

LIONSGATE

MOTION PICTURE GROUP
2020/2021

NEW PRODUCTION SAFETY GUIDELINES

<u>Section:</u>	<u>Page #:</u>
Summation Page: Broad Steps for Success	2
Safety Guideline Details	3
Production Suggestions	7
POD Breakdown/Process	9
General Safety Procedures	15

NEW PRODUCTION SAFETY GUIDELINES SUMMATION PAGE

In an effort to protect our cast and crew from the spread of the COVID-19 virus, Lionsgate/Starz (the “Company”) is continuing to establish new policies and practices to provide a safe working environment for all productions.

Below please find our new mandatory guidelines, summarized below:

There are four main steps for success as we enter back into production:

1) Distance 2) Sanitation 3) Enforcement and 4) Change.

Please see those four steps outlined below:

BROAD STEPS FOR SUCCESS:

❖ **Distance**

- NO VISITORS: Absolutely no personnel is permitted on set, the production office, any stages, or construction mills that does not need to be there. Only essential cast and crew will be allowed on the premises.
- Maintain 6 feet apart unless absolutely necessary.
- Avoid any unnecessary physical contact and touching your face.
- Increase physical space between cast and crew members. No crew member should be near cast, unless they are part of the Hair, Make Up, Sound, or Wardrobe Departments. All should be masked and gloved when near talent.
- See POD system outlined within this document. This system will help to limit crew interaction and overall size.

❖ **Sanitation**

- Sanitation Stations: Hand sanitizer should be visible & available in all areas of set, production office, and stages.
- Cast and crew should also be required to frequently wash their hands with soap and water.
- Provide disposable, disinfecting wipes so that commonly used surfaces can be wiped down before each use.
- Provide gloves, and respiratory protection (e.g. masks) for cast/crew to wear, when not on camera.
- Individually wrapped Catering and Craft Service.
- A cleaning service should be engaged to clean the production office, mill, stages daily.
- Sets, props, wardrobe, workstations, and other commonly touched items should be disinfected frequently.

❖ **Enforcement**

- If you're feeling sick with fever, cough, or difficulty breathing, stay home and immediately inform your supervisor.
- No admittance for symptoms of respiratory illness, including fever or cough.
- Conduct health/body temperature checks of cast/crew and anyone entering set, office, etc.
- Increase health personnel to monitor, test, and keep awareness high.
- Video village is for certain crew only, all 6 feet apart. It should be cordoned off from any non-essential personnel.

❖ **Change**

- Both the Company and its Production staff need to continue to focus on what is the current necessity for cast/crew safety & comfort, rather than any former customs/practices.
- We are entering into a new era in film production in which flexibility and compassion need to be in the forefront of everything from development through delivery.

SAFETY GUIDELINE DETAILS:

NO VISITORS: Absolutely no personnel is permitted on set, the production office, any stages, or construction mills that does not need to be there.¹ Only essential cast and crew will be allowed on the premises. The Company will be following closed set protocols at all times and limiting participation to only the minimum necessary cast and crew.²

SANITATION STATIONS: Hand sanitizer (at least 60% alcohol) should be visible and available in all areas of the set, the production office, and the stages.³ Cast and crew should also be required to wash their hands with soap and water periodically (recommended every hour).⁴ Productions will provide tissues and no-touch disposal receptacles throughout the production office and on set.⁵ Productions will provide disposable, disinfecting wipes so that commonly used surfaces can be wiped down by cast/crew before each use.⁶ Production should provide gloves, and respiratory protection (e.g. masks) for cast/crew to wear, when not on camera.⁷ To the extent such supplies are limited, cast/crew should be required to procure and bring their own gloves/masks to wear when not on camera.

CATERING AND CRAFT SERVICES:⁸ Catering and craft services should use individually wrapped utensils, plastic-ware, and straws. Whatever food can be individually wrapped should be wrapped as well. No unwrapped food or snacks should be left on any serving area. Avoid communal bowls and containers. Food that has been freshly cooked by catering should be covered when not served. If applicable, catering must serve food to cast and crew as opposed having the cast and crew help themselves to open containers, salad bar, etc. Craft services must be cordoned off to avoid a gathering of cast and/or crew. Cast and crew are also encouraged to bring their own utensils, containers, etc. for personal use.⁹ Production should consider not providing fully catered meals and instead operate similar to takeout – no direct service, just individual pickup. Consider offering crew meal choices in the morning and then having those meals delivered to each individual department. Craft Service should provide pre-packaged sandwiches and snacks. Reducing the need to have to have craft service on-site.

Consider dividing the lunch hour into two times, to avoid a greater number of people in catering. Or consider imposing “French Hours.” Crew can take a break when possible for 15 minutes to eat within a serving window of 2 or 3 hours. Avoids congestion in eating areas as well. 10 hours on set (vs 12 or longer hours) may help keep cast and crew rested and immune systems stronger.

¹ CDC Business Guidelines; WHO.

