

Palladin Productions LLC (“Company”)

**COVID-19 Safer Work Environment Guidelines
For**

shrill
SEASON 3

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Introduction

Company is committed to taking steps to provide a safer and more healthful work environment for the cast and crew working on our productions. In pursuit of this goal, these guidelines are intended to minimize occupational exposure to COVID-19.

This Manual offers production guidelines and procedures to help prevent and manage the spread of COVID-19. Individual productions may need to adapt these guidelines based on their specific circumstances and needs. However, the overall intent of these guidelines should be applied, unless deviations have been approved in advance by your Production Executive.

The protocols described in this Manual are expected to evolve as government requirements change, medical guidance evolves, and as industry experience improves on established practices. This Manual is a preliminary working document that will be updated subject to the outcome of ongoing discussions with our Guild and Union partners.

Definitions

Antibody Test – Also called a serology test. These tests are designed to find antibodies in your blood. The human body produces antibodies to fight infections or viruses, like COVID-19. This is a similar reaction to the creation of defenses/antibodies when a person receives a vaccine, like a flu shot. This is how the body develops immunity to a virus. The antibody test is not a test for the virus. Instead, these tests look to see whether an immune system -- the body's defense against illness -- has responded to the infection. (WebMD)

Asymptomatic – According to Dr. Robert Redfield, director of the Centers for Disease Control and Prevention, current research suggests that up to 25% of those who become infected with the coronavirus may not show symptoms. The high percentage of infected yet asymptomatic people could help explain the spread of the virus across the U.S., and the world.

Close Contact – Person-to-person exposure or maintaining a distance of less than 6 feet (2 meters) for more than 15 minutes with an infected person. If you are in close contact with someone diagnosed with an individual with COVID-19, you will be required to self-quarantine for 14 days.

Coronavirus – A family of viruses that cause illness ranging from the common cold to more severe diseases, such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). The novel coronavirus recently discovered has been named SARS-CoV-2 and it causes COVID-19. (Source: [WHO](#))

COVID-19 – The name of the disease caused by the novel coronavirus, SARS-CoV-2, and is short for “Coronavirus Disease 2019.” (Source: [WHO](#))

Isolation - Separating sick people with a contagious disease from those who are not sick. (Source: [CDC](#))

Face Covering- The [CDC recommends](#) wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission. The CDC also advises the use of simple cloth face coverings to slow the spread of the virus and to try to prevent people who may have the virus and do not know it from

transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure. Face coverings do not necessarily protect the wearer, but typically keep the wearer from infecting others.

Hand Washing – Per the Centers for Disease Control and Prevention (CDC), the best way to prevent the spread of infections and decrease the risk of getting sick is by washing one's hands with plain soap and water. Washing hands often with soap and water for at least 20 seconds is essential, particularly after using the restroom; before eating; and after coughing, sneezing, or blowing one's nose. If soap and water are not available, the CDC recommends that consumers use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Masks – A form of Personal Protective Equipment (PPE) used to prevent the wearer from projecting or ingesting or inhaling airborne particles.

Personal protective equipment – commonly referred to as "PPE", this is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses.

Quarantine – Separating and restricting the movement of people exposed (or potentially exposed) to a contagious disease. (Source: [CDC](#))

Social Distancing – Measures taken to reduce person-to-person contact, with the goal to stop or slow down the spread of a contagious disease. Measures can include working from home, closing offices and schools, canceling events, and avoiding public transportation. Social Distancing is also referred to as Physical Distancing. (Source: [CIDRAP](#))

Symptomatic – Having characteristics common with a disease.

Section 1 - COVID-19 Compliance Officer

Every production has a COVID-19 Compliance Production (“CCP”) Team to plan, implement, and manage COVID-19-related policies and protocols for all production personnel, including but not limited to, on-, off-, and post-production employees. Each production’s CCP Team varies in composition, depending on their footprint, schedule, and cast and crew size. The CCP Team is managed by a designated COVID-19 Compliance Officer (CCO). Additional personnel may perform duties that include, but are not limited to, coordinating Personal Protective Equipment (PPE), managing access to production spaces, and monitoring compliance with protocols, and reporting violations of policy.

COVID-19 COMPLIANCE OFFICER DESCRIPTION

The CCO reports to the applicable Producer, Production Executive and the Safety Department, if applicable and is assigned to specific production(s). Their primary duties involve COVID-19 safety plan oversight, as well as managing their assigned production(s)’ CCP Team(s). They may also be assigned additional responsibilities related to workplace safety.

Qualified CCO candidates communicate clearly and effectively; are detail-oriented; able to multi-task; manage a variety of personalities; and, are skilled at de-escalating stressful situations. Applicants with a medical or public health background, safety professionals, or other relevant certifications or work experience are preferred.

