



THE BC MOTION PICTURE INDUSTRY
**COVID-19 PANDEMIC
PRODUCTION GUIDE**

Version 2 Published March 3rd, 2021.

Photo: International Cinematographers Guild Local 669, courtesy of Benjamin Tubb.

REVISION HISTORY

! Look for this symbol in the left margin to quickly find updated information.

REVISION DATE	PAGE	SECTION	SUMMARY
March 2021	5	Overview – The Virus	Addition of Government of Canada's webpage link on prevention and risk which adds aerosol transmission as a risk.
	10	2A – General Considerations Air Quality Considerations	Addition of Ventilation to improve searchability
	11	2A – General Considerations Air Quality Considerations Bullet point 4b	Change in language to align with Government of Canada's addition of risk of aerosol transmission
	15	2D – Cleaning and Disinfecting Bullet point 49	Addition of guidance on how to safely dispose of garbage containing used PPE.
	19	3C - Health Screening – Prior to coming to work Bullet point 79	Change in language to align with BCCDC guidance.
	35	7F – General Technicians Props	Addition of note to refer to Props section in Performers Guideline (7J) with hyperlink.
	52	7J – Performer Considerations Bullet point 58	Addition of language to clarify that parents/guardians may need more time to inform minors about COVID-19 procedures.
	58	7L – Transportation - Picture Vehicles	Change in language to allow for safer options in barriers.
	60	8 – Resources Health Canada Coronavirus (COVID-19): Prevention and risk	Addition of Government of Canada's webpage link on prevention and risk which adds aerosol transmission as a risk.
	62	8 – Resources WorkSafeBC Link to WSBC Transportation resources	Addition of link to WorkSafeBC Transportation and COVID-19 safety webpage.

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PURPOSE

The BC Motion Picture Industry Covid-19 Best Practices Coalition (the “Coalition”) developed this COVID-19 Pandemic Production Guide in collaboration with representatives from across BC’s Motion Picture Industry . This guide is intended to support the assessment and management of COVID-19 risk in all types of production, and to assist employers in developing their own COVID-19 safety plans.

Employers in BC are required by regulation to develop a [COVID-19 Safety Plan](#) that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission. This plan should follow the six steps outlined in WorkSafeBC’s [COVID-19 and returning to safe operation](#) guidance.

Everyone working in the film and television industry needs to consider how to prevent the spread of COVID-19 at work.

HOW TO USE THIS DOCUMENT

This guide contains general considerations applicable to all productions, departments and workplaces as well as guidance specific to various departments.

This guide is a living document. Guidance is based on the most current public health information and government orders with respect to COVID-19 restrictions and will be revised and updated as appropriate. Up-to-date information may be found by following the links throughout the guide and in the resources section at the end of this document.

This guide is intended to be neither an all-encompassing safety program, nor legal or medical advice. Due to the evolving COVID-19 situation, these guidelines should be used only in conjunction with a regular review of applicable legislation and up-to-date guidance from government and public health authorities.

HOW TO IMPLEMENT THE GUIDELINES


The guidelines in this document are not a list of requirements; however, they should be considered and implemented to the extent that they address the risks specific to each workplace. Employers may need to identify and implement additional protocols if the guidelines suggested here do not sufficiently address the risk to workers.

Employers should use this guide as a tool to help them examine their current ways of working to see what changes can be made to produce content in the safest way possible until COVID-19 restrictions are fully lifted. Some government guidelines, such as the 2m physical distancing rule, may remain in place until treatments are successfully developed. Therefore, employers and workers should expect to adopt many of these practices for a considerable time.

¹ The BC Motion Picture Industry COVID-19 Best Practices Coalition Members are: Actsafe Safety Association, Alliance of Motion Picture and Television Producers, Amazon, Apple, Association of Canadian Film Craftspeople West, Local 2020 Unifor, British Columbia Council of Film Unions, Canadian Media Producers Association, CBS Studios Inc., Commercial Production Association of Western Canada, Contract Services Administration Trust Fund, Creative BC, Deluxe/Company 3, Directors Guild of Canada – BC District Council, Finale Post, Home Box Office, IATSE Canada, IATSE Local 891, International Cinematographers Guild Local 669, NBC Universal, Netflix, Paramount, Sony Pictures Entertainment, Teamsters Union Local No. 155, Union of BC Performers/ACTRA, Vancouver Musicians Association, The Walt Disney Company, Warner Bros Television.

OVERVIEW

THE VIRUS



COVID-19 is a disease caused by the SARS-CoV-2 novel coronavirus. To learn more about the symptoms of COVID-19 and how it spreads, visit the [Government of Canada's Public Health Agency's COVID-19 Prevention & Risks page](#) and [BC Centre for Disease Control](#) (the "BC CDC"). A BC COVID-19 [self-assessment tool](#) is available for anyone that develops symptoms and can be used to help determine whether an individual needs further assessment or testing for COVID-19.

BC'S RESPONSE TO COVID-19

The BC government's [COVID-19 webpage](#) provides extensive information on the provincial response to the pandemic, including the latest COVID-19 testing results and information on outbreaks, provincial health orders, resources for workers and businesses, as well as critical information about what elements of the province are re-opening.

Up-to-date information on travel restrictions, including self-isolation requirements for international travelers, can be found [here](#).

THE PROVINCIAL HEALTH OFFICER (PHO)

The Office of the Provincial Health Officer (PHO) is responsible for monitoring the health of the population of BC and providing independent advice to the ministers and public officials on public health issues.

Orders issued by the PHO are mandatory and must be followed. This guide may be updated from time to time as orders from the PHO are issued and changed, but it is recommended that employers stay up to date on the PHO orders, notices, and guidelines, which can be found [here](#).

WORKSAFEBC

[WorkSafeBC](#) is the provincial agency that oversees BC's no-fault workplace insurance system.

Employers should familiarize themselves with WorkSafeBC's [return-to-safe-operation guidance for all employers](#), and the [protocols for returning to operation for motion picture and television production](#). This guide expands on the guidance provided by WorkSafeBC with industry-specific enhanced guidance for employers.

PROTECTING YOURSELF AND YOUR CO-WORKERS

Workers should know and understand their workplace health and safety responsibilities — and those of others. Workers also have three key rights: the right to know about hazards in the workplace; the right to participate in health and safety activities in the workplace; and the right to refuse unsafe work.

Coronaviruses are spread through close contact with others. Here are some helpful tips to help prevent the spread of germs at home or in the workplace:

- Wash hands often with soap and water or use an alcohol-based hand sanitizer.
- If using a tissue, discard immediately and wash hands afterward.
- Avoid touching eyes, nose or mouth.
- Avoid contact with people who are sick.
- Wash clothes upon returning home.

KNOW WHEN NOT TO COME TO WORK

Everyone should perform daily self-screenings at home prior to coming to work.

Individuals required to self-quarantine or isolate due to an applicable quarantine order or direction from public health (e.g. due to contact with an infected individual or after travel from outside Canada) should not attend the workplace.

Individuals suffering from COVID-19 or who are symptomatic, should self-isolate in accordance with public health guidance and seek clinical assessment as applicable, either through the [BC COVID-19 Self-Assessment tool](#), [Healthlink BC](#) or by calling 8-1-1 or their primary care provider.

Workers who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19 should use the BC COVID-19 Self-Assessment Tool or call Healthlink BC at 811 for an assessment and to determine any necessary next steps.

Individuals who are at high risk for COVID-19 or who are in a [priority population defined by the BC CDC](#) (persons with increased chance of developing severe illness or complications from COVID-19) should discuss the risks and benefits of participating with their physician.

TAKE OTHER PREVENTATIVE MEASURES WHILE AT WORK

If entering the workplace, workers should:

- Comply with the employer's instructions around minimizing exposure to COVID-19.
- Wash their hands frequently, and/or use hand sanitizer.
- Take steps to minimize exposure to COVID-19 while away from work.

RESOLVING CONCERNS ABOUT UNSAFE WORK

Workers in BC have the right to refuse work if they believe it presents an undue hazard.

An undue hazard is an "unwarranted, inappropriate, excessive, or disproportionate" hazard. For COVID-19, an "undue hazard" would be one where a worker's job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.

In these circumstances, the worker should follow steps within their workplace to resolve the issue. The worker would begin by reporting the undue hazard to their supervisor or employer for investigation and the supervisor or employer would then need to consider the refusal on a case-by-case basis, depending on the situation.

If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC. A prevention officer will then investigate and take steps to find a workable solution.

For more information, see [Occupational Health and Safety Guideline G3.12](#), "Refusal of unsafe work"

DEVELOPING A COVID-19 SAFETY PLAN

Employers are responsible for the health and safety of their workers, and all other workers at their workplace.

Employers are required to develop a [COVID-19 Safety Plan](#) that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission. This plan should follow the six steps outlined below and on WorkSafeBC's [COVID-19 and returning to safe operation guidance](#). Employers must involve frontline workers, the joint health and safety committee (or worker health and safety representative, if applicable), and supervisors in identifying protocols for their workplace.

Workers or employers may contact WorkSafeBC with questions or concerns about COVID-19 safety or workplace exposure, and employers may contact Actsafe Safety Association in order to receive assistance in developing their safety plan. Employers are not required to submit plans to WorkSafeBC for approval, but in accordance with the [May 14, 2020 order of the Provincial Health Officer](#), this plan **must be posted** on the employer's website, if they have one, and at the workplace. During an inspection, WorkSafeBC will ask employers about the steps they have taken to protect their workers or to see the plan if it has been developed. To learn more, read WorkSafeBC's FAQ on [Inspections during the COVID-19 pandemic](#).

WorkSafeBC's guidance outlines a six-step process that employers should use in developing safety plans. The steps are:

1. [Assess the risks at your workplace](#)
2. [Implement protocols to reduce the risks](#)
3. [Develop policies](#)
4. [Develop communication plans and training](#)
5. [Monitor your workplace and update your plans as necessary](#)
6. [Assess and address risks from resuming operations](#)

STEP 1

STEP 1: ASSESS THE RISKS AT YOUR WORKPLACE

Step one of developing a COVID-19 safety plan is to assess the risks at the workplace. Employers must assess their workplaces in order to identify places where the risk of transmission is introduced. This process must involve frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable). Employers should continue to assess the workplace after operations resume to ensure risks are identified and managed. WorkSafeBC has more information on the role of joint health and safety committees and worker representatives in the prevention of COVID-19 in the workplace, [here](#).

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

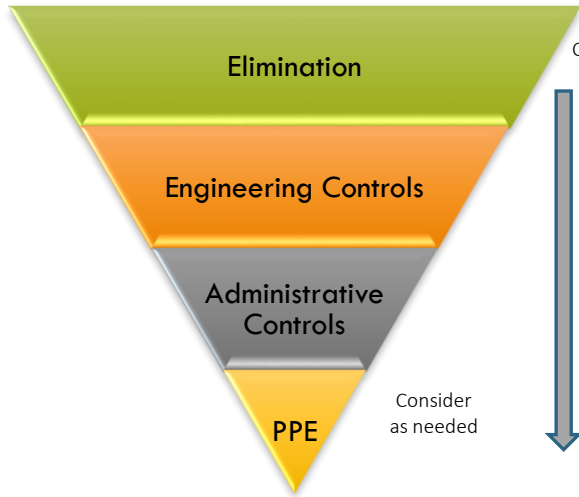
- The risk of person-to-person transmission is increased the closer people are to each other, the amount of time they spend together, and the number of people they come near. Physical distancing measures help mitigate this risk.
- The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short intervals of time. Effective cleaning and hygiene practices help mitigate the risk.

To understand the risk at a workplace, consider the following questions:

- Where do people congregate, such as break rooms, production lines, or meeting rooms?
- What job tasks or processes require workers to come into close proximity with one another or members of the public?
- What tools, machinery, and equipment do people come into contact within the course of their work?
- What surfaces are touched often, such as doorknobs, elevator buttons, light switches, equipment, and shared tools?

STEP 2: IMPLEMENT PROTOCOLS TO REDUCE THE RISK

In order to prevent the spread of COVID-19, a hierarchical set of practices should be put in place as a part of a production's safety plan to mitigate risk. Different protocols offer different levels of protection. Wherever possible, use the protocols that offer the highest level of protection and add additional protocols as required.



First level protection (elimination): Limit the number of people in the workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft) from co-workers, and members of the public.

Second level protection (engineering controls): If maintaining physical distancing is not always possible, install [barriers](#) such as plexiglass to separate people.

Third level protection (administrative controls): Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.

Fourth level protection (PPE): If the first three levels of protection aren't enough to control the risk, consider the use of [masks](#). Ensure masks are selected and cared for appropriately and that workers are [using masks correctly](#).

2.A. GENERAL CONSIDERATIONS

In addition to addressing the levels of protection as outlined in the graphic above, employers may wish to consider the following as part of their COVID-19 Safety Plan:

1. An autonomous COVID-19 Compliance Officer(s) with specialized training and responsibility and authority for COVID-19 safety compliance and enforcement
2. Limiting the duration of workdays and excessive consecutive workdays whenever possible.
3. When working from home and interacting with outside workers during deliveries, installations, or support services, consider appropriate COVID-19 safety protocols, including:
 - a. appropriate physical distancing, personal hygiene, and PPE.
 - b. cleaning and disinfecting equipment after delivery or servicing is completed, as per the manufacturer's or vendor's/supplier's (as appropriate) instructions.

Touchless delivery and remote technical support should be available when in-home installation/servicing is not possible

AIR QUALITY AND VENTILATION CONSIDERATIONS:

During the course of the current pandemic, public health experts advise that activities should be moved outdoors wherever possible. For activities that take place indoors, basic principles of good indoor air quality include supplying outdoor air to replenish indoor air by removing and

diluting contaminants that naturally accumulate in indoor workspaces, especially in well-sealed workspaces.