¹ CDC Interim Guidance for Businesses and Employers to Plan and Respond to COVID-19 (“CDC Business Guidelines”); World Health Organization 3/19/20 Publication “Getting your workplace ready for COVID-19” (“WHO”).

² Original idea, but consistent with CDC Business Guidelines and other guidelines for social distancing by limiting in-person interactions.

³ CDC Business Guidelines; LA County Public Health Dept. Safer at Home Order FAQ for Businesses (“LACPHD”); Safety Tips for SAG-AFTRA Performer (“SAG-AFTRA”); WHO; OSHA Guidance on Preparing Workplaces for COVID-19 (“OSHA”).

⁴ CDC Business Guidelines; WHO; LACPHD; OSHA.

⁵ CDC Business Guidelines; OSHA.

⁶ CDC Business Guidelines.

⁷ SAG-AFTRA; OSHA.

⁸ WHO.

⁹ SAG-AFTRA; OSHA.

VIDEO VILLAGE: Video village should be for the director, script supervisor, and DP only, all 6 feet apart. It should be cordoned off from any non-essential personnel. There should also be a separate video village for producers, 6 feet apart. Production will remove any extra chairs and have a set PA monitor the area(s) to keep non-essential personnel away.¹⁰

CLEANING SERVICES: All communal areas, tables, etc. must be wiped down periodically with a disinfectant cleaning agent.¹¹ A cleaning service should be engaged to clean the production office, mill, stages daily.¹² These hired individuals will also need to be screened for protection protocols, prior to beginning work. When production begins, on set Craft Service's role can shift from providing snacks to cleaning and maintaining supplies for wash stations and sanitization. Sets, props, wardrobe, workstations, and other commonly touched items should be disinfected frequently (at least daily, more often if possible). If possible, consider a discussion about improving the ventilation system on set, in production office, etc.¹³

STOP THE SPREAD OF GERMS: As a reminder, there are certain steps that we all can take to protect ourselves and our fellow cast and crew members from infection. Please post the applicable "STOP THE SPREAD OF GERMS" poster all around the production office, stages, and in every bathroom.¹⁴ Also go over these guidelines during daily safety meetings.¹⁵

- Avoid close contact with people who are sick.
- Avoid physical contact including shaking hands or hugging – even fist/elbow bumps should be discouraged.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If tissue is not available, cough/sneeze into elbow and immediately wash hands or use hand sanitizer.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Require cast/crew to wear masks and gloves (either supplied or their own) whenever possible when not on camera.¹⁶
- Wipe down all props and equipment before and after each person uses them.¹⁷

SOCIAL DISTANCING: To the extent possible:¹⁸

- Increase physical space between cast and crew members to a minimum of 3-6 feet.
- Stagger work schedules. Try to create schedules so that if one pod gets infected, another pod can step in. Avoid having all critical people working at same time if possible.
- Limit in-person meetings. Use conference/video calls as much as possible.
- Remind cast and crew to consider social distancing guidelines outside the production (e.g. refrain from traveling, visiting crowded places such as bars, restaurants, movie theaters, supermarkets, shopping malls, etc.)
- No crew member should be near cast, unless they are part of the Hair, Make Up, Sound, or Wardrobe Departments. All should be masked and gloved when near talent.

¹⁰ Original idea, but consistent with CDC Business Guidelines and other guidelines for social distancing by limiting in-person interactions.

¹¹ CDC guidelines; SAG-AFTRA; WHO; OSHA.

¹² CDC Business Guidelines.

¹³ CDC Business Guidelines; WHO.

¹⁴ WHO recommends educating employees about disease transmission, symptoms and personal preventative measures.

¹⁵ SAG-AFTRA.

¹⁶ Original idea. Wearing a mask for at least 14 days after recovery is recommended by a number of health organizations for people who have tested positive. But other countries (e.g. China, Singapore) require it of all people when out in public, as a means to prevent asymptomatic people from spreading germs.

¹⁷ SAG-AFTRA.

¹⁸ CDC Business Guidelines; WHO; LACPHD; SAG-AFTRA.; OSHA

- Actors should not be permitted on set until G&E is off set. Limiting the number of people they come in close contact with.
- All personnel in trailers (Hair, Make Up, ADs, etc) should be stationed 6 feet apart.

CREATIVE CONSIDERATIONS:

- Use precautions when filming large crowd scenes – e.g., people should not linger in crowded holding areas unnecessarily.¹⁹
- If possible, hold off on filming large crowd scenes until later in the schedule.²⁰
- If possible, even if not in order or the most efficient, film all scenes with 1-2 or just a few key people, without anyone else present, and fill in gaps later.²¹
- Discuss reducing the extras count; consider use of CGI people as much as possible.

PROACTIVE HEALTH CHECKS:

- Ensure that set medics and safety representatives are well-versed in COVID-19 precautions and procedures. All medics should be adequately prepared with protective equipment and essential materials.
- No admittance for symptoms of respiratory illness, including fever or cough.²²
- Conduct body temperature checks of cast/crew and anyone entering set, office, etc.²³ Re-check at least every 12 hours while at work.²⁴
- Conduct respiratory symptom screening of cast/crew and anyone entering set, office, etc.²⁵
- Provide access to mental health resources.²⁶
- If supplies and logistics allow, consider testing cast/crew in prep prior to production starting.

