

NPACT

COVID-19 NONFICTION PRODUCTION AND WORKPLACE HEALTH AND SAFETY GUIDELINES AND CONSIDERATIONS

June 10, 2020

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This document outlines recommended general health and safety guidelines and workplace considerations for nonfiction production designed to limit risk of COVID-19 infection. Depending on the specifics of the work location, the composition of employees, program content, cast/crew size, other factors specific to each production, and the overall conditions dictated by the rules of civil authorities, practical adjustments or additional measures may be required.

These recommended guidelines and workplace considerations may be changed or supplemented at any time to reflect updated guidance from the CDC and other professionals, as well as evolving conditions, practices, and procedures.

This information is designed as a service to NPACT Members and is intended only to provide general information on the subject covered and not as a comprehensive or exhaustive treatment of that subject, legal advice or a legal opinion. Members are advised to consult with legal counsel and other professionals with respect to the application of the subject covered to any specific production or other situation.

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GENERAL PRACTICES FOR ALL WORKSITES

(On-Set/Stage/Studio/Shooting Location/Office)

Governmental Restrictions

Stay up to date on and adhere to restrictions/guidance from application governmental authorities (including state/county/city, federal, EEOC, [CDC](#), etc.). See [NPACT Resource Hub](#) for links to these and other resources.

HR Considerations

- ✓ Consider the health and wellness of all personnel as a first priority.
- ✓ Establish responsible policies for personnel to self-diagnose health symptoms and report to a designated Compliance Assistant.
- ✓ Consider Policies for personnel traveling – locally and long distance – to and from work.
- ✓ All personnel should provide contacts for family / household in case of emergency.
- ✓ All personnel should be contacted subsequently in the event that fellow workers, crew or talent are found to have contracted COVID-19 within two weeks following possible exposure.
- ✓ Review any established Paid Time Off policy for conformity with new state and federal requirements.
- ✓ Consider having a designated person in the role of a Compliance Assistant to support in maintaining best practices suitable for your worksite(s).
 - This individual should be trained on health and safety precautions, policies and procedures related to COVID-19 prevention, infection prevention practices including disinfection, and PPE.
 - This individual should be present at all times during work hours.
 - The designated individual(s) will oversee and monitor physical distancing, symptom monitoring, disinfecting protocols, and PPE compliance.
 - All personnel should know who the designated person(s) is and how to contact them.

Symptom Identification and Personal Screening

✓ Questionnaire/Acknowledgement

- All personnel should complete COVID questionnaire and acknowledgement prior to arriving on set or their workplace.
 - ◆ Agree to follow health and safety guidelines.
 - ◆ COVID-related questions (Ensure this document is stored as confidential medical record – use secure intake method, store securely separate from personnel record, limit access to “need to know” basis).
- Inquire about COVID symptoms (per current CDC guidance).
- Exposure to someone who tested positive for COVID within last 14 days?
- Whether subject to a public health order or mandate (e.g., order to quarantine, order to stay at home, order to disclose communicable illness, but not intended to require disclosure of HIV status).
 - ◆ Explain consequences of positive test or declining testing, if testing is being performed.
 - ◆ Questionnaire must include privacy notice disclosing who is collecting the information, what it is being used for, and who it will be shared with.

✓ Testing

- Explore partnering with an approved lab to test employees/cast/crew regularly.
 - ◆ Consider conducting daily temperature check of all personnel before entering work location, using contactless thermometer, and asking appropriate COVID/symptom screening questions (see above)
 - ◆ Stagger start times and maintain social distance if waiting in line for temperature check.
 - ◆ COVID-19 tests administered by a trained healthcare provider if provided by employer.
 - ◆ All tests, temperature checks and questioning to be administered to personnel equally (e.g., same brand/type of thermometer for all tested, all employees must submit to the same test(s) and questions).
 - ◆ Test administrator must wear appropriate PPE.
 - ◆ Must secure authorization from each individual for disclosure of any off-site test results to production company.
 - ◆ Establish secure methods for gathering and sharing data, and for data deletion after info is not longer required. For example, persons conducting temperature checks should not record actual employee

temperatures, but can record that an employee did not have a fever in a logbook or electronic document. The logbook should be kept secure and/or the electronic document should be password protected.