4. Efforts should be made to increase ventilation in all indoor workspaces such as studios, tents, trailers, workshops, construction shops, etc.
 - a. Open exterior doors and windows whenever possible.
 - b. Ensure that mechanical heating, ventilation and air conditioning (HVAC) systems are in good working order according to their specifications and increase the fresh air intake as much as possible to decrease the concentration of aerosols that may be suspended in the air. Ensure that the ventilation system remains on while the workspace is occupied.
 - c. Minimize time filming individual scenes as much as possible where indoor ventilation systems are temporarily shut down to mitigate noise. Whenever possible, ensure ventilation systems are turned on between scenes, during set ups, blockings and during all work breaks.
 - d. Consider increasing filtration of the outdoor air intake to reduce indoor air pollution.
 - e. If portable fans, blowers or air conditioning units are used, they should be directed away from people. Set up devices so that air flow moves downward from the ceiling whenever possible.
 - f. Air cleaning devices that have a HEPA filter will reduce particles in the air and can be used in workspaces with poor air circulation.
 - g. Use caution when considering the use of any effects that may impact indoor workspace air quality.

PLANNING CONSIDERATIONS:

5. Consider the time it will take to develop, implement and train individuals on best practices aimed at mitigating risks associated with COVID-19 in the workplace.
 - a. Consider whether prep and/or work schedules will need to be modified to allow time for additional workplace training on new work procedures or equipment.
 - b. Consider whether changes to the length of the work day or the number of scheduled days for prep and production are needed to accommodate modified work practices due to COVID-19.
 - c. Consider engaging key department personnel earlier in the pre-production process to allow sufficient time for departmental strategies and procedures to be developed.
 - d. The input of Department Heads and their crews, in collaboration with Production Managers (PMs) and Assistant Directors (ADs) will be considered when structural and logistical changes are made to accommodate the new working practices.
6. Consider the usual responsibilities of any/all individuals who are assuming additional duties relating to COVID-19 prevention and response to ensure that adequate time and attention can be dedicated to administering these duties, and/or additional personnel are hired, as necessary.
7. Additional personnel (e.g. security, external cleaning crews, etc.) may be required in order to meet production demands related to COVID-19 compliance.

8. Consider digitizing paper-based procedures like expense submissions, purchase orders, call-sheet and script distribution, etc.
9. Budget for any additional expenditures required to implement COVID-19 safety protocols.
10. Where travel is required, each case should be individually considered so appropriate steps are taken to arrange for appropriate means of travel, accommodation and/or quarantine.
11. Consider utilizing additional units in situations where it provides isolation (e.g. for stunt sequences) from the main unit cast and crew.

2.B. PHYSICAL DISTANCING

Physical distancing is one of the most important measures in preventing the spread of COVID-19, yet it is the measure that presents the motion picture industry with some of the most significant challenges. Productions should implement protocols to ensure that physical distancing of at least 2 metres is observed between individuals, wherever possible.

When physical distancing of at least 2 metres cannot be reasonably maintained, appropriate safeguards should be instituted, which may include the use of personal protective equipment.

Physical distancing measures may include:

12. Implementing remote work or work-from-home arrangements.
13. Directors, Assistant Directors, DOPs, and others should direct performer, stand-in, and background performer movement while maintaining physical distance, and should avoid physically touching performers, stand-ins, and background performers.
14. Limiting specific areas of the workplace such as sets and offices to essential personnel only. For example, implementing "closed-set" rules.
15. Considering establishing work teams (e.g. pods) that work together routinely and exclusively to reduce the risk of broader transmission. Examples may include small teams that require closer contact for filming or rehearsing or dividing a large set into teams based on department.
16. Limiting the number of work teams or individuals in the workplace at one time to the extent possible. Where possible, stagger work schedules to reduce the number of workers required in one place at one time.
17. Using different coloured identifiers (e.g. wristbands, lanyards) to assist in identifying work teams and/or departments and/or designated zones or areas on set.
18. Limiting meetings and communications to telephone/videoconference or other forms of electronic communication (e.g. walkie-talkies).
19. Holding meetings or undertaking work outside.
20. Identifying choke-points and ways to avoid congestion such as having multiple monitored entrances/exits and staggering start times/end times and breaks.
21. Marking 2 metre distance on the ground in any place in the workplace where individuals are likely to form lineups. Designate traffic flow patterns in high traffic areas.
22. All workspaces should be assessed to consider the identification and posting of maximum capacities / occupancy limits to maintain physical distancing. 5m² per person of unencumbered space provides for 2m physical distancing.

23. Arranging seating in common areas to encourage physical distancing.
24. Using dollies, wheeled carts, forklifts, or alternative mechanical means to move equipment normally handled by multiple people, whenever practicable.
25. Allowing only one person on elevating work platform equipment at a time, whenever practicable. Large lifts may facilitate two-person use if 2m physical distance can be maintained.
26. Developing methods to provide contactless interactions with outside parties / the general public where possible. Protocols may include:
 - a. Interactions may be handled by a single or a small number of pre-defined individuals.
 - b. Engagements may be kept as brief as possible.
 - c. Paperwork may be managed digitally rather than physically.
 - d. Remotely reviewing/approving purchases and rentals whenever possible.
 - e. Social gatherings should be limited in accordance with applicable public health guidance. Large physical gatherings, such as in-person wrap parties, should be avoided.
 - f. Remind cast and crew to follow physical distancing measures outside of work.
27. Controlling deliveries of equipment and materials to the jobsite. Consider the following:
 - a. Arrange for pre-defined delivery points and restrict interactions with deliveries / delivery persons to single or a small number of pre-defined individuals.
 - b. Delivery drivers may remain in their vehicle.
 - c. Plan ahead for deliveries of materials and equipment to allow for appropriate time for disinfection where required.

2.C. PERSONAL HYGIENE

The BC CDC has [advice on hand washing](#). Instructions and notices on proper hand washing should be posted by hand wash stations or washrooms.

28. Hand washing facilities and/or hand sanitizer (at least 60% alcohol) should be available and/or provided at screening sites, entrances, exits, and throughout the workplace, including offices, workshops, sets, etc.
29. Portable hand washing stations should be considered where established hand washing facilities are not available.
30. Work flow and scheduling should be considered to provide individuals with sufficient time to wash/sanitize their hands throughout the day, as appropriate.
31. All individuals in the workplace should be instructed on proper hygiene and respiratory etiquette, including:
 - a. Washing hands (for at least 20 seconds with soap and, preferably warm, water, when available) or using hand sanitizer:
 - ✓ on entering the workplace and again before leaving.
 - ✓ before and after breaks.
 - ✓ after using the washroom.
 - ✓ after coughing, sneezing or using a tissue.
 - ✓ as may be required based on interaction with other individuals, surfaces, items or equipment.

- ✓ otherwise regularly throughout the workday.
 - b. Where possible, hand washing is preferred to the use of hand sanitizer.
 - c. Avoid the use of hand sanitizer when handling food.
 - d. Coughing or sneezing into a tissue (and immediately throwing it away) or into their elbow.
 - e. Avoiding touching eyes, nose, mouth and face.
 - f. No spitting.
32. Consider providing individual sanitation/hygiene kits where feasible (e.g. personal-sized sanitizer, tissues, wipes, etc.)
 33. Consider more stringent hygiene requirements (e.g. more frequent hand washing) around high risk workers such as close contact teams or performers, or when entering and exiting high-touch common areas.
 34. Consider increasing the number of trash bins, which should be closed or no-touch, and be emptied regularly.
 35. Assess entrances and exits to determine whether the requirement for individuals to use their hands to open doors can be limited.
 36. Identify designated smoking/vaping areas with nearby hand sanitizer or hand washing facilities. Some sanitizing solutions contain up to 70 per cent alcohol and will release flammable vapours – do not use these in smoking/vaping areas. Provide receptacles for the safe disposal of cigarette butts (and exercise appropriate safety precautions when removing butts) and require individuals to adhere to appropriate re-entry procedures.
 37. Reference should be made to [WorkSafeBC's guidance on the regulatory requirements for the minimum number of washrooms](#). Evaluate on and offsite washroom facility availability and occupancies in relation to physical distancing.


2.D. CLEANING AND DISINFECTING

The BC CDC's [guidance on cleaning and disinfecting](#) recommends cleaning surfaces with soap or detergent prior to disinfection as the virus that causes COVID-19 can be broken down by soaps and detergents as well as appropriate disinfectants.

Coronaviruses are spread person to person through close contact. While employers always have an obligation to maintain clean workplaces, that obligation is under sharper focus due to COVID-19.

Employers should establish a plan for the effective cleaning and disinfecting of all materials across all departments. Employers should clearly establish responsibility for the implementation of this plan. Such a plan may include:

38. Requiring individuals to familiarize themselves with public health guidance regarding cleaning and disinfection with respect to COVID-19, such as the BC CDC's "[Cleaning and Disinfecting](#)" page.
39. Following manufacturer's or vendor's/supplier's (as appropriate) cleaning and disinfecting instructions for all equipment and materials, including electronics and other sensitive equipment. Any items and/or equipment that cannot be regularly cleaned and/or disinfected should have procedures and schedules in place to isolate and rotate such items in and out of usage.

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40. Identifying which disinfectants are appropriate for specific surfaces/objects/equipment. This may include UV disinfection for certain electronics that may be damaged by liquid disinfectants.
 41. Ensuring that appropriate individuals are adequately trained on the use of the specific disinfectants to be used.
 42. Assignments of specific cleaning and disinfecting tasks to pre-determined individuals (whether general/production wide, or department specific) and ensuring those individuals have or receive appropriate training.
 43. Establishing a schedule to regularly clean and disinfect high-touch surfaces (e.g. equipment, props, tools, keyboards, phones, handsets, desks, light switches, door handles, common tables, washrooms, hand-wash stations, etc.).
 - a. This schedule may consider the length of time that the COVID-19 virus may remain active on particular surfaces/objects.
 - b. Depending on the circumstances, it may be useful to maintain a log to help track scheduled cleaning.
 44. Instructions for individuals to regularly clean and disinfect personal equipment and supplies (e.g. tools, walkie talkies, cell phones, etc.).
 45. Cleaning and disinfecting items playing on set both before and after arriving on set.
 46. Cleaning and disinfecting shared work items prior to a new work team starting work.
 47. Instructions to use disposable cloths or paper towels, when possible.
 48. Instructions that reusable cloths, sponges, mops, etc. should be disinfected or washed after each use and rotated and disposed of as appropriate.
 49. Protocols for the safe disposal of cleaning / disinfecting materials. Ensure individuals tasked with the disposal of used PPE or garbage containing used PPE wear appropriate PPE such as gloves and a mask. Avoid compressing garbage containing used PPE and tie the bag closed before removing it from the garbage bin. Wash or sanitize hands before putting on and after taking off gloves. Gloves that come in contact with garbage should be disposed of as appropriate.
 50. If a worker leaves the jobsite due to COVID-19 type symptoms, cleaning and disinfecting the areas where the individual was working prior to anyone returning to work in that area.
 51. Obtaining and evaluating the cleaning and disinfecting protocols of third parties such as equipment suppliers, vendors and outside contractors.

2.E. TOOLS, EQUIPMENT AND SUPPLIES

In addition to cleaning and disinfecting, certain precautions can be taken to help prevent the spread of COVID-19 through shared items such as tools, equipment, and supplies.

Employers should implement measures to mitigate the risk of virus spread through the sharing of items. This may include the following:

52. Assigning each worker, department or work team their own tools, if possible. Avoiding the sharing of equipment and supplies (tools, office supplies, walkie talkies, cell phones, water bottles, pens etc.)
53. Limiting the touching of certain items to essential persons only (e.g. props, performer wardrobe, etc.) and minimizing the number of people using each piece of equipment in instances where sharing cannot be avoided.

54. Minimizing the sharing of tools, equipment, supplies, and products. Establishing protocols for cleaning and disinfecting shared tools before they are used by another person. For electronics and other sensitive equipment, follow the manufacturer's or vendor's/supplier's instructions (as appropriate) for all cleaning and disinfecting. Workers should wash or sanitize their hands before and after using shared tools.
55. Encouraging individuals to store their own equipment in a secured area or bag labeled with their name when not in use.

2.F. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The use of COVID-19 Personal Protective Equipment (PPE) such as medical masks, cloth masks and face shields reduces the transfer of saliva and respiratory droplets to people close to the wearer. Appropriate training in donning, doffing, cleaning and safe PPE use is required. Personal protective equipment is a measure of last resort and should only be used on its own in limited specific instances when other protections are not reasonably available. Reference should be made to WorkSafeBC's guidance on the [selection and use of masks](#), the [BC CDC's guidance on masks](#), and the [Government of Canada's guidance on the use of non-medical masks and face shields](#).

Employers are responsible for providing and enforcing the use of personal protective equipment in the workplace. See <https://www.worksafebc.com/en/health-safety/tools-machinery-equipment/personal-protective-equipment-ppe/responsibilities> for employer and worker responsibilities regarding PPE.

Here are some tips for employers regarding personal protective equipment:

56. Job classifications that are already using higher-level and/or regulated PPE (e.g. respirators) to protect against non-COVID-19 risks should continue to do so.
57. Health care professionals in the workplace should wear the recommended PPE as appropriate.
58. Establish protocols for workers and visitors in each department which includes:
 - a. The use of personal protective equipment (including donning and doffing).
 - b. Changing/replacing personal protective equipment.
 - c. The reuse, cleaning and disposal of personal protective equipment
 - d. The safe disposal of PPE in line with any applicable government regulations
59. Consider providing separate bins for the disposal of PPE, for example, at all exits and entrances.
60. Appropriate supplies of personal protective equipment and materials for the disposal of personal protective equipment should be maintained in accordance with the protocols established.
61. Personal protective equipment should not be shared.
62. For workers who already routinely wear reusable gloves to protect against hazardous workplace exposures (e.g. gloves that help protect against cuts and abrasions, extreme cold or heat, chemical cleaning agents, oils and greases, meal and solvents) it is advisable to:
 - a. Store gloves in a dedicated space when not in use for the work tasks
 - b. Launder gloves daily (check with the supplier for care instructions). Most gloves, including leather gloves, can at least be cleaned with soap and water and hung

to dry. If gloves are not dry in time for the next shift, consider having a second pair on hand.

