read this temperature, you may have them step aside and wait 10 minutes and try reading it again, but please do not have them enter the building until you have a safe temperature read from them.
7. Make everyone sign the roster sheet (page 14) with their name, temperature, and date/time of entry.
8. Lastly, have either hand sanitizer or a hand washing station available for each person to use prior to entering the set.



## SFI Screening Questionnaire

Everyone should respond “No” to the questions below.

1. Do you have a cough?
2. Are you experiencing difficulty breathing?
3. Are you experiencing abnormal muscle pain?
4. Do you currently have a fever?
5. Do you have a sore throat?
6. Have you recently lost your sense of taste or smell?
7. Have you or someone in your household been tested with COVID-19 within the past 14 days?
8. Have you or someone in your household traveled outside the state of Washington in the past 14 days?
9. Have you or someone in your household traveled outside the country in the past 14 days?
10. Have you (as far as you are aware) been in contact with anyone with COVID-19 symptoms within the previous 14 days?
11. Do you agree to immediately report if you test positive or are in contact with anyone who has COVID-19?

### **Record on Daily Roster:**

- Name
- Contact Number
- Date
- Temperature

## Morning Safety Meetings

It is essential that the COVID-19 Compliance Officer communicates with the cast and crew regularly with important safety information and protocols, so for every day of shooting, make morning meetings mandatory. All safety meetings should be documented by time/day on the call sheet to verify that crew members were properly debriefed before starting production.

The COVID-19 Compliance Officer should also make sure that all protocols are available to share with the cast and crew upon questioning.

During crazy these times it is definitely better to be over-prepared and on the extra-safe side.

### **Topics to go over in the Morning Safety Meetings:**

- Talk to everyone about mask fatigue. Encourage them to go outside for a break when they start feeling the strain, but also tell them that they will need to make sure to grab a fresh mask when returning to the set.
- Proper handwashing practices. Everyone should be washing their hands for 20 secs.
  - Helpful Tip: Hum the Happy Birthday song twice
- Remind everyone to respect each other at all times. Things are going to be slower all around and everyone will be feeling frustrated. It's best to take a breath and try and remind yourself that everyone is in the same boat.
- Talk about how proper mask wearing, how to safely put on and take off masks, and when to replace a mask.
  - Always handle masks by the earpiece, always place outside down, and never handle masks without washing your hands first.
  - Masks should not be worn longer than 8 hours without changing them out. Or if you sneeze or cough within them.
- Explain how people should move throughout the set with social distancing. Everyone should pay attention to any markers placed by the COVID-19 Compliance Officer.
- Go over how meal breaks will be handled and what people need to be aware of.
- If travel is essential, discourage carpooling. If unavoidable, transit should limit capacity to 50% with windows open the entire time.

## During the Shoot

- Use the provided roster list (page 16) located in the “Resource Packet for Students” folder for every shoot day.

- Everyone (anyone who steps onto the set) will be required to sign-in using the roster list after being screened.
- All high-touch points surfaces (doorknobs, common surfaces, restrooms, certain equipment) should be disinfected a minimum of 3 times a day.
- Make sure to enforce social distancing. Have everyone follow social distancing markers (or tape) put into place throughout the set.
- Screen all cast and crew halfway through the shoot day screen for any new potential symptoms, ideally after they come back from lunch.
  - They are required to have their temperatures taken and to be asked if they are experiencing any symptoms.
- Report to instructor of any non-compliance issues and to ask anyone who refuses to follow protocols and guidelines to leave the set.
  - This is not aimed to make enemies but to ensure that everyone feels safe while on set.

*Everyone must be wearing their masks at all times while on set. Watch for signs of mask fatigue and encourage them to go safely outside for a break if needed.*



### **Staff Monitoring:**

- Masks continuously are worn and worn properly.
  - Every 8 hours, masks should be replaced with a fresh new one.
- Food/beverage consumed in designated locations.
  - Lidded, non-touch trash cans available throughout for any waste.
- Sanitation of equipment. Each department should have a procedure to properly disinfect equipment.



## Food and Beverages

As lunch rolls around, it would be best if breaks are staggered to allow proper social distancing between cast and crew. As everyone heads to lunch, remind everyone that they must wash/sanitize hands before and after consuming food or beverages.

- Make everything individual single servings, including beverages.
  - Box or pre-packaged meals.
- Must eliminate all shared food bins and buffet-style meals.
- Create separations at tables with 6-foot social distancing in place.
- Stagger meal breaks when possible.
- One officer to hand out all the necessary supplies to everyone, if necessary.
- If someone brings food or beverages with them, they must consume the food and beverage off set.