FEELING SICK WHEN AT HOME: If you're feeling sick with fever, cough, or difficulty breathing, stay home and immediately inform your supervisor.²⁷ If needed, please consider seeking medical care right away. Before going to a doctor's office or emergency room, call and inform them of symptoms. If the aforementioned symptoms persist, please do not return to work until the Production office clears you to return to work.²⁸

FEELING SICK WHEN ON SET: If you're feeling sick with fever, cough or difficulty breathing while at work, immediately inform your supervisor and leave the premises if possible. If you are unable to leave the premises, try to find an isolated place to wait/rest until the production can arrange transportation for you. If you do not already have, please immediately put on both a face mask and gloves.

¹⁹ SAG-AFTRA.

²⁰ Original idea.

²¹ Original idea.

²² LACPHD; SAG-AFTRA.

²³ CDC Business Guidelines; WHO.

²⁴ NY Dept. of Health Dept. Protocols for Essential Personnel to Return to Work Following COVID-19 Exposure or Infection, 3/28/20 ("NYHD").

²⁵ CDC Business Guidelines.

²⁶ WHO.

²⁷ CDC Business Guidelines; OSHA; WHO recommends establishing a reporting system for any cases among employees. This is also consistent with guild guidance regarding accident/injury reporting.

²⁸ CDC Business Guidelines recommend exclusion from work until at least 3 days have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath); AND at least 7 days have passed since symptoms first appeared. LACPHD concurs.

IF EXPOSED: Cast/crew who have been in close contact with a suspected or known case of COVID-19, while that individual was ill, should self-quarantine at home for 14 days.²⁹ Close contact is defined as being within 6 feet of the ill individual for more than 10 minutes, or having had unprotected direct contact to respiratory secretions of the ill individual (e.g. cough or sneeze on face).³⁰

Useful Links:

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

WHO: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

²⁹ LACPHD.

³⁰ LACPHD.

SAFETY SUGGESTIONS

The information and actions listed below are not mandatory for Production, but are strongly encouraged by the Company's Feature Production Department. If you have any questions or concerns, please reach out to your assigned Production Executive.

DURING PREP, PRODUCTION, AND/OR WRAP:

- The Producers and Company should pose the question of personal safety and vet answers of hired department heads and safety specialists on set prior to shooting (1st ADs, Key Grip, Shop Steward, Medics, Hair/Makeup/Costume DHs, Stunt Coordinator, etc).
 - The cast and crew's input and problem-solving contributions will be tantamount to their overall comfort level and security in this new paradigm.
- Production should discuss what prep can be done remotely/at home with production, accounting, and art department staff working from home. People should only begin work in the office when necessary.
- Hire a cleaning crew to come every morning and/or night to clean floors, desks, doorknobs, etc.
- Production Office kitchens should increase their regular procedures of keeping their areas and equipment both clean and sanitized.
- Production should limit all location scouting. Only necessary people should participate with only 2 people per car, depending on the size of the vehicle.
- For the Tech scout, individuals should self-drive, when possible.
- Consider VR scouting.
- Consider having a medic on call during prep, or a designated person in the office who is responsible for maintain the office's resources and available to deliver to any crew member in need. This individual would have thermometers, hand sanitizer, Clorox wipes, Tylenol on hand at all times.
- When hired, medics will help manage set safety and keep people compliant with new protocols. Medics may need to be urged to get in front of potential issues when they are brought on to production. The LPs, UPM, Supervisors should include them earlier in prep to get them up to speed on new set protocols, message to the crew that medics will manage prevention in a much more proactive way, and support them with PPE.
- Health officer on call or increased medic support. Consider a medic for every 20 crew members (or whatever ratio seems appropriate relative to the crew size).
- Plastic gloves, hand sanitizer, & disinfecting wipes should be purchased by production and available at all times (this is separate from assuming the medic or individual listed above will be carrying them on their person). We should have a section of the office that is always stocked with these supplies.
- Consider testing the crew in prep prior to production starting. Production would need to determine the availability of COVID tests, in order to effectively implement.
- Provide masks for cast/crew who need to be in close proximity to one another, on set or in the office.
- When in the office or on set, everyone must aim to maintain a 6-foot distance from other cast/crew members.
- Consider conference calling as much as possible - modification of large meetings.
- Avoid shaking hands, bumping fists or elbows, other physical contact. Also avoid sharing tools and office supplies as much as possible.
- To gain access to the office, everyone must use the antibacterial gel posted at the entrance, every time they enter.
- The office personnel must wash their hands every hour with water and soap.
- Avoid using each other's desks, electronics, etc. but if you have to please make sure to clean and disinfect before and after.
- Only essential personnel will be permitted in the PO or on set.
- Minimize crew around camera while cast is on set.
- Refrain from traveling, visiting crowded places such as bars, restaurants, movie theaters, supermarkets, churches, shopping malls and everything that has crowds.
- Refrain from visiting older people and people with symptoms that match those of the coronavirus.