- c. Wash or sanitize hands before putting on and taking off gloves.

STEP 3

STEP 3: DEVELOP POLICIES

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

3.A. GENERAL WORKPLACE POLICIES

Measures to lower the risk of transmission of COVID-19 may also result in changes to workplace policies and practices such as an employer's sickness policy, travel policies, remote working, and scheduling.

Consider the following general policies:

63. If there are multiple productions or tenants in a facility, protocols should be established to facilitate the recommended physical distancing, and other appropriate measures, between productions/tenants.
64. Coordinating with third-parties involved with production, such as studios, locations and post-production facilities to ensure adequate measures may be put in place in line with the employer's safety plan.
65. Employers who do not currently provide their employees with paid sick leave may wish to consider implementing a temporary paid sick leave policy in response to COVID-19.
66. Limiting the number of day calls and/or make plans to maintain the same crew, whenever possible.
67. Minimizing travel to the extent possible. Where travel is required, attempt to minimize frequent back-and-forth travel. Whenever possible, those traveling for productions should not bring family members or other non-essential personnel.
68. Disallowing personal animals (i.e. pets), excluding guide and service dogs, in the workplace, especially as allergic reactions may be mistaken as COVID-19 symptoms.
69. Considering requiring sign-off (e.g. digital sign-off) of receipt and review of Employer policies and protocols.
70. Return to work for any individuals who have previously been diagnosed with COVID-19, or who experienced symptoms, should be coordinated with a designated production representative, the individual's health care providers, and the local public health authority, as applicable. Confirmation of a negative COVID-19 test and/or clearance from a healthcare provider may be required for return to work.
71. See that workplace policies and the employer's COVID-19 safety plan address accommodations in the workplace for priority populations such as older people or those with chronic health conditions, disabilities or suppressed immune systems.

3.B. VISITORS

Consider the following policies with regards to visitors:

72. Only essential visitors should be allowed into the workplace
73. Visitors should be provided with sufficient information about guidelines and any policies and protocols relevant to their visit.
74. Consider requiring sign-off (e.g. digital sign-off) of receipt and review of Employer policies and protocols.
75. If a visitor is entering the workplace, the visitor should be directed with respect to the most direct route to their destination in the workplace to limit potential interactions with others.
76. When developing visitor guidelines, consider the rights of union representatives to visit all work areas.

3.C. HEALTH SCREENING – PRIOR TO COMING TO WORK

77. Employers should have a very clear policy communicated to workers about not coming to work sick or with symptoms.
78. Prior to coming to work, all individuals should perform self-screening at home such as via the BC COVID-19 Self-Assessment Tool.
79. The provincial health officer and the BC CDC have issued the following guidance around self-isolation, which must be reflected in your policies:
 - a. If you are diagnosed with COVID-19 and have symptoms that can be managed at home, please self-isolate until the following criteria are met:
 - At least 10 days have passed since the start of your symptoms, AND
 - Your fever is gone without the use of fever-reducing medications (e.g. Tylenol, Advil), AND
 - You are feeling better (e.g. improvement in runny nose, sore throat, nausea, vomiting, diarrhea, fatigue).
 - b. Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
 - c. Anyone who has arrived from outside of Canada or who was in contact with a confirmed case of COVID-19 must self-isolate for 14 days and monitor for symptoms.

Such individuals who do attend at the workplace should be instructed to isolate in a designated area/leave as soon as possible in accordance with established protocols.

3.D. HEALTH SCREENING AND TESTING AT THE WORKPLACE

The BC Occupational Health and Safety (OHS) Regulation and the Workers Compensation Act do not require employers to implement health monitoring for COVID-19, such as checking temperatures or recording symptoms.

Some employers may still consider incorporating temperature checking into their COVID-19 policies, but they need to be aware of the privacy concerns of gathering medical information. The gathering and use of employees' medical information is typically private and confidential



and it is governed by Employment Law, including privacy and human rights law in an employment context.

As a control measure, alone, temperature checks may not provide enough information to determine whether or not a worker is ill – COVID-19 has a range of symptoms, so the presence of a fever alone may not be indicative of COVID-19, nor does its absence rule it out. However, in high-risk situations such as facility outbreaks, symptom and temperature checks could be considered if feasible in the workplace.

Employers who wish to implement screening and testing measures – understanding that there are limitations to this approach – must comply with the BC legal framework (including, but not limited to, BC Human Rights, Employment Standards, applicable collective agreements, privacy law, and existing and future Provincial Health Office orders)

Businesses should be aware that private testing of asymptomatic individuals is against the guidance of public health, and as a result these businesses must establish processes and fund related infrastructure to meet the legislative requirements related to testing and public health follow up for a reportable health condition in B.C. This may include hiring individuals to conduct contact tracing under public health direction for employees who test positive and ensuring employee contact details are available to public health in a timely way.

Consider the following policies with regards to screening and testing:

80. Screening may be undertaken to assess all individuals prior to entry into the workplace to determine whether they are experiencing symptoms of, or have been diagnosed with, COVID-19, or may have been, in close contact with other such individuals. Different screening criteria may be needed for people with disabilities.
81. Public health guidance with respect to the ability of individuals to spread COVID-19 while not displaying any symptoms should be considered when developing screening protocols. Individuals with certain disabilities or pre-existing conditions may normally exhibit symptoms similar to those of COVID-19 – such individuals may opt to disclose their medical condition to the employer and/or provide a physician statement that outlines the symptoms associated with their condition.
82. If a health questionnaire is used, it should be provided either verbally (with responses recorded by a screener) or electronically (e.g. administered through an app or website and accessed via personal devices) to all individuals entering the workplace for the first time, each day. This questionnaire may include questions regarding:
 - a. Whether the individual is suffering from COVID-19 or its symptoms.
 - b. Travel history: in particular, whether the individual travelled outside of Canada within the past 14 days.
 - c. Whether the individual has had close physical contact (e.g. within 2 metres in the same room, in the same area for more than 15 minutes, or living in the same house) with someone who has tested positive for COVID-19.
 - d. Whether the individual has been in close physical contact with a person who is currently sick with a new cough, fever or difficulty breathing or who has travelled outside of Canada within the last 14 days.
83. A health questionnaire may also include an undertaking for the individual to immediately declare if they become symptomatic or become aware of circumstances that would change the answers given in the questionnaire.

84. If temperature checks are performed, they should be done using a contactless thermometer by an individual adequately trained in its use. Additional temperature checks throughout the day may be considered.
85. Health questionnaires should still be used if temperature checks are undertaken. Current evidence suggests that temperature checks on their own may be an insufficient screening tool.
86. If polymerase chain reaction (PCR) testing is reasonably available, production may consider arranging for testing. This may be considered for individuals who could be in close proximity to others without PPE. Any PCR testing should adhere to guidance from applicable public health authorities, including the requirement to report any positive test result to public health.
87. Any diagnostic COVID-19 testing should be administered by trained healthcare professionals.
88. The frequency of testing (including whether reliable rapid testing may be appropriate) may be reconsidered based on any ongoing changes to the availability of tests.
89. If initial screening is not conducted by a medical professional, a secondary assessment by a medical professional may be considered, if available and appropriate, prior to sending an individual home.
90. A protocol should be implemented to manage situations where individuals do not pass the screening protocols.

3.E. HEALTH SCREENING AND TESTING LOCATIONS

Consider the following when planning any screening and testing locations:

91. Entrances and exits should be regularly reviewed to ensure that individuals are not able to gain access to the workplace other than through designated areas.
92. Screening sites should be located outside or on the perimeter of the workplace, away from others and high-traffic areas.
93. Consideration should be given as to the number of sites required throughout the workplace.
94. Designate a safe waiting area that provides for adequate physical distancing for individuals while awaiting tests and results.
95. Thorough disinfection of testing/waiting areas should be carefully considered in the event of a positive test.
96. How to accommodate testing in the event of inclement weather if testing sites/waiting areas are outdoors should be considered.
97. Individuals performing screening measures should be separated by at least 2 metres from those being screened, or work from behind a physical barrier such as a plexiglass barrier, if possible. If this is not possible, the individual performing the screening should wear appropriate personal protective equipment.

3.F. WORKPLACE ILLNESS

Have a plan around workers who may start to feel ill while at work, including who they should notify and how they will travel from the workplace to their home.

If workers report having COVID-19-like symptoms while at work: (a) Send them home to recover for the prescribed self-isolation period; (b) Clean and disinfect their work station and or the workplace/tools that they were using as part of their job; and (c) Follow any directions from public health.

Consider the following policies with regards to workplace illness:

98. A protocol should be implemented so that such individuals who become symptomatic at work can safely notify their supervisor, for example by telephone, so appropriate action (e.g. arranging for private transport home) may be taken without having to risk contact with others.
99. Symptomatic individuals who attend the workplace should be instructed by their manager/supervisor or other management workers to isolate in a designated area/leave as soon as possible in accordance with established protocols.
100. If a worker is aware that someone with symptoms has attended the workplace, they should immediately inform their manager/supervisor or another individual as identified in production's policies or protocols. A risk assessment should be conducted in such cases.
101. A protocol should be implemented to provide notice to affected workplace parties, for example designated managers/supervisors, potentially affected workers and unions/guilds representing potentially affected workers if an individual diagnosed with COVID-19 has attended the workplace.

3.G. RECORD KEEPING

Due to the delayed period of COVID-19 spread, it is important to track where workers have been. If an employee tests positive for COVID-19, the local public health authority will ask employers to provide information on where the employee worked as well as the contact information of any other employee who may have been exposed. Employers will provide that information and Public Health Units will respond.

Public Health officials will contact individuals on the list for assessment and provide instructions to impacted workers – this is not the responsibility of the employer or supervisor unless directed by public health officials.

102. A sign in / sign-out procedure should be implemented for everyone attending any workplace to record details that may assist with any necessary contact tracing.
103. Any sign-in/out registers should be recorded by one person, where possible, and/or be facilitated with an electronic application. Individuals being screened should not touch the device.
104. Take action to see that the privacy of screening participants is secure, including the methods of tracking screening information and personal information.
105. Personal information and personal health information must be collected, used, stored, and communicated in accordance with the Personal Information and Privacy Act.
106. Consider a wristband or other system to identify individuals who have successfully completed screening.

STEP 4: COMMUNICATION AND TRAINING

4.A. COMMUNICATION

Communicate COVID-19 safety plans and other workplace policies to workers and others. Language, culture and disability requirements should be taken into account to ensure information is understandable and accessible for all persons involved. Employers must ensure that everyone entering the workplace, including visitors and workers from other employers, know how to keep themselves safe while at the workplace.

107. In accordance with the BC PHO order on [Workplace COVID-19 Safety Plans](#), every employer must
 - a. post their COVID-19 Safety Plan on their website, if they have one
 - b. post their COVID-19 Safety Plan at the workplace so that it is readily available for review by workers, other persons who may attend the workplace to provide services, and members of the public
 - c. provide their COVID-19 Safety Plan to a health officer or a WorkSafeBC officer, on request
108. Post other related policies or procedures with your COVID-19 Safety Plan. Make a copy of the Safety Plan and all related documents available at all worksites.
109. Relevant policies and protocols should be provided to other workplace parties, such as third-party vendors and unions/guilds representing affected workers, as appropriate.
110. Signage should be posted at the main entrance indicating who is restricted from entering the premises (including visitors and workers with symptoms).
111. Everyone entering the workplace should be instructed (verbally, with signage, etc.) to self-monitor for symptoms such as fever, cough or difficulty breathing, or other symptoms as listed by public health authorities.
112. Guidelines and production policies and protocols should be posted throughout the workplace. Applicable protocols should be clearly communicated to all individuals who are required to adhere to, or should otherwise be aware of, such protocols.
113. Consider workplace posters on relevant topics including information about COVID-19 and its symptoms, hygiene, personal protective equipment, food safety, physical distancing, etc.
114. Consider including the location of hand washing facilities on set maps and include hygiene reminders in the daily safety briefing.
115. Identify management individuals with chief responsibility(ies) for COVID-19 prevention/response, including responsibility for monitoring public health updates.
116. Workers should be provided with phone numbers/contact information of individuals they should contact regarding COVID-19 response.
117. Consider the public-facing elements of production and how production can communicate and demonstrate safe-set practices to the public, particularly when production is located in public spaces.

4.B. TRAINING

118. Employers should establish methods to provide training on guidelines and workplace policies and protocols before any individuals commence performing any work in a production workplace, including day-hires and others added to the workforce as the production progresses.
119. Employers should develop a training program with respect to:
 - a. The proper usage and disposal of personal protective equipment.
 - b. Proper cleaning and disinfection techniques.
 - c. Hand washing/sanitizing techniques.
 - d. Training for Supervisors in monitoring workers and the workplace to ensure policies are being followed.
 - e. Any applicable company policies and protocols.
120. Training should be delivered by qualified individuals.
121. Include COVID-19 education in daily safety talks and meetings.
122. Employers must maintain written records of (COVID-19) training
123. Consider online training where practicable.
124. IT orientation and training may be required in order to introduce new processes.

STEP 5

STEP 5: MONITOR YOUR WORKPLACE AND UPDATE YOUR PLANS AS NEEDED

Continually monitor the effectiveness of safety plans and workplace policies and implement a process for making updates. Employers are responsible for providing adequate supervision to ensure they are performing work activities as outlined under the employer's COVID-19 Safety Plan.

