

During the pandemic and while on show site, please observe the following rules and guidelines:

Before you arrive:

Advise all participants that appropriate PPE must be used. Each person must be wearing a mask when entering a facility, and the mask must be worn at all times. Participants should bring enough masks for their personal use during the entire session. The exceptions to the constant use of masks are:

1. Talent during media capture
2. Talent while having makeup applied
3. If removal is necessary to operate a particular piece of gear, and 6' distance can be maintained
4. When outside, if 6' distance can be maintained
5. While eating, maintaining 6' distance in the designated eating area for your shoot

Only necessary personnel should be present during the shoot.

Gloves while entering and until the shoot location is reached (at least) is highly recommended, due to the necessary use of common touchpoints (doors, elevator buttons, etc.).

Entering the facility:

Stagger crew call when possible to avoid congestion at entry.

Wear your mask and gloves.

Maintain distance when entering the facility.

Use the available hand sanitizer upon entering the facility (and often throughout the day).

Proceed directly to the call location. Do not linger in the reception area unnecessarily. Do not enter other areas of the facility.

While on Site:

Stay in the area designated for your use, for the protection of other clients and staff in the facility. If you must have a private space for your phone calls, please go outside, observing the requirements for entering the facility.

Masks should be worn in the presence of others and absolutely required when 6-foot social distance is not possible.

Limit physical presence to essential personnel.

Follow any additional posted/distributed guidelines issued for your shoot.

Wash your hands or sanitize frequently.

Dispose of all trash properly. Do not leave bottles, cups, etc. for someone else to touch.

Issues not covered:

If an issue is not addressed here, please refer to the AICP guidelines. A summary of those applicable is provided below.

Thank you for your cooperation. We are all in this together.

Full AICP guidelines can be found at: <https://www.aicp.com/business-resources/business-affairs-information/aicp-guidelines/covid-19-workplace-guidelines/production-specific-considerations/>

General Production Guidelines. Adapted from AICP guideline

Talent – Actors/Extras

- Consider alternate shot set-ups, camera angles, lenses, etc. to allow for maximum separation.
- Consider the number of Extras required; reduce the number or stagger call times to avoid congestion/congregation.
- Provide ample space and infrastructure for Actors/Extras holding areas.
- Prep and execute talent paperwork digitally when possible.
- Provide a pen for each Extra to keep while completing paperwork.
- Provide PPE for Actors/Extras, to be worn at all times when not engaged in the shoot.

Talent – Minors

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

Hair & Make-Up

- Wear appropriate PPE for the duration of person-to-person contact.
- Use single-use brushes and applicators if proper disinfectant cannot be guaranteed.
- Disinfect equipment in between uses.
- Mix foundation, powders, lipstick, etc. on a separate clean palette for each individual.
- Clean hairbrushes and combs with appropriate disinfecting solution.
- Have actors wear a mask when possible (e.g. while having their eyes or hair done).
- Only remove the actor's PPE when essential.
- Once made up, actors may consider a face shield (as opposed to a mask) to not disturb completed make-up.
- Make-up Artist or Hairstylist may handle the placing / removing of face shields on the actor (if the actor prefers).
- Consider having the actor show up having done their own hair or make-up (confer with your Hair or Make-Up Artist first).

Casting

- Consider remote casting sessions and callbacks.
- Schedule in-person auditions and callbacks further apart to accommodate social distance.
- Require that actors honor their specified appointment time.
- Distribute scripts digitally.
- Check in talent from outside the casting office.
- Sign actors in and out digitally if possible, otherwise assign one individual to do so.
- Minimize the number of personnel working with actors.
- Simulate props by utilizing an actor's personal item (phone, etc).
- Provide appropriate PPE for actors during in-person group auditions.
- Include wardrobe specs in the breakdown to increase the likelihood of being able to use the actor's personal wardrobe.

Wardrobe Department

- Wear appropriate PPE for the duration of person-to-person contact.
- Wear PPE when preparing the wardrobe.
- Plan wardrobe ahead of shopping / pulling from rental houses.
- Use PPE when looking through garments in rental houses and retail stores.
- Anticipate delays at rental houses and retail stores.
- Review current retail return and exchange policies.
- Book talent as early as possible, and get sizes as early as possible.
- Encourage remote alternatives to stages for selecting wardrobe.
- Sanitize jewelry and glasses with appropriate, non-damaging cleaning solutions.
- Consider having actors arrive in their own wardrobe, as much as possible.
- Costumes and outfits should be bagged up individually, by performer.
- Seek permission from Clients to allow actors to keep purchased wardrobe.

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.

Location Department

- Provide a clean work environment.
- Utilize locations repped by agents / services (as opposed to cold scouting) when possible.
- Assign one individual to handle (post and remove) location signs.
- Close every set. No non-essential visitors — must be actively monitored.
- Require the owner of a location to reduce personal belongings prior to shooting.
- Apply for permits as early as possible. *Neighbors or neighborhoods may have a diminished appetite for the presence of film crews.
- Acquiring signatures will be difficult logistically.
- Fewer people will be eager to provide signatures for filming activity on their street.
- Execute location contracts as early as possible.
- Anticipate providing alternative lodging to house occupants for the duration of the shoot (may be best for them not to return home in between crew working in the home).
- Anticipate possibility of having to board animals.

Catering/Craft Services

- Wear PPE at all times when preparing or handling food.
- Stagger meals times when possible.
- Serve food from individual boxes.
- Provide only single-serve packaged condiments.
- Provide individual, prepackaged portioned snacks and other food items.
- Refill reusable water bottles without person-to-person contact, and without contact between bottle and dispenser.
- Wash hands before entering the catering or craft service area.
- Craft service may not cook or prepare food.
- Assign one person to distribute drinks.

Schedule/Staffing

- Stagger call times, when possible.
- Build in time for each department to “step in, step out” at a time.
- Decide whether a prep, pre-light, or strike day will be required.
- Strive to keep the same individuals on an entire job (as opposed to individuals swapping in and out), thereby minimizing the number of interpersonal contact.
- Following safety guidelines for the protection of everyone will require additional time and effort. Please take that into consideration in your scheduling.