LIONSGATE

Safety Guidelines

- In order to prevent the use of massive transportation, consider crew pickup or carpool to/from the production office, set, or location. If a large number of crew members are in hotels, consider bus transport.
- Identify and use an area for Quarantine Storage: where purchases can be cleaned before being brought to the PO or location.
- At studio gates/sound stages, consider have temperatures taken even before cast/crew get on the lot. Individuals can be assigned a color code, either on your phone or around your neck, that shows you've been tested, healthy and assigned a number.
- All craft service in the production office needs to be pre-packed and individually wrapped. There should be no bowls of food or any type of situation where people are using their hands in an open bowl or container. Avoid all communal food.
- Crafty & Catering Guidelines: Anyone working in either department will be required to wash their hands every 30 minutes and before and after preparing any food.
- All craft service team members should always be wearing gloves. The team(s) should hand snacks out to the crew. Crew should NOT be congregating around a table.
- Same with catering. If in a tent setting, crew should be handed a new pair of gloves, prior to entry.
- Use disposable cups at the 5-gallon water dispensers or you may use individual, single service water bottles.
- Wrap silverware or plasticware individually within a napkin so people are not picking them out of a group of utensils in a basket, cup, or box.
- Divide the lunch hour into two times, to avoid a greater number of people in catering.
- Consider French Hours.
- Consider meal delivery to individual departments. Orders placed with catering at the beginning of each day, or the day prior.
- Cleaners (PAs or other staff) should be on hand to disinfect surfaces, catering tables, chairs, and gear at the start of the day, at lunch and at wrap.
- Sets, props, wardrobe, workstations, and other commonly touched items should be disinfected frequently.
- Consider crew/cast staying in apartments instead of hotel rooms. People may not want to be surrounded by random hotel guests for months at a time.
- Air travel is may be discouraged. If certain crew/cast are not comfortable flying, production should discuss the insurance liability of driving to location.
- Take enhanced measures to clean and disinfect all departments, restrooms and other high-touch points of locations multiple times throughout the day. Locations Dept to deep cleanse at the end of each wrap day.
- Extra supplies in the bathrooms and on hand (soap, paper towels, tissues, no-touch disposal receptacles, disinfectant).
- Disinfect transport vehicles.
- Provide constant hydration to office and set personnel.
- Consider personalized drivers or regular PA pickups for talent.
- Research local medical providers/hospitals. What is the access to respirators and other life-saving equipment.
- Discuss protocols with intimacy coordinators for actors who have scenes that require closeness or intimacy – schedule those scenes strategically.

POD & CREW BREAKDOWN

The production is split into 3 working pods + remote workers:

POD 1 – ON SET CREW:

- Director
- Producer
- Cast
- Quarantine Supervisor #1
- 1st AD
- Cinematographer
- 1st AC
- 2nd AC
- Steadicam
- Gaffer
- Key Grip
- Swing
- On set Art/Props
- Script Supervisor
- Sound Mixer
- Assistant Location Manager #1
- First Aid
- Night Security
- Craft Service Mobile
- PRODUCTION SPECIFIC ON SET CREW
- Stunt Coordinator
- Stunt Doubles
- VFX Supervisor
- SPFX Supervisor
- Balloon tech team for exterior night
(2 people)
- Genny op for exterior night

POD 2 – BASE CAMP:

- Quarantine Supervisor #2
- 2nd AD
- Costume Designer
- Truck Costumer
- Makeup
- Hair
- Cast Driver 1
- Cast Driver 2
- Night Security
- Catering
- Craft Service

POD 3 – SET DESIGN / PREP:

- Production Designer
- Art Director
- Set Dresser
- Set Dresser
- Assistant Location Manager #2
- Quarantine Supervisor #3

REMOTE CREW:

OFFICE STAFF

- Line Producer
- Production Manager
- Production Coordinator
- Office PAs
- Production Accountant
- Assistants Accountant(s)
- Accounting Clerk
- Payroll Accountant
- Location Manager
- Scout(s)
- Transportation Coordinator
- Casting Director
- Legal

BUYERS

- 2 person Art buying team
- Costume Buyer
- Crew Support Buyer

POST PRODUCTION

- Post Supervisor
- Editor
- Assistant Editor
- Music Supervisor
- Composer
- Delivery Coordinator
- Colorist
- Sound Mixer
- Titling

POD PROCESS

STEP 1

Buyers for the Art, Wardrobe, Production, etc will begin purchasing necessary materials and items for use either during prep or production.

STEP 2:

Once items have been purchased, they will be brought to a designated "Quarantine Storage". Here all items will be wiped down and cleaned, before being brought into any production workspace.

STEP 3:

Truck drivers will deliver any necessary items to Base Camp (POD 2) or to the Production Office (Remote Group 2). Set Dressers will deliver their purchases to POD 3 (Set Design / Prep).