125. Particular COVID-19 risks and applicable mitigation strategies, as well as applicable guidelines, policies and protocols, should be reviewed during safety meetings.
126. Implement a safe process for employees to report concerns without fear of repercussions. This may be through a worker health and safety representative or through joint health and safety committees.
127. Be aware of any changes in Public Health Orders or Guidance and amend COVID-19 safety plans accordingly.
128. Consider that each jurisdiction is likely to have separate restrictions on travel and relating to COVID-19 in general. Pandemic 'hot spots' may change rapidly, necessitating alterations in plans. All local quarantine requirements must be followed. Identify local medical personnel in advance that could assist with care of cast and crew in the event of COVID-19 symptoms. Monitor local outbreaks and trends, including local public health guidance and travel restrictions and keep cast and crew informed as appropriate.
129. Adjust workplace policies and procedures as required and involve workers and supervisors in this process.

STEP 6: ASSESS AND ADDRESS RISKS FROM RESUMING OPERATIONS

If your workplace has not been operating, there may be risks arising from restarting your business that you need to manage. Consider the following:

130. Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 outbreak. It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being. Employers may wish to consider promoting the following resources:
 - a. [Calltime: Mental Health](#) is an initiative created by British Columbia's motion picture industry unions that provides mental health resources and supports for workers.
 - b. [COVID-19 Psychological First Aid Service: Information and Signup](#) (BC Psychological Association) – Free virtual counselling provided by registered psychologists.
 - c. [COVID-19: Staying Well in Uncertain Times](#) (Canadian Mental Health Association – BC) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak.
 - d. [Managing COVID-19 Stress, Anxiety and Depression](#) (Ministry of Mental Health and Addictions) – Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.
131. Employers should assess any physical workplace that has been temporarily shut down due to COVID-19 and should determine if additional cleaning or equipment specific protocols should be created.
132. Employers should allow additional time for re-orienting workers to their individual workplace in light of COVID-19 policies that have been created.

7. DEPARTMENTAL GUIDELINES

7.A. BUYING AND RENTING

These guidelines are intended to provide guidance to employers/producers, supervisors and workers on identifying and mitigating potential COVID-19-related workplace hazards applicable to individuals engaged as buyers, or who are interacting with third party vendors. Also refer to the [Transportation guidelines in Section 7.L](#), as appropriate.

GENERAL WORKPLACE POLICIES

In addition to general guidelines in [Section 2.A](#), consider the following:

Workers engaged with outside vendors may need to come into close contact with others and may be exposed to additional risk of transmission of the virus by the nature and frequency of interactions with multiple parties.

1. Workers interacting with third-party vendors and suppliers should pre-plan trips and be familiar with the vendors' COVID-19 policies in advance. See [Section 2.B](#) for guidance regarding physical distancing, interactions with outside parties / general public, and deliveries.

PHYSICAL DISTANCING

In addition to guidelines in [Section 2.B](#), consider the following:

2. Where possible, purchases should be made in a "contact-less" manner.
3. Individuals should avoid making purchases in cash, to the extent possible.
4. Production should consider measures to limit, to the extent possible, in-person contact between purchasers/drivers and others including third-parties and any other crew.
5. Coordinating delivery/logistics to limit courier contacts.
6. When visiting a location to view an item, particularly where the COVID-19 policies are unknown or undefined, such as a private residence, arranging for the owner to bring the item outside, if possible.

PERSONAL HYGIENE

Refer to guidelines in [Section 2.C](#).

CLEANING AND DISINFECTING

In addition to guidelines in [Section 2.D](#), consider the following:

7. Production should develop a plan for cleaning and/or disinfecting and/or quarantining materials as appropriate that will be purchased or rented for production (e.g. costumes) and communicate the plan to all individuals involved with the purchase, receiving, retrieval and storage of such materials.
8. This plan should include procedures for:
 - a. Marking and tracking disinfected versus non-disinfected items.

- b. Ensuring materials are cleaned/disinfected/quarantined as appropriate before being returned to storage to avoid contamination.
- c. Identify individual(s) responsible for these procedures.

PERSONAL PROTECTIVE EQUIPMENT

Where physical distancing of at least 2 metres cannot be maintained, appropriate steps should be taken to minimize the risk of potential exposure, including the use of appropriate personal protective equipment. [Refer to Section 2.F](#) for guidance regarding the use of personal protective equipment.

7.B. CAMERA

Workers in the camera department interact with performers and multiple departments on a production and there is a high likelihood that they will be required to work in close contact with others, including performers. A suite of controls should be considered in order to minimize the transmission of COVID-19.

Also refer to the [Transportation Guidelines in Section 7.I](#) for camera trucks, the [Performer Guidelines in Section 7.J](#), for working with performers, the [Buying and Renting Guidelines in Section 7.A](#), and the [General Technicians Guidelines in Section 7.F](#) as appropriate.

PHYSICAL DISTANCING

In addition to guidelines in [Section 2.B.](#), consider the following:

1. Limiting camera workers with access to set while filming, particularly if filming in a small space.
2. Allowing camera placement to be organized without non-essential personnel present.
3. Establishing and posting occupancy limits for the number of people in video village.
4. Arranging for video village to be outdoors, where possible, and weather permitting.
5. Establishing separate (alternate) areas where different individuals can monitor video.
6. Considering wireless and/or remote monitoring/communication to allow individuals to monitor playback on their own devices and communicate while maintaining physical distancing.
7. Where technically possible, having meta data (e.g. lens information) displayed on the video village monitor.
8. Establishing and posting occupancy limits for the camera truck. Limiting access to essential personnel only.
9. Considering the use of remote technologies (e.g. drones, technocranes).

CLEANING AND DISINFECTING

Equipment should be regularly cleaned and disinfected. In addition to the guidelines in [Section 2.D.](#) consider the following:

10. Documenting the processes on handling, cleaning and disinfection of camera equipment and making the documentation available to the camera department for their use.
11. Regularly cleaning and disinfecting equipment. Following manufacturer's or vendor's/supplier's (as appropriate) cleaning and disinfecting instructions for all equipment and materials, including electronics and other sensitive equipment.
12. Colour coding equipment (e.g. with tape / stickers) to identify when equipment has been cleaned and is ready for use.

TOOLS, EQUIPMENT, AND SUPPLIES

Where possible, the sharing of equipment between individuals should be avoided. In addition to the general guidelines in [Section 2.E.](#), consider the following:

13. Where possible, only camera personnel should handle camera gear including carts, cases, tape, etc.
14. Recommending that camera workers not share kit pieces unless they have been appropriately cleaned and disinfected between uses.
15. Implementing protocols to ensure consistency with respect to which individual(s) uses each specific piece of equipment.
16. Instructing individuals not to contact any piece of equipment/object/set piece that they are not required to handle.
17. Developing a safe handling process for cables and wireless monitoring equipment.
18. Developing a safe handling method of all camera reports.

EPK / STILL PHOTOGRAPHY

EPK crews and Stills photographers are typically short-term, self-contained crews. They are expected to follow all of the safety and screening protocols applicable to the workplace as set out by the employer. Also refer to the [General Technicians Guidelines in Section 7.E.](#) for sound and the [Performer Guidelines in Section 7. J.](#) for working with performers. In addition, consider the following measures:

19. Using a clear barrier where 2 metres physical distance cannot be maintained when interviewing / photographing performers.
20. Creating a designated area for EPK interviews where appropriate physical distance can be maintained.
21. Using a long lens where possible, to maintain physical distancing.
22. Regularly cleaning and disinfecting equipment in accordance with the applicable general guidelines on cleaning and disinfecting found in this guide.
23. Restricting the use of EPK / still photography equipment to EPK / still photography crew only.
24. Creating a designated separate holding area for EPK / still photography crew equipment and gear and personal items, as required.
25. Verifying cleaning and disinfecting protocols from third party suppliers / vendors of EPK and still photography equipment.
26. Cleaning and disinfecting of EPK and still photography equipment should be undertaken by the EPK crew / still photographer and in accordance with the manufacturer's or vendor's/supplier's (as appropriate) cleaning instructions.
27. Wearing appropriate PPE (e.g. face masks) where it is not possible to maintain a minimum of 2 metres physical distance. PPE should be worn when working with performers.
28. Providing EPK Crews and Stills photographers with radios to allow for communication on set while maintaining physical distancing.

7.C. CONSTRUCTION AND PRE-PRODUCTION

These guidelines are applicable to all pre-production groups such as construction, prop shops, paint, costume, set decorating, grips, lighting, greens, SPFX, and other off-set prep crews and shops. Also refer to the Buying and Renting Guidelines in Section 7.A, the Offices Guidelines in Section 7.I, and the Food Safety Guidelines in Section 7.E, as appropriate.

GENERAL WORKPLACE POLICIES

In addition to guidelines in [Section 2. A.](#), consider the following:

1. All individuals involved in construction should be familiar with WorkSafeBC's [Construction and COVID-19 safety](#) guidance.
2. Policies and protocols implemented to reduce the risks associated with COVID-19 are in addition to, and must account for, existing general health and safety obligations with respect to construction and preproduction.
3. Protocols should be established for any kitchen/eating areas. See the Food Safety Guideline for guidance regarding communal kitchen/eating areas, snacks and drinks.

PHYSICAL DISTANCING

In addition to guidelines in [Section 2. B.](#), consider the following:

4. Installing barriers (e.g. around machinery).
5. Limiting the number of people who use elevators or hoists at any time.
6. Limiting unnecessary on-site contact between workers, and between workers and outside service providers.
7. Avoiding using construction work areas for storage for other departments.
8. Where physical distancing of at least 2 metres cannot be maintained, appropriate steps should be taken to minimize the risk of potential exposure, including the use of appropriate personal protective equipment.

TOOLS, EQUIPMENT AND SUPPLIES

In addition to guidelines in [Section 2.E.](#), consider the following:

9. Encouraging workers to provide as many of the tools they need in their own kit, as possible, and recommending that kit materials not be shared unless properly cleaned and disinfected between uses;
10. Where shared tools are required, consider providing multiple pieces of the same equipment, if possible, to limit the frequency with which tools must be shared;
11. Implementing a method (e.g. a dedicated store-person) to track the assignment of tools to specific individuals and ensure that tools are appropriately cleaned and disinfected before returning to storage and/or being reassigned.

SPECIAL EFFECTS (SHOPS)

12. For pyro storage and test areas, where possible:
 - a. Designate a test area for the sole use of each separate production
 - b. Where it is not possible to have individual storage facilities, clean the shared facility upon departure.

GENERAL WORKPLACE POLICIES

In addition to guidelines in [Section 2.A.](#), consider the following:

1. Employers and first aid attendants should review new COVID-19 first aid protocols. Refer to the WorkSafeBC document: [OFAA protocols during the COVID-10 pandemic: A guide for employers and occupational first aid attendants.](#)
2. Revising the production's first aid protocols in conjunction with input from first aid attendants to enable first aid attendants to work safely in accordance with updated COVID-19 First Aid guidelines.
3. Attendants should be prepared to administer modified first aid procedures. First aid attendants should ask COVID-19 screening questions as part of all examinations.
4. Considering if it is appropriate to increase/modify first aid resources or equipment on the Production while the COVID-19 risk is present.
5. Assessing any trailers and/or First Aid facilities for suitability in light of COVID-19.
6. Employers should have a plan for the safe transport of injured workers.

PHYSICAL DISTANCING

In addition to guidelines in [Section 2. B.](#), consider the following:

7. Modifying first aid procedures where possible to allow physical distancing. Ask the individual being examined to assist with the examination where appropriate.
8. Productions should communicate expectations about physical distancing to crew through COVID-19 orientation and other means (e.g. posters)
9. Where possible, administering first aid outdoors or in a space with adequate ventilation and privacy.

PERSONAL PROTECTIVE EQUIPMENT

In addition to guidelines in [Section 2.F.](#), consider the following:

10. Additional PPE will be required for first aid attendants. Appropriate PPE should be worn when treating a worker for an injury or illness. Refer to the guidelines in [Section 3.F](#) on individuals displaying COVID-19 symptoms at the workplace.

Catering and food and beverage service is an essential part of motion picture production. The provision of food involves several risks, including the risk of breaching hygiene protocols, violating physical distancing requirements, and the opportunity for larger gatherings of individuals in a common space.

These guidelines have been designed to be applicable to caterers/food trucks, communal kitchens, craft services, and break areas. Reference should also be made to the WorkSafeBC returning to Safe Operations guidance [for restaurants, cafes, and pubs](#) and relevant orders from the [Provincial Health Officer \(PHO\)](#).

PHYSICAL DISTANCING

Steps should be taken to maintain physical distancing during breaks and meal times, where possible. In addition to guidelines in [Section 2.B.](#), consider the following:

1. Only required individuals should be present in food preparation areas.
2. Where possible, arrange food service areas to allow for physical distancing
3. Using plexiglass (or similar) barriers, food guards, sneeze shields and/or means of creating additional physical distancing between food servers and people being served.
4. Directing workers to maintain 2 metres distance when eating. Consider the configuration of tables and seating to ensure distancing is maintained.
5. Establishing and posting occupancy limits for craft services tents or locations.
6. Where workers have been organized into work teams, consider keeping workers in those teams for meal breaks.
7. Creating delineated and designated eating areas. Use lines or cones to show proper physical distance when lining up for food or beverages.
8. Marking one-way entry in and one-way exit out of eating areas and lunch tents.
9. Consider a continuous meal schedule or dividing the lunch hour into multiple time slots to reduce the number of people in food service areas at one time.
10. Having multiple food stations or lines.
11. Setting up outdoor eating areas.
12. Allowing workers to eat in different areas to avoid congregating.