The CCO or their designee must be accessible by all employees during work hours. Cast and crew must be informed as to who the CCO is and their contact information. At a minimum the CCO should be identified with their contact information on the production’s call sheet.

COVID-19 COMPLIANCE OFFICER RESPONSIBILITIES

The following duties are the responsibility of the CCO, which they may perform or delegate to a member of the CCP Team who is under the CCO’s supervision:

- Communicate and enforce the production’s COVID-19 policy.
- Consult with the COVID-19 Response Team (cv19responseteam@warnermediagroup.com) to ensure compliance with legal, medical and policy guidelines.
- Serve as the principal conduit between the Producer and the designated medical expert to ensure legal and compliance with current guidelines.
- Ensure that all cast and crew members are properly trained on COVID-19 policies.
- Act as a day-to-day resource or point of contact regarding COVID-19 information and protocols for cast and crew.
- Ensure that COVID-19 signage is effectively displayed around the set and other production areas.
- Supervise the cleaning and disinfection of all common areas, shared equipment, locations, sets, etc.
- Monitor cleaning crews to ensure that they are adhering to the cleaning protocols included in these guidelines.
- Monitor and maintain adequate supply and oversee distribution and use of PPE.
 - Advise on appropriate PPE use, designated per role on the production.
 - Ensure appropriate donning and doffing of PPE and disposal of used PPE.
- Periodically review these guidelines and advise production management and production executives of questions or issues that arise.

- Ensure that latest policies are in use by periodically checking the Production SharePoint: <https://warnermedia.sharepoint.com/sites/ReturnToProdResources/>
- Ensure that plans for crew movements, separation, and social distancing are effectively implemented.
- Oversee the installation of handwashing stations and teach proper handwashing technique.
- Review scripts with Assistant Directors (ADs) to assess risk and facilitate implementation of strategies to reduce risk.
- Advise the COVID-19 Response Team, if cast and crew exhibit with virus symptoms or an employee is confirmed as positive for COVID-19.

Section 2 - Health Screening & Testing

Company has developed guidelines and protocols to mitigate the risk of spreading COVID-19, which include health screening and testing. As the science evolves to prevent and detect the spread and contraction of COVID-19, screening and testing protocols may change to meet the current standards.

HEALTH SCREENING

Cast and crew will be required to complete a self-administered health screening, local law permitting, prior to arriving at a Company workplace or production location. Cast and crew should complete the screening before leaving for work. The health screening may be performed electronically on Company's mobile-friendly website on Passcard at: www.passcard.warnermedia.com. Employees who are unable to complete the health screening questionnaire electronically, will be directed upon arrival at the workplace to a self-serve temperature check station to complete a hard-copy health screening questionnaire. In the course of completing either the electronic or hard-copy health screening questionnaire, the employee is required to answer the following questions:

- Do you have any symptoms currently associated with COVID-19, such as fever, cough, shortness of breath, sore throat, muscle pain, chills, diarrhea, new loss of taste or smell?
- Take your temperature. Do you have a fever greater than 100.4° F / 38° C?
- Have you had close contact (of less than 6 feet (2 meters) for at least 15 minutes) in the last 14 days with a person diagnosed with COVID-19 (e.g., household, social, store)
- Within the last 14 days, have you traveled to a location which results in you being subjected to a quarantine?

After determining their temperature and completing the questionnaire, employees who are "cleared" will be directed to proceed to their work site. Employees who do not clear the health screening will be prevented access and directed to consult with their supervisor or CCO.

TESTING

Depending on the location that the production is filming, testing capabilities may be in place as a tool to help support the production environment. Contact the Business Continuity Group for details on testing capabilities in the city or location in which you are filming. Testing capabilities range from in home, self-administered PCR tests to lab-based testing to on site testing capabilities.

WM has approved vendors that must be used to provide testing services in the US, UK and Canada. Exceptions to use an alternative vendor in these locations must be approved by the Production RTW taskforce. Email exception requests to productionrtw@warnermedia.com.

Testing Frequency will vary by production; please see your CCO for more information.

Section 3 – Individuals with Symptoms

Per the US Centers For Disease Control and Prevention (“CDC”), people with COVID-19 have reported a wide-range of symptoms, from mild indicators to severe illness. Symptoms may appear between **2-14 days after exposure to the virus**. People who exhibit the following symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Sudden loss of taste or smell

This list is not all-inclusive. Other less common symptoms that have been reported include gastrointestinal symptoms like nausea, vomiting, or diarrhea. Keep in mind, an individual with COVID-19 may present all, some, or none of these symptoms. Consequently, it is imperative that employees adhere to the protocols regarding personal hygiene, PPE, and, social distancing protocols to minimize their exposure to a potentially infected individual.