STEP 4:

Drivers will pickup/deliver any materials that need to go to set (POD 1), from Base Camp (POD 2).

GENERAL NOTES:

ON SET - POD 1

DIRECTOR

- Director will be set up with an at-home video conferencing room for all meetings and prep.

CAST - TRAVELS BETWEEN POD 1 & 2

- Limited Roles - scripts must be developed and modified to minimize day players.
- Production must be developed for a very limited run of show cast.
- Limited day players.
- Extra care is needed for cast as they and their drivers are the only members of the production who pass between the base camp crew and the on-set crew.

GRIP ELECTRICS DEPARTMENT

- The show will run entirely with a 3-person G&E department.
- All members of both departments are expected to swing to support the other department as needed to reduce required crew size. On a particularly small show this could be reduced to a 2 or 3 member department.
- Limited lighting will run off house power.
- For a shoot with extensive night exterior work this will be scheduled in a block.
- A balloon light team and generator will be brought on to handle without requiring extensive crane drop off and grip rigging. This night crew will be required to self- quarantine in the same manner as all of the rest of the crew leading up to this block.

AD DEPARTMENT

- The 1st AD will be the only AD on set.
- The 2nd AD will work from base camp making sure cast are called and prepared for the on-set crew, as called by the 1st AD.
- All call sheets and sides will be distributed digitally by the 2nd AD.

LIONSGATE

Safety Guidelines

- There is no 3rd AD or trainee.

SCRIPT SUPERVISOR

- The Script Supervisor's role becomes even more important on this show as they will be the on-set eyes for the costume and HMU departments. As there will be no representatives from those departments, the Script Supervisor will receive cast when they are sent to set and confirm that outfits and looks are in accordance with the scene being shot.

SOUND MIXER

- The Sound Mixer will operate as a 1-person department, with the requirement to disinfect Lavs before and after mic'ing the talent.

DEPARTMENT NOTES

LOCATIONS DEPARTMENT

Locations will be selected in clusters to limit base camp moves to only a few per show. Locations will also need to be booked long enough before their shoot day for the art department to dress them and then seal them up for quarantine for the required period of time. As well, the sets will be quarantined for the required period of time after their shoot days.

LOCATION MANAGER

- The Locations Manager will work remotely for the entire show. They will never be needed to attend set or scout.

ALM #1

- There will be a Set Assistant Location Manager (ALM #1) whose responsibility is to be with the shooting crew handling the set they are working on.

ALM #2

- There will be a Prep Location Manager (ALM #2) working with the Set Design Prep crew in advance on location.

SCOUT

- The majority of scouting will be done via photo libraries. A dedicated Scout will do virtual tours of locations once they have been selected for the crew. That Scout will never be in contact with anyone else on the crew and will operate under the same strict quarantine agreement.

ART DEPARTMENT

SET DESIGN PREP CREW

- The Set Design Prep crew will largely act as a separate pod from production.
- They will go into locations prior to filming and fully dress them.
- Those locations will then be sealed for 3 days to allow viruses on surfaces to die.

BUYING TEAM

- A separate isolated Buying team will purchase all set dec and props items.
- These items will then be placed in a storage locker which will be sealed for the 3 days (or however long to disinfect).
- After this period, the items can be picked up by the Set Design Prep crew OR On-Set Dresser for use.

ON SET DRESSER & PROPS

- There will be one On Set Dresser & Props Person who will be with the shooting crew handling their on-set art department and props needs.
- This person will drive the props truck and keep it on set.

COSTUME DEPARTMENT

COSTUME DESIGNER

- The Costume Designer and Truck Costumer will work at base camp dressing cast and sending them to set ready to shoot.
- There will be no costume department members on set.
- Cast will be sent to set and looks confirmed by the Script Supervisor.
- Fittings will be done from base camp. Individual cast's wardrobe will be kept in separate bags from other cast's wardrobe.

ISOLATED BUYER

- An isolated Buyer will purchase wardrobe and place in quarantine storage for the required period prior to the Truck Costumer picking up cleared items and bringing them to the truck.

MAKEUP/HAIR DEPARTMENT

- Looks will be limited.
- One person will be worked on at a time in the makeup trailer.
- Cast will be made ready at base camp and sent to set to have looks confirmed by Script Supervisor.
- Makeup application tools & supplies will be purchased per cast member and used only on that individual cast member. These supplies will be kept in individual cast bags.
- Cast will remove their own makeup to limit contact at the end of the day. Makeup removal supplies will be left in cast trailers.

MISC. DEPARTMENT NOTES

QUARANTINE SUPERVISOR (OR MEDIC)

- There will be 3 Quarantine Supervisors – can be designated from any particular department, a PA, or medic. One on set. One at Base camp. And one with the Set Design Prep team.
- They will each be responsible for supervising and enforcing quarantine and disinfecting protocols.
- They will also be regularly disinfecting and cleaning common surfaces throughout the day.
- The Quarantine Supervisor will also check in with each crew member in their pod and check their temperatures.