PERSONAL HYGIENE

In addition to guidelines in [Section 2.C.](#), consider the following:

13. Hand washing stations should be available in, or reasonably close to, food preparation and service areas. These hand washing stations should be contactless whenever possible.
14. Washing hands before and after entering the food preparation area, during preparation, and before and after serving food.
15. Avoid the use of hand sanitizer when handling food.
16. Post signage around [effective hand hygiene practices](#).

CLEANING AND DISINFECTING

In addition to guidelines in [Section 2.D.](#), consider the following:

17. Wearing appropriate personal protective equipment.
18. A specific plan or protocols should be established for the regular cleaning and disinfection of all food preparation areas, including equipment and surfaces.
19. Cleaning and Disinfecting packaging, including cans and bottles.
20. Any communal surfaces should be appropriately cleaned and disinfected in accordance with the established cleaning and disinfecting plan at the beginning, end of, and throughout the day (as appropriate) and in particular, after breaks and meal periods. Such surfaces may include but are not limited to:
 - Tables,
 - Chairs or benches;
 - Door handles; and,
 - Vending and coffee machines.

COMMUNAL KITCHENS

A specific plan or protocols should be in place with respect to any communal kitchen area(s) (e.g. office kitchens). Considerations for such a plan or protocols may include:

21. Limiting access to such areas to a specified individual(s) who can utilize any equipment (e.g. microwaves) on behalf of others. In such cases, the individual(s) should be familiar with the guidelines regarding food preparation areas contained in this guideline.
22. Individuals should wash or sanitize their hands upon entering and exiting such areas.
23. Individuals should clean and disinfect high-touch surfaces and objects after touching or using them.
24. Considering providing work teams with separate food storage or kitchen items to reduce the need for sharing amongst teams (e.g. individual fridges, microwaves).

FOOD SERVICE

Food service practices should be considered to limit the risks of transmission of the virus. Alternate practices that may be considered include:

25. Eliminating self-serve style systems, and replace with attended stations, catering or individually wrapped snacks and pre-packaged meals.
26. Having servers serve food directly to tables, for example, in advance of workers entering to eat.
27. Providing individual take-away or delivery type service with meal orders placed earlier in the day.
28. Providing for advance ordering of individual meals.
29. Using disposable plates, bowls, etc., and individually wrapped cutlery.
30. Allowing or encouraging workers to bring their own food. Food brought from home should not be shared with others.
31. Disallowing personal containers to be used at either catering or craft service.

32. Providing workers with, or encouraging them to bring their own, pre-filled water bottles, and such bottles should not be shared.
33. Providing pre-packaged water, or water stations/coolers with foot pumps or other “non-touch” controls, provided they do not require contact between the bottle and dispenser and meet sanitization standards.
34. Limiting access to, and use of, water stations and coffee machines. For example, having such machines be operated by one person.
35. Utilizing single use condiments (e.g. creamers, sugars, ketchup, jam, salt, pepper, etc.)
36. Encouraging crew to provide their own personal items (e.g. bug spray, sunscreen, allergy medication, etc.) to avoid the need for communal items at the craft service area.
37. All individuals should put their garbage, recycling and food waste directly into bins and not leave it for others to clean up.

7.F. GENERAL TECHNICIANS

These guidelines cover on-set departments. Also refer to the [Construction / Pre-Production Guidelines in Section 7.C.](#), the [Camera Guidelines in Section 7.B.](#), the [Hair / Makeup / Costume Guidelines in Section 7.G.](#), the [Performer Guidelines in Section 7.J.](#) and the [Buying and Renting Guidelines in Section 7.A.](#), as appropriate.

PHYSICAL DISTANCING

In addition to guidelines in [Section 2.B.](#), consider the following:

1. Avoiding "hand-offs" as much as possible by requiring workers to set items down before being passed to another worker.
2. Where possible, consider pre-lighting with essential crew only.

PERSONAL HYGIENE

In addition to guidelines in [Section 2.C.](#), consider the following:

3. Individuals should regularly wash or sanitize their hands, especially before and after handling props, accessories and other items.

CLEANING AND DISINFECTING

In addition to guidelines in [Section 2.D.](#), consider the following:

4. Instructing technicians to clean and disinfect gear during breaks in activity.

TOOLS, EQUIPMENT AND SUPPLIES

In addition to guidelines in [Section 2.E.](#), consider the following:

5. Assigning personal visual and audio equipment such as microphones, radios, cameras, headsets, etc. to individual workers for their exclusive use. These can be stored in labeled, sealed bins or bags.
6. Providing each worker their own set of tools (e.g. construction tools) if possible.
7. Using wipeable covers for electronics.
8. Implementing protocols to ensure consistency with respect to which technician(s) uses each specific piece of equipment.
9. Instructing individuals not to contact or otherwise disturb any set pieces that they are not required to handle.

PERSONAL PROTECTIVE EQUIPMENT


Where physical distancing of at least 2 metres cannot be maintained, appropriate steps should be taken to minimize the risk of potential exposure, including the use of appropriate personal protective equipment. See the [Section 2.F.](#) for guidance regarding personal protective equipment.

SOUND

In addition to the guidelines in the general sections, as well as the above, consider the following:

10. Having performers physically wire themselves for sound, while the technician provides instruction/direction, rather than requiring physical contact between a technician and performer(s).
11. Utilizing a boom to record sound, where possible.
12. Where possible, establishing a dedicated area for the wiring of cast.
13. Disinfecting LAV microphones before and after use.
14. When possible, having guests and crew supply their own headphones when requiring set communications.

PROPS

 In addition to the guidelines regarding tools, equipment and supplies in the general sections, the [Equipment and Props section in the Performer Guideline](#), as well as the above, consider the following:

15. Approving and inspecting props from a distance or via photos.
16. Cleaning and disinfecting props and other items that are being handled before and after use.

VFX: SCANNING AND MOTION CAPTURE

In addition to the guidelines in the general sections as well as the above, consider the following:

17. All Scanning technicians should be required to wear masks when completing performer scans.
18. Contactless scanning systems should be used when completing performer scans, where possible.
19. A technician operating a scanning system should stay at least 2 metres from the performer being scanned.
20. All areas inside of the scanning vehicle should be appropriately ventilated, cleaned and disinfected before/after scans.
21. Presenting digital concept work, pre-viz, tech-vis, etc. remotely where possible.
22. Providing motion capture performers with two suits to alternate use, i.e. one to be washed overnight.
23. Whenever possible, having technicians instruct performers to set up and adjust their own markers and head-mounted cameras to help maintain physical distancing.
24. When it is not possible to maintain 2 metres physical distancing, both technicians and performers should use appropriate PPE and minimize the amount of time spent in close proximity.
25. If on-set scanning and other VFX tasks are undertaken outside of call sheet hours, liaise with production and on-set crew well in advance to allow for adequate set cleaning to be undertaken before and after.

SPECIAL EFFECTS (SPFX)

In addition to the guidelines in the general section as well as the above, consider the following:

26. Allocating a team to solely transport pyrotechnic articles back and forth between the testing location and pyro storage area.
27. Cleaning and disinfecting all items before and after use.

7.G. HAIR/MAKEUP/COSTUME

Refer to WorkSafeBC guidance for [personal services establishments](#) for additional protocols supporting hair and makeup services, and to the Performers Guidelines, Buying and Renting Guidelines for the handling of materials, and the Construction and Pre-Production Guidelines for costume shops, as appropriate.

GENERAL WORKPLACE POLICIES

In addition to the guidelines in [Section 2.A.](#), consider the following:

1. Assessing hair/makeup/costume interior workspaces (e.g. trailers/tents/work areas) to determine whether they provide appropriate ventilation and continue to monitor new guidance on ventilation issued by WorkSafeBC, the BC Provincial Health Office, or any other regulatory body. Refer to the Air Quality Considerations in [Section 2.A.](#)
2. Employers should have protocols in place regarding receiving materials. See the [General Guidelines](#) and the [Buying and Renting guidelines](#) for guidance regarding receiving/handling/disinfecting materials received from external sources.

PHYSICAL DISTANCING

Employers should have measures in place to limit the required physical interactions and time spent between hair, makeup and costume workers and performers in all facilities / workplaces including measures to limit the number of individuals in hair, makeup and costume facilities / workplaces, to the extent possible.

In addition to the guidelines in [Section 2.B.](#) on physical distancing, consider the following:

3. Establishing and posting occupancy limits to hair, makeup, and costume areas and trailers.
4. Where change rooms are provided, restrict to single occupancy, unless provided to members of the same household (e.g. minors and their parents/guardians). Fitting room occupancy should be limited to essential personnel only (e.g. Performer, Costume Designer, Cutter.) Refer to [Section 2.F.](#) regarding the use of PPE for guidance when physical distancing is not possible.
5. Using larger trailers or additional workspaces to maintain physical distancing or to allow for the installation of appropriate physical barriers between work stations.
6. Placing workstations at least 2 metres apart.
7. Scheduling hair, makeup and costume tests and fittings to avoid overlap/congestion.
8. Providing adequate time for touches and finals for each department.
9. Providing dedicated spaces and procedures to limit departmental crossover.

PERSONAL HYGIENE

In addition to the guidelines in [Section 2.C.](#), consider the following:

10. Eating/drinking should not be permitted by anyone in hair/makeup/costume areas at any time when work is being carried out on performers.

11. Establishing hand washing practices that include washing and/or sanitizing hands before and after every personal service such as hair, makeup, and fittings. Performers should also wash their hands before and after each session.
12. Hairstylists and makeup should consider that it may be appropriate to wash and/or sanitize their arms up to the elbow based on the nature of the work performed and parts of their arms that may be in contact with the performer.
13. Hairstylists and makeup artists should avoid wearing clothing or jewelry that covers their wrists, which would not be cleaned by hand washing/sanitizing.
14. Discouraging performers from bringing personal belongings (e.g. backpacks) into the work area.

CLEANING AND DISINFECTING

Employers should have protocols in place as part of the established cleaning and disinfecting protocols to ensure the adequate disinfection of all surfaces, materials and equipment utilized in the hair, makeup and costume processes.

In addition to the guidelines in [Section 2.D.](#), consider the following:

15. Providing appropriate disinfectant sprays, wipes, etc. at each station.
16. Disinfecting workstations, including all surfaces, handles, chairs, etc. in between each use.
17. Disinfecting/laundrying/quarantining all items that will be in contact with performers between each use, for example hair extensions, wigs, prosthetics and worn clothing or accessories.
18. Disinfecting all hair and makeup products, tools and equipment with appropriate disinfecting solutions or equipment (e.g. UVCs) after each use. Hair and makeup associated tools should be covered or stored in disinfected, sealed containers whenever possible to avoid contamination.

TOOLS, EQUIPMENT AND MATERIALS

Establish measures to limit instances where multiple individuals will be required to use or interact with the same equipment or materials.

In addition to the guidelines in [Section 2.E.](#), consider the following:

19. Having fitting, test photos or continuity photos be taken by one person to avoid multiple individuals touching the camera.
20. Utilizing contactless sanitizer stations in or nearby to hair/makeup/costume areas.
21. Minimizing the kit items that are left out on a workstation at any time.

PERSONAL PROTECTIVE EQUIPMENT

In addition to the guidelines in [Section 2.F.](#), consider the following:

22. For hair, makeup, and costume services where physical distancing cannot be maintained and other control measures such as barriers cannot be used, appropriate PPE (e.g. face masks, face shields) should be worn to reduce the risk of transmission. Performers should be required to wear masks, where feasible, for these services to

protect workers. Workers should also wear masks to protect performers. Refer to WorkSafeBC guidance on [selecting and using masks](#).

23. If gloves are utilized, gloves should be changed or disinfected between performers if working on multiple performers.
24. Allowing workers (e.g. makeup artists, hair stylists, costumers) to wear gowns, smocks, or aprons to cover street clothing. Have these items removed and laundered. When disposable coverings (e.g. paper gowns) are used, such items should be properly disposed after use.

HAIR AND MAKEUP – ADDITIONAL CONSIDERATIONS

25. For Hair and Makeup, measures to maintain physical distance to the extent possible may include:
 - a. Providing assisted hairstyling for main cast and assigning individual hairstylists and makeup artists to work on one performer at a time.
 - b. Having performers do their own hair or makeup, including being directed by a hairstylist or makeup artist from a distance, where appropriate.
 - c. Having performers, stunt performers, and background performers remove their own makeup, where appropriate.
 - d. Encouraging performers, stunt performers, and background performers to do what they can on their own before coming to the workplace (e.g. shaving) to limit chair time.
 - e. Avoiding hairstyling and makeup for minors, where possible.
26. Additional measures to limit instances in which multiple individuals will be required to use or interact with the same equipment or materials for hair and makeup, may include:
 - a. Providing makeup application tools and supplies for each performer and use only on that individual. Keep in individually labeled bags.
 - b. Avoiding sharing makeup between performers.
 - c. Utilizing sinks that can be operated by elbow/foot/knee, where possible.
 - d. Using disposable hair and make-up applicators and brushes when possible and appropriately dispose of single-use items.
 - e. Mixing makeup on disposable palettes, as possible. Use only one “Reel Hair Colour Palette” per performer, or, depot “Reel Colour” refill into a smaller container.
 - f. De-potting hair and makeup products, artificial blood, etc. where possible.
 - g. Considering providing disposable single-use chair covers for each performer.

COSTUME – ADDITIONAL CONSIDERATIONS

27. When possible, include costume requirements in talent bookings and request that performers, including background performers, provide and wear their own clothing. Consider pre-approval processes.
28. Consider designating a separate area for on-set costume work to maintain physical distancing.