- Americans with Disability Act (ADA) conformity:
 - ◆ All employees should be subject to the same screening, after a conditional offer of employment.
 - ◆ In accordance with the ADA and other applicable laws, only a designated person(s) may be privy to medical information provided by personnel. All such information must be stored separately from the employee's personnel records and be held in the strictest confidence.
- Please note, when working at a rented facility (e.g. studio lot, stage), there may be specific requirements for screening and it may be performed by designated individuals employed by the facility.

✓ Self Monitoring

- All personnel to participate in daily symptom self monitoring prior to arriving on set or their workplace.
- Some ways to accomplish this are:
 - ◆ Electronic survey, which can be pushed to a mobile device. This then provides personnel with an electronic certificate, which they show to gain entry to the building, set, or location.
 - ◆ Manual screening by designated individual using checklist prior to personnel entering the workplace.

✓ Development of Symptoms

- All personnel are expected to immediately report to a designated person(s) at the workplace if they are experiencing symptoms of COVID-19.
- Designated person(s) must know symptoms (fever, cough, chills, aches, new loss of taste/smell, etc.), and established protocols to process symptomatic individuals.
- Anyone showing symptoms of COVID-19 will be asked to leave immediately, and return home. The company should not disclose to employees the identity of persons who test positive or have a fever or otherwise show symptoms.
- If any personnel develop symptoms of COVID-19, they must not go to work and should immediately contact their healthcare provider, and their direct supervisor as soon as practicable.

- Anyone who reports to work with symptoms of COVID-19 will be instructed to return home and contact their healthcare provider.
- Persons diagnosed with COVID-19 must follow CDC-recommended steps. They should not return to work until the following conditions have been satisfied:
 - ◆ The CDC's current Symptom-Based Strategy is recommended, which at this time calls for:
 - At least 3 days (72 hours) 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).
 - At least 10 days have passed since the symptoms first appeared.
 - A person who has tested positive for COVID-19 and has been hospitalized may return to work only when their healthcare provider advises them to do so.
- Persons who have not had COVID-19 symptoms but who tested positive and are under isolation should follow the CDC's time-based strategy:
 - ◆ At least 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.
 - ◆ If they develop symptoms, then the symptom-based strategy should be used.
- Doctor's notes are not required to return to work as long as the individual meets the CDC criteria listed.
- If any personnel have come into close contact with someone who has tested positive for COVID-19, they must not go to work and should contact their healthcare provider, and direct supervisor or designated person as soon as possible. Local public health guidance for quarantine (14 days) should be followed. "Close contact" will be defined per CDC guidance as within six feet for more than a few minutes' time.
- If any personnel is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the ADA.

General Matters

✓ Personnel Training

- Train all personnel – may require more than one session if staggering start or call times. Consider daily meetings on production locations.
 - ◆ Identify safety monitor/officer for reporting all issues

- ◆ Identify and discuss COVID symptoms
 - ◆ Go through set and daily health protocols
 - ◆ Distribute any applicable county or city orders to cast and crew
 - ◆ How to use and dispose of masks and other PPE
 - ◆ Sanitizing protocols
 - Equipment/high touch areas
 - Wash hands with soap/water or use hand sanitizer every 30 minutes if possible.
 - Identify locations for cleaning supplies, sanitizers and washing stations.
- ✓ **Signage/Notices**
- Posted around offices and shooting locations (especially at entrance locations, bathrooms, etc.)
 - ◆ Social distancing reminders
 - ◆ Mask and other PPE reminders
 - ◆ Washing/sanitizing hands every 30 minutes
 - ◆ Any other requirements per county/city orders
 - Daily call sheets
 - ◆ Digital only
 - ◆ Reminders to monitor health, wash hands frequently, don't touch your face/mask, wear your mask, etc.

Exposure Reduction: Employer

- ✓ Employers may conduct basic testing and request COVID-19 related health history/information from current or prospective personnel who have received a conditional offer of employment.
- ✓ All Employers should familiarize themselves with the US Equal Employment Opportunity Commission rules to create company policy and procedures for each work environment.
- ✓ Provide a washing station(s) when there is no access to running water.
- ✓ Provide alcohol-based hand sanitizer with a minimum of 60% alcohol (self-dispensing when possible).
- ✓ Separate washing stations from hand sanitizing dispensers.
- ✓ Offer appropriate Personal Protective Equipment (PPE) to all personnel.