SECURITY

- There will be night security for each pod (On Set, Base camp, Set Design Prep), watching that the locations remain quarantined and secure.
- These people will not actually cross over with the crew.

TRANSPORT DEPARTMENT

- Where possible crew will self-drive trucks.
- There will be 2 run of show Drivers. They will be responsible for the daily transportation for cast. They will also be responsible for moving base camp.
- Locations will be selected in clusters to limit base camp moves to only a few per shoot.
- Base camp move days will be on weekends or down days for production, allowing the Drivers to handle the move during a day where they are not needed on set. They will be under the supervision of the Base camp Quarantine Supervisor: this supervisor will insure that vehicles and drivers are regularly disinfected.

CATERING

- A catering team will handle all meals for quarantine crew. This will include usual breakfast and lunch as well as a dinner meal at the end of the workday.
- They will also be responsible for sending small craft services and water to set.
- There will not be grouped buffet tables but only individual plates.
- The catering team will comply with the strictest quarantine food preparation guidelines.
- They will also handle grocery orders for crew to take home under the same guidelines.

OFFICE CREW

- The office will be run entirely remotely.
- All meetings will be handled by group video conference.
- The office will use a variety of paperless production tools already available to the industry.

CREW SUPPORT BUYER (PA)

- There will be a dedicated Crew Buyer (PA).
 - They will handle any personal purchases ordered by crew members during their quarantine period.
 - These items will be put into storage along with art and wardrobe purchases in order to be quarantined.

POST PRODUCTION

- All Post Production will be conducted by remote workers.
- When file sharing isn't possible and shuttle drives are required, drives will be disinfected and transported by the Assistant Editor.
- Sound Mixers and Colorists will be hired who have home studios to work from.
- The Director will review files remotely until the time of final mix and final color.
- Double-time will be allowed for color correction in order to compensate for the limited lighting that the small on set crew can handle.
- The Composer will work with musicians with remote home studios.

DEPARTMENT NOTES PRODUCTION SPECIFIC ON SET CREW

Depending on the needs of the production, additional departments such as these may be added to the On-set crew.

STUNTS

- A show will be determined to either be a Stunt heavy show or will be required to have no stunts as there will be no day calls.
- On a show with stunts, the Stunt Coordinator and a small team of Stunt Players will be hired for the run of show.

LIONSGATE

Safety Guidelines

- On days without stunts, they will be paid idle days to remain quarantined.

VFX

- If the show is determined to be VFX heavy, there will be an On Set VFX Supervisor for the run of show.
- If not VFX heavy, then there will be a Remote VFX Supervisor who can advise the director/cinematographer for how to set up limited VFX shots as needed.
- VFX will be performed by shops set up for remote work.

SPECIAL EFFECTS

- A show will be determined to either be a Special Effects heavy show or will be required to have no Special Effects as there will be no day calls.
- On a show with Special Effects, the Special Effects Supervisor and one Assist will be hired for the run of show.
- On days without Special Effects, they will be paid idle days to remain quarantined.

GENERAL NOTES

CREW QUARANTINE RULES

- All members of the On Set, Base camp and Set Design crews will agree to a strict quarantine agreement for the show. They will be required to undergo complete quarantine for 2 weeks prior to the shoot and 2 weeks after the shoot.
- These quarantine weeks will be paid as hold days. Remote crew are permitted to act under regular government guidelines for the time the film is shooting. However, they are never allowed to be in contact with any people or equipment from any of the isolation pods.

SHOOTING DAYS

- To allow for a calm and careful approach to production, shoot days will be limited to 10-hour days in order to ensure the crew remain rested and alert.

HOUSING

- Isolation housing will be provided to crew who need it.

QUARANTINE STORAGE

- The production will have 4 quarantine lockers operating in rotation for equipment and art/ costume purchases.
- On any given day, one locker will be open for receiving new acquisitions.
- At the end of the day it will be sealed for 3 days (or however long the CDC recommends for the type of items included within).
- The next day the locker that has completed its quarantine period will be opened, the contents will be delivered to set and it will become open to receive that day's acquisitions.
- These lockers will operate on a quarantine rotation for the period of production.

GENERAL SAFETY PROCEDURES

REGARDLESS OF PRODUCTION STATUS:

- Prior to starting as well as while in production – Production team should monitor country, state and local centers for disease control and implement/communicate local and national regulations.
- Advise crew/cast of the symptoms of COVID-19 so that they're aware of what they're looking for.
 - Monitor the following warning signs: difficult breathing, uncontrollable fever for more than two days, chest pain while breathing, and fatigue.
- Guidelines from the CDC:
 - Workplace Preparedness: <https://www.osha.gov/Publications/OSHA3990.pdf>
 - Handwashing: <https://www.cdc.gov/healthywater/hygiene/hand/handwashing.html>
 - Cough and Sneeze etiquette: https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html
- Limit exposure to those who may have come in contact with the virus.