29. Discuss intimate scenes in advance to allow for the provision of adequate and appropriate costume items (such as barriers) for performers, including stand-ins, doubles and stunt performers. Also refer to the [Performer Guidelines in Section 7.J.](#)
30. Additional measures to limit instances in which multiple individuals will be required to interact with the same equipment or materials for costume, when possible, may include:
 - a. Advising performers, including stunt and background performers and stand-ins, on protocols for pickup and return of costumes at the circus.
 - b. Bagging costumes separately for each performer.
 - c. Avoiding the sharing of costume pieces and accessories, including for stunts and photo doubles, unless they are washed and dried (or otherwise sufficiently cleaned) between uses.
 - d. Any protective pads supplied by Costumes should be labelled and dedicated to one performer whenever possible. Such padding should be cleaned and disinfected by Costumes after use and/or before being used by another performer.
 - e. Consider multiples where the shooting schedule may not allow for sufficient time for cleaning or quarantine
 - f. Cleaning and disinfecting shared equipment (e.g. sewing machines, irons) between uses, according to the manufacturer's or vendor's/supplier's (as appropriate) instructions.
31. Specific considerations for receiving materials for costume may include:
 - a. Disinfecting/quarantining costume items regularly, for example before/after each use and before/after being placed in storage.
 - b. Implementing a quarantine period or disinfection protocol, as appropriate, for costume items received from an external source, or for items that cannot be easily cleaned and disinfected.
 - c. Establishing a cleaning/disinfecting/quarantining protocol for costume items that require additional work after fittings (e.g. requiring alterations/breakdown).
32. Special consideration should be given to performers requiring tattoo cover to limit chair time as much as possible.
33. Wiring details should be discussed with the Sound Department in advance to limit physical interactions with performers.

7.H. LOCATIONS AND STUDIOS

The following guidelines are intended to provide support to employers/producers, supervisors and workers on identifying and mitigating potential COVID-19-related workplace hazards applicable to: scouting locations, tech surveys, studio facilities and filming on location.

Locations pose different risks than working in a studio environment. Those responsible for scouting, selecting, and managing studios and locations should consider the following guidelines when developing safe work practices. It is important to consider the health and safety of location owners, occupants and contacts.

Also refer to the [Transportation Guidelines](#) for transporting scouts; the [Office Guidelines](#) for office spaces; and the [Food Safety Guidelines](#) for meals / lunch rooms / break areas, as appropriate.

GENERAL WORKPLACE POLICIES

In addition to guidelines in [Section 2.A.](#), consider the following:

1. If there are other productions or existing tenants sharing the studio or location, establish joint protocols to facilitate the recommended physical distancing, hand washing, and enhanced cleaning and disinfecting of common areas.
2. Studios and other locations should ensure that their ventilation/exhaust systems are clean and fully functioning. Other methods of increasing fresh airflow into the workplace should be utilized when appropriate (e.g. opening studio doors during setups, at lunch etc.).

SCOUTING LOCATIONS

For the purposes of this document, scouting locations refers to: (i) the initial phase of scouting locations by a location scout where photographs are taken for creative review; (ii) visits to short-listed locations by creatives; and (iii) technical surveys where department heads and key crew travel to selected locations to establish work plans, equipment lists and manpower requirements.

PHYSICAL DISTANCING

In addition to guidelines in [Section 2.B.](#), consider the following:

3. Using alternatives to in-person scouting, such as using virtual scouting tools, photo libraries, or taking detailed images of locations to minimize the need for frequent visits, whenever possible,
4. Limiting interactions between location scouts and other workers, production office personnel, etc.
5. Consider a call or introductory letter as preferred methods of first contact with location owners (e.g. no door-knocking). In-person interactions with location contacts, owners, etc., should be limited, to the extent possible. If an in-person meeting with a location owner is required, discuss the meeting plan in advance.
6. Whenever possible, discussions/meetings should take place outdoors.
7. The number of in-person scouts involving multiple individuals should be limited, to the extent possible. Where an in-person scout is required, consider the following:

- a. Participants in tech scouts should be limited to essential individuals, to the extent possible.
 - b. Consider staggering access to locations to avoid large gatherings.
 - c. Refer to [Transportation Guidelines in Section 7.L.](#) for guidelines on the transportation of workers
8. Scouts should consider logging their activities as a support for contact tracing.

PERSONAL HYGIENE

In addition to the guidelines in [Section 2.C.](#), consider the following:

9. When scouting potential locations, sites should be treated as if they have contaminated surfaces and workers should frequently use hand sanitizer or wash their hands as soon as practicable. Use appropriate PPE (e.g. face coverings or masks) when indoors and in cases where physical distancing is not possible.

SELECTING LOCATIONS

Policies and protocols, as well as applicable current government regulations and guidance, related to COVID-19, should be considered when selecting locations. A risk assessment with the following considerations should be performed for all locations being considered:

10. Consider the use of outdoor locations when appropriate.
11. Prioritize locations where access can be controlled and interactions with the general public will be limited. High-traffic public locations where production activities cannot be isolated from the public should be avoided.
12. Where possible, productions should avoid locations that recently have been occupied or used by people who may have been infected with COVID-19. Where a location has current or recent occupants (e.g. private residences, offices, schools), assess whether any individual(s) at that location:
 - d. have been recently symptomatic or diagnosed with COVID-19.
 - e. have travelled outside of Canada within the last 14 days.
 - f. have been in contact with someone who has travelled outside of Canada within the last 14 days or who is known to have, or suspected of having, COVID-19.
 - g. can vacate the residence in advance of production work commencing to allow for appropriate disinfecting, as required.
 - h. are within a high-risk, or [priority population](#) with respect to COVID-19.

PHYSICAL DISTANCING

In addition to guidelines in [Section 2.B.](#), consider the following:

13. Evaluating whether the location is large enough to support the required crew and allow physical distancing, including additional elements such as extra trailers, tents or eating spaces. Consider scaling sets to accommodate physical distancing, where possible.

14. Considering additional parking capacity to align with guidance that individuals should self-drive to work where possible.
15. Where interactions with the public are necessary, refer to the [General guidelines](#) for best practices when interacting with members of the public.
16. To minimize physical contact between production assistants and members of the public, consider alternate ways to deliver filming notices to residents and business owners.
17. Considering practices with respect to locations to limit door-to-door canvassing, as possible. Where polling is required, consider alternate ways to gather responses (email/telephone/website). If door-to-door canvassing is required, appropriate protocols should be considered to maintain physical distance and avoid the sharing of equipment (e.g. pens and clipboard) with members of the public.

PERSONAL HYGIENE

In addition to the guidelines in [Section 2.C.](#), consider the following:

18. Locations/studios should consider additional washroom facilities, which may exceed the minimum requirements, hand washing/sanitizing stations, receptacles for disposable personal protective equipment, etc., for the number of workers, and work that will be performed, on the site.
19. Locations that do not have adequate washroom facilities to meet physical distancing and hygiene requirements must be able to accommodate other hygiene measures, such as mobile hand washing stations or hand sanitization requirements.

DISTANCING

In addition to the guidelines in [Section 2.D.](#), consider the following:

20. Assessing whether the location can be appropriately cleaned/disinfected. Locations that cannot be appropriately cleaned/disinfected should be avoided.

MANAGING THE LOCATION

PHYSICAL DISTANCING

In addition to guidelines in [Section 2.B.](#), consider the following:

21. At each worksite, identifying a specific area where individuals may self-isolate if they develop [symptoms](#) of COVID-19. This area should be identified/communicated to all individuals present at the location.
22. Designating/marketing areas for specific departments on set for equipment that is not currently being used by that department.
23. Considering whether there is sufficient space to provide designated areas for work teams to wait while on standby that are separate from other work teams.
24. Meal/break and holding areas should be adequate to accommodate physical distancing. Refer to [Section 7.E. Food Safety](#) for best practices for meals and break areas.
25. Designating narrow hallways / pathways as 'one-way' to maintain physical distancing.
26. Marking areas for physical distancing (i.e. 2 metre spaces) where appropriate.

27. Considering whether the circus can be established within walking distance of the set to limit the need for individuals to be transported by vehicle.
28. Designating a specific space for deliveries/goods received from external sources.
29. Ensuring locations are locked or monitored when production activities are not occurring to limit the risk of contamination.
30. Occupants of the premises should remain off-site for the duration of the production
31. Consider how the layout of the location will accommodate proper screening areas (e.g. entrances and exits) and protocols.

CLEANING AND DISINFECTING

In addition to the guidelines in [Section 2.D.](#), consider the following:

32. Cleaning and disinfecting the location before and after occupancy. Maintain records of all cleaning/disinfecting, including records of cleaning/disinfecting undertaken by third parties.
33. Establishing a schedule and protocols for cleaning and disinfecting of the location/studio at appropriate intervals during the occupancy of the site.
34. Selecting effective cleaning agents and disinfectants to minimize damage, as appropriate
35. Asking location owners to remove/limit any personal items prior to production coming into the space.
36. Controlling/limiting access to any areas that cannot/have not been adequately cleaned and disinfected.

7.1. OFFICES

These guidelines are applicable to office-based workplaces such as production offices, writers' rooms, corporate office, art department / wardrobe offices, accounting, post-production and casting offices. Employers and workers should also reference the guidance regarding Communal Kitchens in [Section 7.E Food Safety](#).

GENERAL WORKPLACE POLICIES

In addition to guidelines in [Section 2.A.](#) , consider the following:

1. Additional consideration should be given to offices located within shared spaces. See [Sections 3.A to 3.D](#) for guidance regarding screening, physical distancing, visitors and interactions with external individuals.
2. Offices should go 'paperless' to the extent possible. Consider digital distribution methods for production paperwork (e.g. scripts, payroll, call sheets, deal memos, etc.) and use contactless methods of payment (e.g. reduce or eliminate the need for cash.)

PHYSICAL DISTANCING

In addition to guidelines in [Section 2.B.](#) , consider the following:

3. Making use of available technology to allow individuals to work remotely.
4. Conducting meetings virtually where possible (e.g. zoom meetings, phone conferences, virtual table reads, etc.) and discouraging people gathering around a computer to watch together.
5. Separating individual work areas/stations, including in writers' rooms, by at least 2 metres.
6. Arranging offices by work teams (e.g. in pods, departments, or cohorts) and minimizing instances where workers would be required to interact across work teams.
7. Individuals required to be physically present in the office should work in separate offices, or be separated by physical barriers, where possible.
8. Where people have to work close together, they should avoid being face-to-face to the extent possible.
9. Providing individuals / work teams working away from main production office with equipment and supplies to reduce their need to attend at production office.
10. Having work teams set up their own work areas.
11. Office staff should not visit other production locations (sets, studios, construction shops, etc.) unless necessary. Where interaction between office and other production work teams and locations is required, consider assigning one individual who will do this for the run of the production.
12. A protocol should be established for mail and other deliveries to the office and such interactions should be contactless where possible. Consider designating an individual(s) to be responsible for receiving all mail/deliveries to the office.

PERSONAL HYGIENE

In addition to guidelines in [Section 2.C.](#), consider the following:

13. Keeping office doors open to the extent possible to limit the need for individuals to touch door handles.

CLEANING AND DISINFECTING

In addition to guidelines in [Section 2.D.](#), consider the following:

14. Consider cleaning and disinfecting rented production offices prior to taking occupancy.
15. Office spaces and communal areas (e.g. shared kitchens and bathrooms) should be cleaned and disinfected daily, as appropriate. Refer to the [Food Safety Guidelines in Section 7.E.](#) for guidance regarding communal kitchens, snacks and drinks. For facilities where there are shared spaces used by multiple tenants, ensure the owner's cleaning and disinfecting protocols are adequate.
16. Where possible, use touchless dispensers (e.g. soap, hand sanitizer, paper towel).

TOOLS, EQUIPMENT AND SUPPLIES

In addition to guidelines in [Section 2.E.](#), consider the following:

17. For shared equipment, place disinfectant wipes nearby and direct individuals to wipe down personal and shared equipment before and after each use. Manufacturer's or vendor's/supplier's (as appropriate) cleaning instructions (as appropriate) should be followed for cleaning of all equipment, including electronics and other sensitive equipment.
18. Consider the assignment of, and access to, stationery and office equipment (e.g. pens, pencils, staplers, paper clips, printers, photocopiers, computers, headsets, cash boxes, keyboards, phones, etc.) to specific individuals to minimize sharing and communal use.
19. Designating an individual to deal with supplies and to clean shared equipment, fill paper trays, etc.
20. Removing shared items from common areas, such as waiting areas or lobbies (e.g. magazines).

These guidelines are intended to provide guidance to employers/producers, supervisors and workers on identifying and mitigating potential COVID-19-related workplace hazards applicable to performers including: actors, animation performers, background performers, choreographers, dancers, narrators/commentators, photo-doubles, puppeteers, singers, stand-ins, stunt coordinators/performers/riggers, vocal/dialogue coaches, voice over performers, and musicians.

Also refer to the [Hair/Makeup/Costume Guidelines](#), the [Office Guidelines](#), the [Camera Guidelines](#), and the [Transportation Guidelines](#), and the [General Technicians Guidelines \(VFX: Scanning and Motion Capture\)](#) as appropriate.

Performers interact with multiple departments on a production and there is a high likelihood that they will be required to work in close contact with other performers and crew. A suite of controls should be considered in order to protect the health and safety of performers and minimize the risk of transmission of COVID-19.

In general, physical distancing requirements between performers does not apply to performers who reside in the same household.

GENERAL WORKPLACE POLICIES

In addition to guidelines in [Section 2.A.](#), consider the following:

1. 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.
2. Filming large crowd scenes outdoors where possible and limiting the amount of time spent filming these types of scenes.
3. Requiring that animals and their trainer only enter set when immediately needed and that interaction with the animal is limited to the trainer and the performer(s) who interact with the animal in the scene.