- ✓ Make sure sufficient amounts of disinfectants, sanitizers, masks, thermometers, paper towels, soap, etc. are stocked and stored before opening office or commencing a production.
- ✓ Permit people to supply their own PPE, when they have specific personal preferences, as long as the PPE conforms to the need.
- ✓ Ensure proper distancing:
 - At work stations
 - Meal seating
 - Also, when possible, implement 6-foot markings on floors where personnel need to line up.
- ✓ Designate pathways as one-way when possible.
- ✓ Deliveries should come to one location where they should be dropped to maintain social distancing (i.e., not handed off person to person), then be properly sanitized before being distributed.
- ✓ Encourage a work-from-home strategy when possible.
- ✓ Consider shifting work day start and end times to avoid rush hour commutes, congestion in elevators, lobbies, and common areas.
- ✓ Assign gear to each person, permanently for staff, and for run of season during production, whenever possible, no shared walkies, audio rigs or tools. If gear cannot be restricted to one person, ensure gear is thoroughly cleaned and disinfected before being handled by a different crew member.
- ✓ Request that building management share their preparedness plans and confirm that building staff have appropriate PPE, and are adequately educated regarding social distancing and cleaning / disinfecting protocols.
- ✓ Request from building management a safety data sheet for all chemicals used for cleaning and have them confirm that the building's cleaning equipment is operational and maintained.

- ✓ Confirm that management inspects and maintains building equipment outside of your control.
- ✓ High touch points and equipment should be regularly wiped down during the day.

Exposure Reduction: Office Layout

- ✓ Create a policy and conduct regular counts of occupants per floor, and per office throughout the day.
- ✓ Maintain count of occupants at reception and post clearly visible maximum occupancy signage at entrance.
- ✓ Wherever the potential exists for lines to form, it may be helpful to mark 6' separation increments (kitchen, bathrooms, elevator banks, emergency exits, etc.) to aid in social distancing.
- ✓ In all open work spaces or bullpens, consider alternate layouts, such as alternate desks / workspaces in a checkerboard pattern, disable alternating desks, or remove them entirely if they do not allow for recommended social distance.
- ✓ Consider how to maximize usage of floor plan to spread out all personnel.
- ✓ If possible, add panels between desks including height adjustable panels for sit/stand desks.
- ✓ Specify permanent seat assignments for all personnel.
- ✓ Reduce capacity of larger existing spaces – e.g., remove some chairs from conference rooms and post new maximum capacity.

Exposure Reduction: All Personnel

- ✓ All personnel should familiarize themselves with the current [Centers for Disease Control COVID-19 information](#).
- ✓ Avoid touching your mouth, eyes, and nose.
- ✓ Wash hands frequently with soap and water for at least 20 seconds.

- ✓ Periodically attend to hand hygiene during the day and at the start and end of all scheduled breaks.
- ✓ Utilize PPE, including but not limited to face coverings that cover the nose and mouth, face shields, goggles, gloves, finger cots, etc., as needed or required.
- ✓ Replace PPE as necessary.
- ✓ Dispose, clean, or store PPE properly.
- ✓ Limit number of people to essential personnel.
- ✓ Maintain good ventilation.
- ✓ Maintain social distance of a minimum of 6 feet whenever possible.
- ✓ Face coverings should be worn in the presence of others and absolutely required when 6 foot social distance is not possible.
- ✓ Maintain personal hygiene and follow CDC advice (e.g. sneeze or cough into the elbow or tissue).
- ✓ Work with Department Heads to follow proper sanitary guidelines.

Surface Transmission Mitigation: Employer

- ✓ Department heads and managers must ensure that proper sanitary measures are being taken.
- ✓ Designate individual(s) for overall housekeeping.
- ✓ Post signage to remind people to wash and/or sanitize their hands.
- ✓ Designate an area to receive deliveries, and clearly post sanitary policies for messengers and deliveries.
- ✓ Provide covered no-touch trash disposal.
- ✓ Provide ample disposal receptacles for PPE.