In order to mitigate the spread of COVID-19, it is imperative employees are transparent about any possible symptoms that they may present. The protocols described in this Manual protect the production and the surrounding community. It is the production’s commitment to foster a supportive, stigma-free environment that encourages transparency for the greater health of the crew and community.

An employee must immediately report the following scenarios to the CCO and production management:

- If an employee is potentially exposed to an individual outside of the workplace.
- If an employee feels ill either when they are at home or in the workplace.
- If an employee tests positive for COVID-19 either at home or in the workplace.

Depending on the exposure risk and evolution of the cast and crewmember’s condition, Company may initiate contact tracing measures with the guidance of local health officials. The CCO will facilitate that contact tracing process for the Production with guidance from the COVID-19 Response Team.

Section 4 – Social Distancing

COVID-19 is primarily transmitted through close contact, i.e. person-to-person exposure or maintaining a distance of less than 6 feet (2 meters) for more than 15 minutes with an infected person. Pathogen dissemination by air occurs through droplets, which are typically generated by coughing, sneezing, breathing, shouting, and singing. Maintaining a social distance of at least 6 feet (2 meters) between people greatly decreases the chances of transmission. Consequently, in addition to using PPE and practicing handwashing hygiene, employees should maintain a social distancing (sometimes known as social distancing) of at least 6

feet (2 meters) to the extent possible, even when wearing a face covering, except if there is an emergency or it is unavoidable due to the employee's role as a cast member.

REMOTE WORK

If possible, work should be performed remotely by using processes, systems, and equipment that support paperless and virtual environments. As a default, all prep, production, and post meetings should be conducted by video conference. This includes key meetings, such as Department Show & Tells, Production Meetings, Table Reads, and Spotting Sessions. For any digital needs or virtual meeting platforms, consult the Cybersecurity and Production Systems teams for approved programs and best practices. Additionally, employees must use secure messaging systems, such as Slack or Microsoft Teams, to remotely communicate.

PRODUCTION OFFICE, ACCOUNTING, AND ART DEPARTMENT STAFF

- While most office staff should remain working from home, the workday can be staggered to allow only the necessary management and support staff to be present.
- Remote runners should drop supplies at identified "hot zones" for disinfection or pick-up by designated crew members before being brought into work environment.
- In conjunction with Studio Finance and Production Management, accounting should develop digital systems for cast and crew onboarding, timecards, payments, and purchases.

CASTING

- All office/administrative work should be done remotely when possible.
- All actors should self-tape auditions and avoid in-person casting sessions.
- Any necessary in-person sessions or chemistry reads should be conducted with appropriate PPE and distancing protocols.
- If PPE and/or social distancing is not possible, utilize plexiglass barriers between people in the space.
- If in-person, avoid more than 1 person simultaneously auditioning or arriving, unless auditioning together.
- When possible, make the appropriate considerations for the prep time required testing and screening.

LOCATIONS

- All office and scouting work should be done remotely or virtually, if possible.
- Avoid interaction between location scouts and on-set location management.

BUYERS

- All work should be done remotely.
- Avoid interaction with the larger department.
- Purchases should be dropped off in designated per the Production RTW plan.

WRITERS ROOMS

- Whenever possible, production should utilize virtual writers' rooms. When this is not possible, maintain 6 feet (2 meters) of distance, use face coverings, and perform hand hygiene before and after the meeting.
- Utilize electronic platforms to share drafts and scripts.

EDITORIAL OFFICES

- Editors and Post staff should work remotely, when possible.
- Provide calibrated equipment to people working at their homes as needed; and, increase bandwidth, if necessary when possible.
- Establish security protocols for ways to send files via the internet and hard drive. Consult Cybersecurity and Production Systems teams.

- When Editors and Post staff need to be in the cutting rooms, appropriate PPE should be worn, as well as social distancing and hygiene protocols adhered to.
- Try to rent cutting rooms where stairs can be used rather than elevators or rent a first or single-floor suite or bungalow with its own entrance.
- Providing each person their own office or space is preferable; however, if not possible, employees must wear PPE and socially distance to the extent possible.
- Where possible, limit direct contact with outside vendors or delivery personnel, including those individuals who run dailies, etc.

SOCIALLY-DISTANCED WORK

For cast and crew who are unable to work remotely, production management will analyze the floor plans of shared workspaces, e.g., production offices and workshops, to determine the maximum safe occupancy related to appropriate social distancing. Shared workspaces should provide sufficient space for employees to maintain at least 6 feet (2 meters) between themselves and others. Cast and crew are required to wear appropriate PPE at all times, unless prohibited by their work duties. Regardless, it is imperative that employees working in small shared workspaces, e.g. editing bays and control rooms, are reminded of the need to wear face coverings at all times and perform hand hygiene, especially when there is not sufficient room to practice social distancing. Real Estate team is available to assist productions to perform shared workspace floorspace planning by contacting: workplace.gre@warnermediagroup.com.