PHYSICAL DISTANCING

Have protocols in place to permit performers to maintain physical distance from other performers and from other workers whenever possible. In addition to guidelines in [Section 2.B.](#), consider the following:

4. Limiting access to set to essential personnel only.
5. Setting up remote viewing where permitted to reduce the number of individuals who are working near performers while on set. Continually assess each set and adjust the number of people on set (e.g. near performers) where necessary.
6. Setting the camera at least 2 metres from performers, where possible.
7. Incorporating alternate shot set-ups, camera angles, lenses, etc. to allow for greater distance between performers.
8. Whenever possible, permitting performers to perform tasks that would usually require a worker to be closer than 2 metres from the performer, while the qualified worker provides instruction/direction.
9. Using boom microphones instead of LAV microphones, whenever possible.

10. Providing single-occupancy dressing rooms, wherever possible. Limit occupancy/ stagger use of shared dressing rooms. Shared dressing rooms should be cleaned, disinfected, and aired out in between uses by performers.
11. Limiting access to cast trailers to essential persons only.

CLOSE CONTACT AND INTIMATE SCENES

To minimize the risk of infection in close contact or intimate scenes (such as kissing, fighting, and stunt work that requires physical contact), employers must develop and implement effective controls. If eliminating close contact is not practicable, control measures to consider may include:

12. Consider alternative methods to achieve film sequences such as shooting scenes at angle such that physical distancing can be maintained. Consider scheduling those scenes strategically and seek the advice of trained specialists (i.e. for stunt and/or intimacy) to discuss protocols and reduced risk options for the preparation and performance of such scenes. The performer has the right to refuse close contact with other performers, such as hugging, kissing, and stunts requiring close contact.
13. Limiting intimate scenes (e.g. kissing, touching) where possible. There may be special considerations for intimate scenes, both in planning and execution such as testing in advance of such scenes.
14. Intimate and close contact scenes should be camera blocked and/or limited to body parts easily sanitized (e.g. mouth-to-mouth kissing could be redirected to the neck).
15. For intimate scenes involving kissing, consider requiring performers to rinse their mouths with a hydrogen peroxide-based oral rinse (such as that used by dentists) just prior to filming.
16. Minimizing the number and duration of scenes involving close contact and touching. Minimize the duration, number of takes, and extent of performer close contact while scenes are being shot.
17. Where performers will touch one another during a scene, require the performers to wash or sanitize their hands immediately before and after each take.
18. Creating cohorts for scenes involving close physical contact so that performers are working with the same people in every shoot.
19. Scheduling close contact work activities as close together as possible in time and minimize the interaction that these performers have with others between scenes.
20. Shooting different angles that could allow for barriers (e.g. plexiglass) or masks to be used by the performers.
21. Performers, including stand-ins, wearing personal protective equipment (e.g. face masks and shields) whenever possible.
22. Requiring any individuals who interact in close proximity with a performer to wear a mask and face shield and to wash/sanitize hands. Any such interactions, especially if the performer is not able to wear a mask, should be kept as brief as possible.
23. Where performers cannot wear PPE, other measures that are appropriate to the risk in the circumstances must be in place to mitigate the risk of exposure or transmission.
24. Avoiding face-to-face shots as much as possible.

EQUIPMENT AND PROPS

Have protocols in place to limit the risk of transmission of the virus due to multiple individuals touching or interacting with the same surface(s) or object(s). In addition to guidelines in [Section 2.E](#), consider the following:

25. Permitting the performer handling a prop to reset the prop between takes.
26. Cleaning and disinfecting shared props and surfaces before takes, whenever possible.
27. Establishing protocols for the cleaning and disinfection and maintenance of LAV microphones, which should include disinfecting the microphones before/after each use, replacing any mounting components that cannot be disinfected, and labelling microphones with performer assignments.
28. Assigning and labelling props for individual performers.
29. Temporarily removing from circulation any props that cannot be cleaned between users.
30. Developing protocols for 'food props' to ensure safe food preparation, handling, and storage to limit the risk of contamination. Utensils, plates, cups, should be disinfected prior to use and in-between uses, where appropriate.

CASTING, REHEARSALS AND FITTINGS

Consider the following:

31. Conducting remote casting, rehearsals, and fittings (e.g. via videoconference or self-tapes), whenever possible. In-person interactions with performers should be limited.
32. Putting appropriate measures in place in circumstances when 2 metres of physical distance cannot be maintained. Such measures should include having performers and other individuals unable to maintain this physical distance wear PPE (e.g. face masks and shields).
33. When in-person auditions, rehearsals or fittings are required, consider the following additional measures:
 - a. Avoiding open calls.
 - b. Scheduling sessions for longer periods or in such other manner as to avoid congestion (e.g. allow more time for auditions, schedule breaks between sessions or assign set times).
 - c. Limiting the number of casting/production representatives physically present at the session.
 - d. Arranging for performers to wait in their vehicles until they are notified to enter the studio. If this is not possible, ensure that all performers are provided with a safe, clean, holding area that allows for 2 metres of physical distancing
 - e. Arranging waiting areas to allow for physical distancing.
 - f. Avoiding the use of shared props or wardrobe. Permitting performers to use personal items as props or clothing, where feasible. Such items or clothing should only be handled by the performer or disinfected before and after use by others.
 - g. If providing paper copies of sides, not sharing them between performers and providing a recycle bin for performers to dispose of them.
 - h. Cleaning and disinfecting any surfaces touched by a performer and any props that will be re-used.

- i. Encouraging the use of digital headshots and resumes.
 - j. Cleaning and disinfecting of spaces, areas and/or set pieces must occur before and after intimacy rehearsals.
 - k. Providing musicians personal copies of the sheet music and their own music stands.
34. Performers should be advised in advance of audition if close contact or intimacy is a requirement of the script. Those performers engaged without an audition, such as stunt performers, stand-ins, photo-doubles and background performers should be advised in advance of booking.
35. Casting members of the same household in scenes of intimacy where appropriate.

BACKGROUND PERFORMERS AND STAND-INS

Consider the following:

- 36. Utilizing the same background performers in different scenes when possible.
- 37. Do not keep people in crowded holding areas for extended periods of time.
- 38. Providing background holding and change areas that allow for at least 5 square metres/person, including arranging for background holding to be outdoors, if possible, and weather permitting.
- 39. Providing sufficient space or storage for personal effects and extra changes of costumes that may be required by production to help with physical distancing and prevent cross contamination of performers costumes.
- 40. During intimate scenes, consider 'morph suits' or appropriately coloured gowns that can be removed after blockings.
- 41. Providing various skin toned masks that will not hinder lighting.
- 42. Chairs and/or personal belongings should not be touched or moved by crew members while Stand-Ins are blocking on set. Consider providing a storage area or allow time for Stand-Ins to move their 'stand-by station' as needed.

STUNT PERFORMERS

Policies and protocols for productions involving stunt performers should consider the unique aspects of stunt performance and the specialized equipment and personal gear that is used. Allocating time to adequately clean and disinfect stunt equipment should also be considered. Reference should be made to [Section 7.C. Construction and Pre-production](#), and [Section 7.F. General Technicians](#) for guidance on the sharing of tools, equipment and cleaning and disinfecting protocols. [Section 7.L. Transportation](#) should be referenced for guidance on the use of Picture Vehicles.

Consider the following:

- 43. Engaging Stunt Coordinators early in the pre-production process to establish strategies for managing stunt doubles, utility stunt performers, rehearsals, actor involvement, equipment, scheduling, and facility needs.
- 44. Prioritizing continuity of performers within the stunt department for multiple roles in the same production (stunt doubles, ND and/or utility stunts) if applicable.

45. Special considerations will be needed for the cleaning/disinfecting of all SCUBA equipment and how to best maintain physical distancing while implementing all water safety protocols and rescue procedures.

PHYSICAL DISTANCING

46. Areas dedicated and isolated for training and rehearsals should be large enough to allow for ample physical distancing and ventilation.
47. Plan the space requirements and installation timeframe to establish the stunt rigging area/footprint to prevent department crossover.
48. Consider designating one member of the rigging team to assist with harness issues or attach lines to actors and stunt performers. Riggers must wear appropriate PPE and minimize time in close proximity with any performers.

CLEANING AND DISINFECTING

49. Stunt mats should be cleaned and disinfected before and after being used by different performers.
50. When harnesses must be shared, they should be cleaned in between uses with sufficient time for natural drying. Alternatively, develop a rotation schedule that contemplates the length of time viral loads may remain active on the harnesses.
51. Take extra precautions with cleaning and disinfecting agents/solvents around stunt harnesses or fall protection (lanyard or harness), as the agents/solvents may damage the equipment or void the warranty.
52. Protective padding worn on set should be bagged after use and washed/disinfected by the performer unless supplied by costumes.

TOOLS, EQUIPMENT AND SUPPLIES

53. No other crew or departments should have contact with stunt equipment without prior approval from the Stunt Department.
54. Protective padding should be provided by production for each actor's dedicated use. Consult with the Stunt Coordinator in pre-production to provide sufficient time to order or source any protective padding for actors.
55. Stunt performers should provide their own protective padding.
56. Any harnesses provided by production or the stunt rigging team should be dedicated to a single performer for their exclusive use if possible.

MINORS

Consider that minors will need specialized attention and communications should be oriented to their age group to follow COVID-19 protocols.

Consider the following:

57. When establishing policies and protocols to address COVID-19 for productions involving minors, producers should consider the unique and specific obligations with respect to minors, and parents/guardians, where applicable. Reference should be made to [Employment Standards Regulation, Children in Recorded Entertainment Industry](#) and any applicable collective agreement.



58. Consider that parents/guardians may require additional time to review and educate minors about the production's COVID-19 requirements.
59. Consideration should be given to extra time, planning, and diligence that may be required when child performers will be on set (for e.g. for young children who may find physical distancing difficult).
60. Interaction between child performers and others on set should be limited as much as possible.
61. When possible, a separate holding area should be provided for child performers and their parent/guardian.
62. Virtual/remote tutoring should be considered.
63. Access to wi-fi for minors should be provided in order to comply with the remote learning safety protocols mandated by the BC Ministry of Education.
64. When possible, tutoring locations should not be used for other purposes. Tutoring locations should be appropriately cleaned and disinfected in between each use.
65. Careful planning and risk mitigation should be implemented when working with infants.
66. Technology solutions such as remote video monitoring may allow parents/guardians to observe the set while maintaining physical distancing from others. When this is not possible, provide a space for parent/guardian that ensures their ability to physically distance themselves while remaining within sight and sound of the minor.
67. Frequent hand washing is preferable for young children whenever possible to promote hygiene.
68. Hand sanitizer recommendations for children include:
 - a. Read labels carefully as some products are for adult use only and should not be used by children.
 - b. Children under the age of 6 should be supervised when using hand sanitizer.
 - c. Never apply hand sanitizer over broken skin or on scrapes or rashes.
 - d. Hand sanitizer is NOT recommended for use on infants as their skin is still developing/changing.
69. Ensure appropriate sizes of PPE are made available for minors and that they are trained in their use.
 - a. Children under the age of 2 should not wear face masks.
 - b. For younger children over the age of 2, masks are generally not recommended as they can be irritating and may lead to increased touching of the face and eyes.
 - c. If wearing PPE is not an option, additional safety measures must be implemented to minimize the risk of exposure.

VOICE PERFORMANCE AND MUSIC RECORDING

Consider the following:

70. Consider whether recording sessions can be conducted remotely, for example via self-records, using conferencing technology or by having disinfected recording kits delivered to performers.

71. If in-person recording sessions are required, implement measures to maintain physical distance. Such measures may include:
- a. Avoiding group recording sessions that require more than one person to be in the recording booth at a time, especially when singing or vocal projections are required.
 - b. Limiting the number of people present at the session by having staff observe the session remotely.
 - c. Arranging for performers to wait in their vehicles until they are notified to enter the studio. If this is not possible, ensure that all performers are provided with a safe, clean, holding area that allows for 2 metres of physical distancing
 - d. Arranging equipment to permit performers to be at least 2 metres apart.
 - e. Scheduling in-person sessions to avoid congestion and to allow appropriate disinfection and ventilation to occur in between sessions.
72. If in-person sessions are required, have appropriate measures in place to avoid transmission of the virus through touching of persons, objects or surfaces. Such measures may include:
- a. Disinfecting all surfaces and equipment performers come into contact with before and after each session, including microphones, POP filters, script or music stands.
 - b. Limiting the sharing of equipment as much as possible.
 - c. Using disposable covers for microphones.
 - d. Allowing performers to use their own headphones or provide disposable earphone covers.
 - e. Providing musicians personal copies of the sheet music and their own music stands.

7.K. POST-PRODUCTION

The guidance below is intended to provide guidance to employers/producers, supervisors and workers on identifying and mitigating potential COVID-19-related workplace hazards applicable to post-production, animation and visual effects workplaces and practices. Where such work occurs in an office environment, the guidance provided for Office-Based work practices may also be applicable.

Note that this guidance does not pertain to work on-set or performers engaged in post-production, animation or visual effects. For work on-set, refer to the general guidelines in Section 2 and the [General Technicians Guidelines in Section 7.F.](#) For guidance on performers, (such as voice-recording and music recording, and scanning/motion capture), refer to the [Performer Guidelines in Section 7.J.](#)

PHYSICAL DISTANCING

In addition to the guidelines in [Section 2.B.](#), consider the following:

1. Consider work-from-home arrangements where possible and appropriate. Consider procedures and work arrangements to permit adequate physical distancing, where possible
2. Where physical distancing cannot be maintained, consider alternative measures such as installing physical barriers or the use of personal protective equipment (e.g. masks).
3. Establishing occupancy limits and arrange offices, post-production suites, studios and other such spaces to maintain physical distancing, as possible. Refer to the Office guidance regarding office arrangements.
4. Client review and approval should be done remotely whenever possible. Where remote viewing is not possible, use dedicated client review rooms (without workers or talent present)
5. Any mixing, screening or viewing should be conducted with consideration as to limiting the number of essential individuals attending.