Handwashing:

- Wash your hands with soap and water or use commercially purchased hand sanitizer of at least 60% alcohol:
 - after blowing your nose, coughing, or sneezing
 - before and after using the restroom
 - before eating or preparing food
 - after contact with animals or pets
 - before and after providing routine care for another person who needs assistance (e.g. a child)
 - before and after you clean your work items and tools.
- Wear disposable gloves and make sure you have appropriate ventilation when using disinfectant chemical products. Read the labels on the cleaning products.
- Wash your hands following removal of disposable gloves or when cleaning occurs without gloves due to practicality or availability.

The following are the U.S. Centers for Disease Control's (CDC) Suggested Best Practices for Cleaning Work Areas:

Cleaning Inanimate, Hard Surfaces

- Wear disposable gloves. Wash hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
 - Prepare a bleach solution by mixing: 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water.

- EPA approved cleaning agents in the Resource section below shows products expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

Cleaning Soft, Porous Surfaces

- Wear disposable gloves. Wash hands immediately after gloves are removed.
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely, or Use products with the EPA-approved emerging viral pathogens claims ([LINK for examples](#)) that are suitable for porous surfaces.

Cleaning Clothing, towels, linens and other items that go in the laundry

- Wear disposable gloves when handling dirty laundry from an ill person and then discard after each use. Wash hands immediately after gloves are removed.
 - If no gloves are used when handling dirty laundry, be sure to thoroughly wash hands afterwards.
 - If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
 - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.
 - Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

Cleaning Products That Destroy Coronavirus:

As you know, many commercial disinfectant and sanitizing products are becoming hard to find. Here are some other alternatives to products we commonly would use to disinfect surfaces:

Soap and Water

The friction from scrubbing with soap and water can help to breakdown the coronavirus. Make sure to scrub the surface hard and discard the towel, or leave it in a bucket of soapy water for a while to destroy any virus particles that may have survived.

Bleach

The CDC recommends a diluted bleach solution ($\frac{1}{2}$ cup bleach per 1 gallon of water or 4 teaspoons bleach per 1 quart of water) for virus disinfection. Wear gloves while using bleach, and never mix it with ammonia or anything except water. The only exception is when doing laundry with detergent.

Bleach will degrade certain plastic containers so discard the solution in the sewer system when done. Bleach can discolor cloth so use caution around these types of materials. Bleach can also corrode metal over time, so try not to clean faucets and stainless-steel products with it. Since bleach is harsh, you should rinse surfaces with water after disinfecting to prevent discoloration or damage to that surface.

Isopropyl Alcohol

Alcohol solutions with at least 70% alcohol are effective against the coronavirus on hard surfaces. First, clean the surface

with water and detergent. Apply the alcohol solution (do not dilute it) and let it sit on the surface for at least 30 seconds to disinfect. Alcohol is generally safe for all surfaces but can discolor some plastics

Hydrogen Peroxide

According to the CDC, household (3 percent) hydrogen peroxide is effective in deactivating rhinovirus, the virus that causes the common cold, within 6 to 8 minutes of exposure. Rhinovirus is more difficult to destroy than coronaviruses, so hydrogen peroxide should be able to break down the coronavirus in less time. Pour it undiluted into a spray bottle and spray it on the surface to be cleaned, but let it sit on the surface for at least 1 minute. Hydrogen peroxide is not corrosive, so it's okay to use it on metal surfaces. But similar to bleach, it can discolor fabrics if you accidentally get it on your clothes.

What NOT to Use Against Coronavirus

Homemade Hand Sanitizer

Although you have probably seen hand sanitizer recipes on the internet, it is advised not to make your own. The correct ratios might not be used and you will have established a false sense of security as well as possibly hurt yourself.

Vodka

There are articles on the internet on how to use vodka to combat COVID-19. Please note that this is incorrect. Some vodka makers have come out with official statements reporting that their 80-proof product does not contain enough ethyl alcohol (40% compared with the 70% required) to kill COVID-19.

Distilled White Vinegar

Disinfection recommendations using vinegar are online, but there is no evidence they are effective against COVID-19.

Resources

<https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>

https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf

<https://www.consumerreports.org/issue/coronavirus-covid-19?INTKEY=I03OHIM1>

<https://afci.org/global-production-alert/>

Medical/Health Care Product Suppliers:

McKesson: [LINK](#)

Nasco: [LINK](#)

Medline: [LINK](#)

Cleveland Clinic: [LINK](#)

USA Medical Surgical: [LINK](#)

Vitality: [LINK](#)

Henry Schein: [LINK](#)

Mac Medical: [LINK](#)

Betty Mills: [LINK](#)

Allegro: [LINK](#)

Concordance: [LINK](#)

Cascade: [LINK](#)

Top 25 Supplier chains in 2018: [LINK](#)