- ✓ Provide appropriate disinfectant supplies sufficient to eradicate COVID-19 to all personnel and/or make widely available at each work site.

Surface Transmission Mitigation: All Personnel

- ✓ Maintain regular housekeeping practices in your immediate space, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- ✓ Use appropriate disinfectant to avoid damaging surfaces.

Reduce Common Touchpoints: Employer

- ✓ Provide a sensor-activated environment when possible (water coolers, toilets, faucets, soap dispensers, paper towels, and hand sanitizer dispensers).
- ✓ Consider providing finger cots or gloves for any shared equipment (e.g. copy machine, microwave) especially when washing stations are not immediately accessible.
- ✓ Assign individual designated printers and scanners when possible.
- ✓ Assign tasks to specific individuals when possible (e.g. one person turns office lights on/off, one person adjusts thermostats, one person accesses specific areas, etc.).
- ✓ Provide specific disposable office supplies, such as pens (and have individuals label and keep them).
- ✓ Clean and sanitize all surfaces including high touch areas (fixtures, light switches, appliance handles, buttons, etc.) on arrival and departure of staff.
- ✓ Ensure adequate stock of eco-friendly paper and plastic products (toilet paper, paper towels, etc.).
- ✓ Eliminate self-serve in kitchen and designated food service areas (includes coffee).
 - Do not provide snack bowls or unpackaged goods.
 - Do not provide fruit or any food that isn't individually wrapped.

Reduce Common Touchpoints: All Personnel

- ✓ Use a cell phone as opposed to a landline.
- ✓ Individuals should park and move their own vehicles.
- ✓ Use personal/reusable water bottles (clearly labeled with owner's name) when sanitary conditions for use can be maintained. Otherwise, use boxed individual waters.
- ✓ Use contactless payment (as opposed to petty cash) whenever possible.
- ✓ Do not share cell phones, tablets, or computers.

PRODUCTION SPECIFIC CONSIDERATIONS

On Set Exposure Reduction

- ✓ Restricted entrance(s) so that temperature and symptom check by safety monitor can be performed on everyone.
- ✓ Advise crew not to touch any surface or equipment unless necessary to perform their function (think of ways to reduce touch points – e.g., prop open doors if possible).
- ✓ Maintain social distancing wherever possible. Think of creative solutions for tasks that normally require close proximity (e.g., sanitize mic and lay it down, walk away and have cast member come in and talk them through how to self-mic, H/M artist can talk talent through how to do touch-ups).
- ✓ Production Modifications to Increase Social Distancing
 - Substitute remote or fixed cameras as much as possible.
 - Limit the number of crew as much as possible – any crew that can work remotely should continue to do so (e.g., line producer, accountant, supervising story producer, coordinating producer) and consider having some crew work nearby, but in a different location.
 - Stagger call times if possible.
 - Maintain safe distances among crew.
 - Hold production meetings virtually whenever possible.
 - Digital documents where possible – minimize distribution of call sheets, sign in/sign out, time sheets, etc., at location.
 - Additional monitors so no crowding around one monitor (consider Bluetooth devices that allow camera feed to be received on personal devices, such as tablets and phones, to increase watch monitors).
 - Location scouting should be virtual as much as possible.
- ✓ Creative Modifications to Increase Social Distancing
 - Fewer parties, restaurant shoots, more intimate cast-only dinner parties.
 - Outside preferable to indoors and larger, well-ventilated spaces are preferred for indoor shoots.
 - Maintain safe distances when able.
 - If participants will be filming at establishments open to the public – need separate plan for safeguards.

- ✓ Cast and crew should wear masks unless on-camera.
- ✓ Wear face shields if in-close work is required.
- ✓ Work in well ventilated areas (e.g., back yards or outdoors, open windows inside if possible. If working in confined spaces with restricted air flow, adhere to expanded social distancing of 12'-18'.
- ✓ Other Vendors/Contractors/Visitors – operate as a “closed set” and deny access to non- business visitors. Avoid giving vendor/contractor access to production areas wherever possible and arrange for deliveries to be left at an outside location for cleaning/disinfecting.
- ✓ Living Together Shows/Medical Shows/Other Shows with Close Contact – will require additional safety protocols, for example:
 - Consider a pre-production quarantine, at a minimum for those who will not be able to maintain social distance due to work responsibilities.
 - Consider testing options.