### **What is the right way to wash your hands?**

1. Wet your hands with clean running water (warm or cold) and apply soap.
2. Lather your hands by rubbing them together with the soap.
3. Scrub all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song twice.
4. Rinse your hands under clean, running water.
5. Dry your hands using a clean towel or air dry them.

## End of Each Shoot Day

- Assure all crew members sanitizes all equipment being packed away or being wrapped.
- Have a plan in place to deep clean and sanitize.
- If shooting in the studio, please coordinate with SFI to come in for deep cleaning and sanitizing. (Email [cage@sfi.edu](mailto:cage@sfi.edu) before leaving the set.)
  - Make sure to make notes of highly used areas that may need extra attention.

## After Wrap

- Send all health screening questionnaires, daily rosters, and the “COVID-19 Compliance Checklist” to SFI ([covidsafety@sfi.edu](mailto:covidsafety@sfi.edu)) within 24 hours of production wrap.
- It is SFI's responsibility to store this information securely to keep all information private.
- Production should NEVER put this information in an unsecure location.
- It is the crew member's responsibility to notify SFI if they test positive within 14 days of the production.
- It is the SFI's responsibility to notify all cast & crew of possible exposure. It is also their responsibility to notify the local health department if more than 3 people tested positive from any given production.

## Disinfecting

To help prepare for production, the COVID-19 Compliance Officer should prepare a bin or two of supplies on hand for the crew to use. The bin should include gloves, masks, disinfectant spray, paper towels, sanitary wipes, and hand sanitizer.

Try and figure out ahead of production high touchpoint areas. Make a game plan for how to try and eliminate them or making sure you have a plan in place to regularly disinfect the areas.

### When Disinfecting...

- **Read labels of all cleaning supplies before use.** They will instruct you on how to properly use the product and explain how much time it will take to sanitize the area.
- Use “Set Disinfection Best Practices” (page 19) to help understand what kind of supplies you should have ready before shooting. This guide can also be found in “Resource Packet for Students” folder.
- Anyone handling disinfectant and/or cleaning supplies should wear gloves, a mask, and a gown to protect themselves and their clothes.
- Clean all surfaces with soap and water before applying other cleaning products!
- Plan to disinfect high touchpoint items 3 or more times a day.
- If you are using the studio, contact [cage@sfi.edu](mailto:cage@sfi.edu) for further instructions on how the studio should be cleaned and disinfected.



## Set Disinfection Best Practices

### Hand Sanitization

Use hand sanitizer with at least 60% alcohol as recommended by the CDC. Make sure cast and crew are sanitizing regularly throughout the day. Place sanitizer in break areas and outside of restrooms. You can also make individual bottles for all cast and crew members to use.

### High Touch Areas

*(High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.)*

It is recommended to use at least a 70% alcohol solution for disinfecting high touch surfaces. Be sure to clean the surface with soap and water prior to disinfecting. Read the manufacturer's guidelines for how long the disinfectant needs to sit on a surface before wiping it off. Alternatively, you may use disinfectant wipes in place of the alcohol solution on surfaces.

### How long does the virus live on surfaces?

- Glass - 4 days
- Plastic - 2-3 days
- Steel - 2-3 days
- Cardboard/paper - 1 day
- Copper - 4 hours
- Air - 3 hours

There are many variables that can affect this: Temperature, humidity, ventilation, viral concentration in the droplet.

### Equipment

Spray your disinfectant on a paper towel then wipe down equipment. Never spray disinfectant directly on equipment that contains electronics. Alternatively, you can use disinfectant wipes to clean off equipment if available.

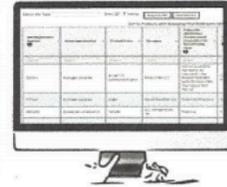
For more in depth details on disinfecting refer to the CDC guidelines here: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

# 6 Steps for Safe & Effective Disinfectant Use



## Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)



## Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

## Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



## Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

## Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



## Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.

[coronavirus.gov](https://www.coronavirus.gov)

## What If?

If a person responds "Yes" to any of the listed symptoms during the screening process, the COVID-19 Compliance Officer is required to ask them to leave. The COVID-19 Compliance Officer needs to then notify the Assistant Director or Director because a replacement might be needed.

Again, it's important for the COVID-19 Compliance Officer and the production team to work together at all times.

If someone on set tests positive during or within 14 days after production end, the COVID-19 Compliance Officer needs to...

- Stop production, if still shooting, and immediately contact SFI at [covidsafety@sfi.edu](mailto:covidsafety@sfi.edu) immediately.