****END OF PROPOSED DOCUMENT****
NOTES BELOW

BUDGETARY ITEMS – THINGS TO DISCUSS

- **TESTING/HEALTH:**
 - Provide masks for crew who need to be in close proximity to one another, or the cast, on set.
 - Testing the crew in prep prior to production starting.
 - We would have to figure out the cost of testing everyone and also need to determine the availability of COVID tests, especially if people are not exhibiting symptoms.
 - Consider making tests available, should a crew member feel ill – if tests are available.
 - Rapid testing throughout the day, while on set. Like a bouncer at a bar. If you get symptoms, you have to leave. Would require as many tests as possible.
 - Antibody testing
 - Hire a doctor or medic to be constantly present at the office. Increase medic support on set.
 - This person would have thermometers, hand sanitizer, Clorox wipes, Tylenol on hand at all times.
 - PPE for all medics. Special pandemic kit?
 - 1 medic for every 20 crew members – or whatever ratio makes sense for the production.
 - All crew should wear gloves and possibly even masks.
 - Maybe each dept has a person “in charge” of their health. A medic for each dept or few depts that are related?
 - Rapid virus and antibody testing for everyone on set, perhaps even on a daily basis. – if available
 - QUARANTINE SUPERVISOR - Productions should designate points of contact to manage the new working environment — similar to a sustainability supervisor — who can deal with hygiene issues.
 - Who will these individuals be? PAs, medics, a new position?
 - One for each POD.

- **SANITATION:**
 - Cleaning crew to come every morning and/or night to clean floors, desks, doorknobs.
 - Provide gloves and masks to said workers.
 - Plastic gloves, hand sanitizer, & Clorox wipes purchased by production and available at all times (this is separate from assuming the medic will be carrying them).
 - Have a section of the office that is always stocked with these supplies.
 - Cleaners should be on hand to disinfect surfaces, catering tables, chairs, and gear at the start of the day, at lunch and at wrap.
 - Sets, props, wardrobe, workstations, and other commonly touched items should be disinfected frequently.
 - Disinfect transport vehicles.
 - Extra wipes and sanitation stations set up at craft service, catering, on-set, and near stages for your convenience.
 - Locations Dept to deep cleanse at the end of each wrap day.
 - Extra supplies in the bathrooms and on hand (soap, paper towels, tissues, no-touch disposal receptacles, disinfectant).

- **TRAVEL/HOUSING:**
 - Consider crew/cast staying in apartments instead of forcing them into hotel rooms. People may not want to be surrounded by random hotel guests for months at a time.
 - Might have to let people drive, if they are not comfortable flying.
 - For those who want to fly, we may want to offer buying the seat (s) next to them, so that no one has to sit next to a stranger.

- Isolation Housing provided for anyone who needs it.
- In order to prevent the use of massive transportation, consider crew pickup or carpool to/from set. If a large number of crew members are in hotels, consider bus transport.
- Personalized drivers or regular PA pickups for talent.
- What about transport to and from set from Crew Parking and Base Camp in vans? Do we ask everyone to wear their home-made masks or bandanas in the van, and not to bring into van anything that is non-essential to work? Do all van drivers wear masks?

- **Crafty & Catering Guidelines:**
 - Only serve individually packaged items. Consider boxed meals. No communal usage of items. Everything should be disposable, one-time usage according to CDC and health department guidelines.
 - All craft service in the production office needs to be pre-packed and individually wrapped.
 - All craft service & catering team members should always be wearing gloves.
 - Use disposable cups at the 5-gallon water dispensers or you may use individual, single service water bottles.
 - Wrap silverware or plasticware individually within a napkin so people are not picking them out of a group of utensils in a basket, cup, or box.
 - Delivering meals to departments.
 - French hours – work through lunch hour.
 - Provide constant hydration to office and set personnel.

- **PAY RATES**
 - Everyone is going to need a paycheck once this is over, and some folks may feel pressure to put money over health.
 - Paid mandatory quarantine weeks - Consider 2 mandatory quarantine weeks on either side of prep and wrap for cast/crew members, to be paid at HOLD day rate.
 - Being paid idle days to remain quarantined. All crew – see POD process.
 - Stipend for protective gear for all crew?

- **MISC**
 - At studio gates/sound stages you have your temperature taken even before you get on the lot. You could have a color code either on your phone or around your neck that shows you've been tested, healthy and assigned a number.
 - VR Scouting
 - Quarantine Storage
 - POD process outlines 4 different storage locations, to be used in rotation. They each will be sealed for a defined period of time to disinfect (spray disinfectant? Or just a period of time for the virus to die?).
 - Checkpoint/sanitization point for all people, materials, grip equipment, lighting equipment – before they go to set/location.
 - Limiting shoot days to 10-hour days, to allow crew to remain rested and alert.
 - Studio Hotline for concerns and questions.
 - Eliminate cell phones on set altogether – including video village. Keep them in your personal bags off of set. Germ magnets and bad habit for crew.
 - Extra benefit will help with IP security and unauthorized photos/video.
 - For those that need to take continuity photos, they must do this with digital cameras and not cell phones and get approval prior per studio policy.
 - Would require additional walkie rentals.