Cleaning / Disinfection

- ✓ Disinfect set/locations/tech equipment every day and at regular intervals – follow [CDC guidelines](#). Make sure necessary supplies are near each area. (One or more PAs should be dedicated to ensuring frequent cleaning and sanitizing, or for larger productions, consider hiring a cleaning contractor trained in proper sanitizing techniques.)
 - Bathrooms (production should also consider limits on the number of people who may use the facilities at one time)
 - Food service areas
 - Break areas and other common areas
 - Equipment
 - Other high touch surfaces – railings, handles, buttons, etc.

Casting / Talent

- ✓ Perform remote casting sessions whenever possible.
- ✓ Minimize the number of personnel working with talent.

- ✓ Consider having talent bring their own personal items to simulate props (phone, etc.).
- ✓ Consider a temporary barrier between talent while establishing marks and positions.
- ✓ Consider alternate shot set-ups, camera angles, lenses, etc. to allow for maximum separation.
- ✓ Prep and execute talent paperwork digitally when possible.

Minors

- ✓ Allow ample time for permitting.
- ✓ Notify guardians to not bring non-essential persons.
- ✓ Confirm you have PPE that fits minors.
- ✓ Provide PPE for guardians.
- ✓ Provide extra attention for children to ensure they follow safety guidelines.
- ✓ Avoid doing hair or make-up unless absolutely necessary.

Hair & Make-Up

- ✓ H/M performed by talent themselves or, if safe and able, opt-in to have performed by a professional.
- ✓ If provided by a professional, all providers wear masks and face shields for the duration of person-to-person contact.
- ✓ Provide space between make-up stations or provide a partition in between.
- ✓ Use single-use brushes and applicators if proper disinfectant cannot be guaranteed.
- ✓ Disinfect equipment in between uses.
- ✓ Mix foundation, powders, lipstick, etc. on a separate clean palette for each individual. No sharing of any personal items.

- ✓ Clean hairbrushes and combs with appropriate disinfecting solution.
- ✓ Have talent wear a mask when possible (e.g. while having their eyes or hair done).
- ✓ Once made up, talent may consider a face shield (as opposed to a mask) to not disturb completed makeup.
- ✓ Talent and H/M artist must both wash hands before and after session.
- ✓ Avoid touch ups unless absolutely necessary, try and have H/M artist talk talent through touch ups while standing 6 feet away.

Catering / Craft Services

- ✓ Provide adequate tables and seating (outdoors when possible) to allow for social distance.
- ✓ Provide hand washing station(s) in close proximity to the meal area.
- ✓ Provide only single-serve packaged condiments.
- ✓ Provide individual, prepackaged meals, snacks and other food items in sealed containers or to-go boxes. No communal servings.
- ✓ Provide individual sanitarily pre-packaged utensils.
- ✓ Refill reusable water bottles without person-to-person contact, and without contact between bottle and dispenser. Provide individual boxed waters and beverages.
- ✓ Wash hands before entering the catering or craft services area.
- ✓ Wear PPE at all times when handling food.
- ✓ Follow all public health regulations regarding the delivery, handling, preparation, and distribution of food, including use of appropriate food service PPE, safe food temperatures, etc.
- ✓ Stagger meals and breaks. If small groups break at the same time, keep same groupings each meal and maintain safe social distance to reduce risk of infection and improve ability to track and trace.

Handling of Equipment

- ✓ Assign work tools and gear to individuals or have them use their own tools or gear whenever possible.
- ✓ Require individuals to sanitize their own equipment.
- ✓ Limit the number of people who handle certain materials and/or equipment.
- ✓ Check gear in a separate space to avoid cross contamination, when possible.
- ✓ Avoid direct handoffs (one person puts an item down, another person picks it up without proper sanitization).
- ✓ Do not allow for shared walkie talkies.
- ✓ Sanitize replacement batteries in between uses. No one should carry replacement batteries for others on their belt.
- ✓ Hands should be cleaned before and after handling props, accessories, and other items.