CLEANING AND DISINFECTING

In addition to the guidelines in [Section 2.D.](#) consider the following:

6. Workspaces and equipment should be routinely cleaned and disinfected, as appropriate. Refer to the General Guidance for more information regarding cleaning practices. In particular, consideration should be given to ensuring appropriate disinfection of any shared equipment or workspaces before and after use.

TOOLS, EQUIPMENT AND SUPPLIES

In addition to the guidelines in [Section 2.E.](#), consider the following:

7. Establishing protocols regarding the safe delivery of materials, including dailies, shuttle drives, etc. Use digital delivery methods where possible. When physical media does need to be moved between sets or other post-production locations, ensure workers wash or sanitize hands after handling shared materials. Media equipment should be cleaned and disinfected upon receipt per manufacturer's or vendor's/supplier's (as appropriate) guidelines.
8. Performers should put on and adjust their own headphones and microphone to ensure physical distancing is maintained.

9. Considering the assignment of, and access to, work stations, equipment and supplies to minimize communal use. Where the sharing of equipment or workspaces is necessary, limit such sharing, and clean and disinfect shared equipment prior to a change in user, with special attention to high touch surfaces such as keyboards, phones, etc. Consider the option of supplying separate peripherals where workstations need to be shared temporarily (e.g. for tech support).
10. Arranging for any required personnel to view materials and scripts on their individual device.

7.L. TRANSPORTATION

The following guidelines are intended to provide support to employers, supervisors and workers on identifying and mitigating potential COVID-19-related workplace hazards applicable to passenger vehicles, picture cars and work trucks. Guidelines related to hair/makeup and costume trailers is covered under [Section 7.G. Hair / Makeup / Costume](#).

Transport services have the potential to present challenges to physical distancing and hygiene requirements. Productions should consider a variety of the following guidelines when working to mitigate the risk of COVID-19 transmission with respect to vehicles and transportation.

GENERAL WORKPLACE POLICIES

In addition to guidelines in [Section 2.A.](#) , consider the following:

1. The use of private transportation/separate vehicles should be prioritized and encouraged. Whenever possible, workers should travel alone in their vehicles.
2. Consider the size of the passenger vehicles when planning equipment needs in order to ensure physical distancing requirements may be met. Employers should assess the number of workers being transported or sharing vehicles at any given time.
3. Digitizing paper-based procedures such as trip logs.
4. Keeping windows down to improve air circulation, weather permitting. Workers should set vents/air conditioning controls to allow outdoor air to flow in. Avoid setting vents to recirculate.
5. Assessing trailers that will be occupied by individuals doing production work to ensure that they provide for adequate ventilation.
6. Limiting eating/drinking in passenger vehicles any time that a passenger is present to prevent the removal of masks.

PHYSICAL DISTANCING

In addition to guidelines [in Section 2.B.](#), consider the following measures to mitigate the risk of potential exposure when there are multiple individuals in a vehicle.

7. Consider size of passenger vehicles and capacity to accommodate physical distancing. Establish vehicle occupancy limits and post notices on the vehicles.
8. No one (including passengers, swamper, etc.) should sit next to or behind the driver unless an appropriate physical barrier is in place.
9. Seat workers in such a way that a physical distance of 2 metres is maintained wherever possible. Identify and block out seats to allow physical distancing to be maintained. This may be done by using tape to create a barrier or by covering the seat. The appropriate signage should also be used.
10. Adjusting the number of workers per trip and the overall number of trips needed to transport workers to a worksite. If possible, use larger vehicles or multiple vehicles
11. Requiring the same individuals, (or work teams, as applicable) to ride in the same vehicle each day, when possible.
12. Implementing a process that allows for physical distancing when loading and unloading buses or other vehicles. Workers waiting for loading and unloading should maintain physical distancing while remaining safely away from traffic.

13. Consider assigning an individual(s) to monitor/organize the safe distancing of crew as they board shuttles.
14. Additional consideration should be given to space between vehicles to allow for safe distancing to be observed when loading, unloading, or working on vehicles.

PERSONAL HYGIENE

In addition to guidelines in [Section 2.C.](#), consider the following:

15. Passengers should refrain from touching vehicle surfaces, where possible. Consider limiting the touching of external door handles to the assigned driver. Appropriate signage should be considered.
16. Employers should have hand washing facilities or sanitizing stations available to workers as they enter and exit the vehicle.
17. Maintaining a supply of disinfectant materials and PPE (e.g. hand sanitizers, disinfecting wipes, masks or face coverings) readily accessible to each individual in each vehicle, without the need to breach any physical distancing or barriers that are in place.
18. Avoiding touching your face, and wash/sanitize hands before and after entering vehicles.
19. Consider the safe storage of hand sanitizers and disinfectants in vehicles, for e.g. in a cooler during hot months.

CLEANING AND DISINFECTING

Vehicles should be cleaned and disinfected regularly. In addition to guidelines in [Section 2.D.](#), consider the following:

20. Thoroughly cleaning and disinfecting all vehicles at the start or end of each day. Include a method for tracking start or end of shift cleaning. Individuals who use their personal vehicles for work should consider cleaning and disinfecting their vehicles at the end of the workday.
21. Cleaning and disinfecting shared work vehicles and passenger vehicles after each journey and prior to a change in operator, including all external and internal high-touch surfaces.
22. Regularly cleaning and disinfecting all high-touch surfaces (e.g. door handles, steering wheels, seatbelts and seatbelt clasps, headrests, hand holds, and window buttons).
23. Considering the need for secured trash receptacles in vehicles for the disposal of PPE, wipes, etc. All items that a passenger brings into a vehicle, including any garbage and PPE, should be removed by that individual and not left for the driver, or anyone else, to clean up. Consider placing trash receptacles at vehicles destinations for convenient disposal of PPE, wipes, and personal waste items.
24. Assessing the cleaning protocols of third-party vendors to determine if rented/leased vehicles will need to be cleaned and disinfected prior to use by the production.

EQUIPMENT

25. Consider work assignments to limit the instances in which multiple individuals will be required to utilize the same equipment. Such considerations may include assigning each vehicle to a specific driver(s), requiring that each vehicle be driven by no more than one driver each day, or assigning a driver(s)/vehicle(s) to a specific department.

Loading / unloading of vehicles should be carried out by the corresponding crew under the supervision of the driver.

PERSONAL PROTECTIVE EQUIPMENT

In addition to guidelines in [Section 2.F](#), consider the following:

26. Masks or face coverings should be worn in vehicles by all individuals (driver and passengers) when multiple individuals are present, even if physical distancing can be maintained.
27. Individuals being picked up from outside of the workplace should be provided with a mask or face covering in the event they do not have their own.

PICTURE VEHICLES

28. Clean and/or disinfect high touch surfaces in picture cars and ventilate them (windows down) prior to, and after performers use them. Avoid the sharing of vehicles between drivers whenever possible.
29. Minimize the number of people (cast and/or crew) entering a vehicle throughout the day to minimize the need for repetitive cleaning and disinfecting.
30. Where the size and design of the vehicle allows, consider installing a temporary physical barrier (e.g., plexiglass or temporary vinyl) between the front seats and the back seats, providing the barrier does not introduce any unintended hazards.
31. When possible, maintain physical distancing in picture vehicles.
32. If possible, utilize exterior camera options and remote sound equipment to limit the number of crew inside the vehicle.
33. When more than one person (cast or crew) is required inside a vehicle, where feasible, drive with the windows open to maximize ventilation. Minimize the time spent inside the vehicle by having cast step out of the vehicle between takes. Individuals inside the vehicle who are not on camera should wear a mask or face covering.



8. RESOURCES

For questions about your health, call 8-1-1 at any time or speak to your health provider.

BC's COVID-19 Self-Assessment Tool: <https://bc.thrive.health>

THE BC CENTRE FOR DISEASE CONTROL

<http://covid-19.bccdc.ca>

- Currently recognized symptoms of COVID-19: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>
- Latest PHO Orders and guidance: <http://www.bccdc.ca/health-professionals/clinical-resources/covid-19-care/new-today>
- Information on priority populations: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/priority-populations>
- Self-Isolation: Required self-isolation, monitoring for symptoms, what to do if symptoms develop: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>
- COVID-19 Resources: posters, guides and factsheets: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/resources-at-a-glance>
- BC CDC's page on cleaning and disinfecting may be found at: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting>
- BC Centre for Disease Control - Viral Testing: <http://www.bccdc.ca/health-professionals/clinical-resources/covid-19-care/covid-19-testing/viral-testing>
- Tools and Strategies for safer operations during the COVID-19 pandemic: http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_ToolsStrategiesSaferOperations.pdf
- Guidance for Food Service Establishments and Liquor Services, Including Restaurants, Cafes and Pubs: <http://www.vch.ca/Documents/HA%20Coronavirus%20Guideline%20for%20Restaurants%20Cafes%20and%20Pubs.pdf>

OFFICE OF THE PUBLIC HEALTH OFFICER – BC (PHO)

- PHO Orders, Notices and Guidance: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>
- Provincial Health Officer - Guidance and Letters regarding testing in industry: https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/pho_letter_testing_in_industry.pdf

GOVERNMENT OF BRITISH COLUMBIA

- Up-to-date self-isolation requirements for those arriving in BC:
<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/self-isolation-on-return>

HEALTH CANADA

[Health Canada's Coronavirus](#) page outlines the actions being taken by the Government of Canada to limit spread of the virus, as well as what is happening in provinces and communities across the country. It also maintains a [live update](#) of the number of cases by province.

- Risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic.
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html>
- Coronavirus disease (COVID-19): Prevention and risks
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>
- Help reduce the spread of COVID-19 (including downloadable notice poster)
<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/help-reduce-spread-covid-19.html>
- Health Canada has resources for young children and parents and COVID-19, including '[hand washing heroes](#)' and '[colour and learn](#)' resources.
- The government of Canada also has a [COVID-19 reference page for youth and students](#) with information on understanding COVID-19.
- Health Canada's List of approved disinfectants and hand sanitizers may be found at:
<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

Consider the using following notices published by Health Canada:

- Vulnerable Populations and COVID-19:
<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/vulnerable-populations-covid-19.html>
- Cleaning and Disinfecting public spaces during COVID-19:
<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>
- How to quarantine (self-isolate) at home when you may have been exposed to COVID-19 and have no symptoms:
<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/coronavirus-disease-covid-19-how-to-self-isolate-home-exposed-no-symptoms.html>
- How to isolate at home when you may have COVID-19:
<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-how-to-isolate-at-home.html>

WORKSAFEBC

WorkSafeBC is the provincial agency dedicated to promoting safe and healthy workplaces across BC. They partner with workers and employers to save lives and prevent work-related injury, disease and disability. Their services include providing no-fault insurance to protect employers and workers.

- COVID-19 and returning to safe operation:
<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>
- Occupational Health and Safety Regulations / Workers Compensation Act:
<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation>
- Motion Picture Industry Safety:
<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/motion-picture-television-production>
- Process safety risks in hazardous process facilities due to the COVID-19 pandemic.
<https://www.worksafebc.com/en/resources/health-safety/risk-advisory/process-safety-risks-hazardous-process-facilities-due-to-covid-19-pandemic?lang=en>
- COVID-19 health and safety: Designing effective barriers
<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en>
- COVID-19: A guide to reducing the risk
<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-guide-to-reducing-risk?lang=en>
- Returning to safe operation frequently asked questions
<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/faqs-returning-to-safe-operation>
- Protecting Mental Health:
<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/staying-safe-at-work#mentalhealth>
- What to do if your worker has a work-related case of COVID-19:
<https://www.worksafebc.com/en/about-us/covid-19-updates/claims/information-for-employers?origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3Dreporting%2520covid%252019%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D>
- WorkSafeBC has several new resources to support [health and safety while working from home](#) due to the pandemic:
<https://www.worksafebc.com/en/about-us/news-events/announcements/2020/April/new-resources-support-health-safety-while-working-from-home?origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3Dwork%2520from%2520home%26sort%3Drelevant>
- WorkSafeBC's FAQ on General Ventilation and Air Circulation:
<https://www.worksafebc.com/en/resources/about-us/covid-19/general-ventilation-and-air-circulation-covid-19-faq?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3Dventilation%26sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D>



- WorkSafeBC's resources for Transportation and COVID-19 safety: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/transportation>

CREATIVE BC

Creative BC COVID-19 Information and Resources page: <https://www.creativebc.com/about-us/news/covid-19/>

ACTSAFE SAFETY ASSOCIATION

[Actsafes Safety Association](#) is BC's Motion Picture industry safety association and supports the industry through health and safety information and bulletins, providing training on a wide variety of health and safety topics.

COVID-19 resources for Arts and Entertainment: <https://www.actsafe.ca/covid-19-resources-for-the-arts-and-entertainment-industries/>

WORLD HEALTH ORGANIZATION

[The World Health Organization](#) is updating the latest guidance and information related to the global outbreak and spread beyond Canadian borders.

POSTERS AND SIGNAGE

- "About COVID-19" ([Health Canada Poster](#))
- COVID-19 Prevention (for e.g. the [Health Canada poster](#) and [BC Coronavirus Prevention poster.](#))
- Hygiene instructions and policies (for e.g. [Health Canada's Hand Washing Poster](#) and [BC's Hand Hygiene poster](#))
- How to ensure physical distancing (for e.g. [Health Canada's Physical Distancing poster](#) and [BC Physical Distancing poster](#))
- Screening measures and access policies at entrances, including who will be denied access to the site (e.g. BC's '[Do Not Enter](#)' poster)