## Enforcement

COVID-19 has forced the film industry to massively change how productions are done in an insanely short amount of time. The film industry is working together to make sure sets are as safe as possible for everyone and no one is filming without these practices in place. Safety practices are changing and increasing every day, through state guidelines, union and non-union rules, and CDC recommendations, so it's important for students to start becoming aware and following what everyone else is practicing in the industry.

It's in the best interest of everyone to follow all the guidelines put in place. If someone doesn't follow guidelines, such as being unwilling to wear a mask, please explain to them that they are potentially making other people uncomfortable and are creating an unsafe work environment. It just takes one case to put everyone at great risk and to completely shut down things. Just as production would listen to stunt coordinators in what is best and safe for everyone on set, they should be listening to the COVID-19 Compliance Officer with the same level of sincerity.

The COVID-19 Compliance Officer is a position of leadership. It's your responsibility to lead everyone through these safe practices and to make sure everyone is keeping the chances of exposure as low as possible throughout the entire production. They should respect what you are trying to do and you should show them respect back by working with each other for the common good.

Again, you have the authority on set. It is your duty to stand up and ensure everyone follows these guidelines. If people fail to follow these guidelines, it is then your duty to report it to the school.

Last but not least...

Remember that SFI is always available to answer questions or concerns, and to help walk you through this process. We understand that this is a lot to take in and we are a lot of responsibility for seemingly one person. If you ever need support, do not hesitate to reach out. SFI is always here to help and assist. Our top priority has been and always will be to provide students with the best education and to provide a safe learning environment for them.



## COVID-19 Compliance Checklist

For any questions or concerns please reach out to SFI via [covidsafety@sfi.edu](mailto:covidsafety@sfi.edu).  
We are here to help you every step of the way.

Remember, it is important for the COVID-19 Compliance Officer to be more prepared than anyone else on set, so please follow the checklist below to make sure your group is ready to start shooting safely.

### **Before production begins make sure you plan for...**

- Strategic call times and limited crew size
- Discuss the “Zone System” with Assistant Director, Director, and Director of Photography.
- Locate safe break/dining area. This area must allow people to be 6ft apart.
- Where will equipment sanitization and storage areas be located?
- Issue all COVID-19 information and documentation, such as basic information about COVID-19 and how it spreads, over email prior to any shooting to cast and crew.
- Send screening requirements and protocols with the call sheet.
- Procure enough PPE and sanitization supplies for the duration of the entire production.
- If possible, during location scouting, ensure good ventilation.

### **At the start of production days...**

- Plan to be the first and last person on set each day.
- Set up safety signs and place social distancing markers around the set.

- Ensure hand sanitizer and washing stations are set up.
- Ensure good ventilation.
- Must screen **everyone** as they arrive and before they enter the set.
- Conduct mandatory “Morning Safety Meeting” with everyone before shooting begins each day.
  - Discuss the “Zone System”
  - How breaks will be conducted
  - Discuss proper sanitizing methods
  - Remind them to wear masks always and to follow social distancing protocols
  - A reminder of any other protocols or information put in place

#### **During the production...**

- Create a roster of all on set attendees per shoot day.
- Disinfect all high touch areas three times a day.
- Enforce social distancing.
- Plan to screen cast and crew after lunch or breaks.
- Make sure masks are worn properly and replaced every 8 hours.
- All food/beverages consumed in designated break locations.
- Communicate with each department to make sure they have a procedure to properly disinfect and store equipment.

#### **Breaks...**

- Stagger lunch breaks.
- Proper social distancing at all times.
- Supply single serving containers of food. Avoid any kind of shared bins or containers.
- All beverages must be canned or bottled. (Single serving)

If a cast or crew members bring their own food and beverage it must be consumed off set.

Hands are washed before and after breaks.

**End of each production day...**

Ensure all crew members sanitize all equipment being packed away or being wrapped.

Have a deep clean and sanitization plan.

- After each shoot day
- After wrap

**After wrap...**

Have a deep clean and sanitization plan. Contact [cage@sfi.edu](mailto:cage@sfi.edu) for any questions and to communicate your plan.

Send all health screening questionnaires/rosters to SFI at [covidsafety@sfi.edu](mailto:covidsafety@sfi.edu) within 24 hours of production wrap.

Send marked "COVID-19 Compliance Checklist" to SFI [covidsafety@sfi.edu](mailto:covidsafety@sfi.edu) within 24 hours of production wrap.

Remind everyone to contact SFI at [covidsafety@sfi.edu](mailto:covidsafety@sfi.edu) if they test positive within 14 days of production.

Name: \_\_\_\_\_

Production Name: \_\_\_\_\_

Date of Production: \_\_\_\_\_

Date of Wrap: \_\_\_\_\_