Medic (where applicable)

- ✓ Set medics should be trained to recognize symptoms of COVID-19 and procedures related to individuals who show symptoms.
- ✓ Wear appropriate PPE for the duration of person-to-person contact.
- ✓ Observe the set and consult with personnel on safety measures.

Sound Department

- ✓ PPE should be worn for the duration of person-to-person contact.
- ✓ Disinfect gear before and after each use.
- ✓ Label gear with the name of the user.
- ✓ Replace Lav mounting components that cannot be thoroughly cleaned.
- ✓ Consider utilizing boom-only audio (as opposed to rigging Lav mics).

Stages / Studio Lots

- ✓ Investigate requirements for cast/crew entry to stages.
- ✓ Plan for extra security/screening time for gate entry.
- ✓ Discuss sanitary practices performed or provided by studio operations staff.
- ✓ Understand all differing requirements of staffing, catering and access for each facility.
- ✓ Prepare for quarantine measures at a multi-stage facility where other productions may be taking place.

Transportation

- ✓ Crew should travel one per vehicle in their own transportation, if possible.
- ✓ Shared vehicles should be sanitized between uses using a CDC-approved disinfectant, then wait 5 minutes before you wipe down and load-in equipment, then wash hands.
- ✓ No use of public transportation.
- ✓ If using a van and two crew can safely sit apart, roll down windows to increase ventilation. Masks should be worn.
- ✓ Create safe zones – hotels and spaces to house crew safely and minimize contact with others outside the production.
- ✓ Consider signage to the van exterior identifying maximum capacity and requiring all personnel wear masks.

Video Village

- ✓ Encourage the use of a remote video village to be used whenever possible.
- ✓ Locate the physical video village in a designated area that is only accessed by the necessary individuals. (Consider color-coded armbands to control access to areas on set/location.)
- ✓ Provide for audio feedback between video village and set.
- ✓ Set up chairs 6 feet apart (when a physical video village is required).

- ✓ Consider easily cleaned furnishings.

Travel

- ✓ PPE should be worn for the duration of person-to-person contact.
- ✓ If you reside in a city, county or state with a stay-at-home order in effect, you should abide by the legal ordinance(s) governing your jurisdiction.
- ✓ Review individual airport and airline requirements for the use of face coverings or other PPE.
- ✓ **Domestic Travel**
 - Review state guidelines for travel restrictions or quarantine requirements. A list of travel restrictions by state is available on our NPACT [Resource Hub](#).
 - Review CDC guidelines and considerations for domestic travel.
- ✓ **International Travel**
 - The U.S. State Department has a Global Do Not Travel Advisory in effect for U.S. citizens.
 - Travel may be severely disrupted, and you may be forced to remain outside of the United States for an indefinite time frame with limited assistance from the U.S. Government.
 - Review the U.S. Embassy website of the country you plan to travel to in order to determine if there are any entry restrictions or quarantine requirements for U.S. citizens.
 - For travelers returning to the U.S., review U.S. Department of Homeland Security guidelines, entry restrictions, and quarantine requirements.
 - Review CDC health advisories and travel recommendations by country.
 - Review CDC guidelines for returning from international travel.
 - Review any World Health Organization (WHO) specific guidance for countries/regions you will be visiting.

Unions & Guilds

If working with Union or Guild represented employees, be mindful of requirements as outlined in the agreement(s) you are signatory to. Reasonable discussions should lead to practical solutions when analyzing new scenarios in these unprecedented times. Submit a set of your company guidelines, procedures, and/or protocols to applicable unions prior to employing personnel.

POST PRODUCTION SPECIFIC CONSIDERATIONS

Continue to execute remotely to the extent possible.

Edit Sessions, if necessary

- ✓ Assign workstations and disallow sharing of equipment, computer peripherals (keyboards, mice, etc.).
- ✓ Establish methodology for determining maximum suite occupancy for sessions and post clearly in each suite. Limit session attendance to match occupancy guideline.
- ✓ Maintain a list of session attendees sorted by the rooms they occupy.
- ✓ Consider steps to meet all guidelines for ventilation of suites with closed doors.
- ✓ Schedule sessions based on maximum capacity allowed to maintain adequate social distancing.