Each production will apply social distancing measures to their workspace floorplans depending on the unique circumstances of their workflows. The following guidelines are recommendations to consider implementing to *the extent possible*, they are not a requirement unless specified as such:

- Implement paperless and virtual processes to minimize in person contact and communication.
- Review the capacity of each production space relative to maintaining social distance for the occupants.
- Establish signage in area where employees gather or wait in line, such as holding, dining, restrooms, to mark waiting points that maintain a social distance of at least 6 feet (2 meters).
- In order to minimize face-to-face interaction, pre-determine one-way flow of foot traffic on pathways and install signage to communicate the direction. Affix signage in the area communicating the same.
- Reduce crew size and limit daily crew.
- Stagger work shifts to minimize the number of employees simultaneously working or prepping in a workspace.
- Build time into schedules to allow for screening and testing; and, explicit cleaning of equipment, props, and high touch areas.
- Plan schedules to delay the blocking and shooting of large scenes until the end of the episode/season schedule.
- Avoid crowding in elevators and minimize the use of shared elevators between different groups of employees.
- Develop a process where production crews work in distinct or defined areas with limited interaction to other crews, in order to minimize cross-contamination. In doing so, production may consider separating the cast and crew by “on-set,” “basecamp,” “production office,” and “essential liaisons.” Employees could be issued colored arm bands indicating to which sections they are assigned and restricted for movement.
- On shared worksites, such as studio lots, employees are encouraged to remain within production’s controlled areas. As such, cast and crew are encouraged to minimize visiting the commissary or other

productions housed on the same studio lot, as well as restricting their use of restroom facilities to those designated for their production.

- Utilize closed-set practices and restrict access to only essential employees. In doing so, identify and manage specific crew holding areas for crew not deemed essential on set during filming, but who still need to access the set when actors are not present.
- Prohibit or severely limit visitor and non-production staff access to set without the advance, express approval of the Production Executive.
- Increase space in holding areas to allow for appropriate social distancing of background actors. Additionally, consider establishing holding and dining areas outdoors.
- Consider re-evaluating evacuation procedures given COVID-19-related concerns (e.g., strategies for gathering during a fire drill or lighting event in terms to social distancing restrictions, etc.)
- Provide handwashing and/or sanitizing stations in the vicinity of work locations.
- Clean, disinfect, sanitize, or quarantine spaces or sets between use by work groups or crew.
- Encourage employees not to share personal materials and equipment, including, but not limited to, pens, headsets, radios, etc. However, if used by multiple employees, the items must be disinfected or sanitized between use.
- Consider designating “Isolated Spaces,” such as bathrooms and dining areas, for cast or others who cannot wear PPE to separate them from the rest of the crew.
- In situations where unavoidable close contact may occur, or social distancing cannot be maintained, enhanced PPE should be made available.
- Non-essential social gatherings hosted by production, such as wrap parties, are not permitted without the advance, express authorization by the Production Executive.
- It is extremely important to enforce and maintain social distancing. However, there will be times when social distancing (maintaining 6 feet (2 meters) between people) is not possible, practical, or safe. Accordingly, an employee should not risk their safety to achieve social distancing while performing their work duties. For instance, if their work duties involve a two-person lifting task that places them closer than 6 feet (2 meters), they should not attempt to perform the task with only one person to achieve the appropriate social distancing. If an employee is unsure as to the appropriate manner in which to balance the performance of their work duties while complying with the Company’s COVID-19 protocols, they should consult their supervisor, the CCO, or Safety Department.

CLOSE CONTACT WORK

CAST

- Production management must clearly communicate and designate the crew members who are allowed on set when actors are present.
- When off camera, cast should wear PPE, except when it is prohibited due to reasons related to hair, makeup, and costume.
- When possible, the Director and Cinematographer should be mindful of physical distance when blocking scenes, designing shots, and selecting lenses to provide reasonable distance between cast and camera crew.
- Consider training cast to mic themselves, rather than relying on boom operators to perform this function.
- Scenes involving close contact, intimacy, or physical fighting should be strategically scheduled and blocked with the Intimacy and Stunt Coordinators.
- There should be no contact between cast and non-essential, on-set crew members. Cast should be restricted to their trailers and exclusive holding areas between set ups or any adjustments that might require non-essential, on-set crew members to access the set.

- Consider designating a Production Assistant to act as a liaison or runner for specific cast member(s).
- Supporting cast, stand-ins, and doubles should have designated holding areas that are separate from background.
- Consider limiting the number of stand-ins for multiple cast members.
- Carefully consider the additional staffing associated with minors that contributes to increasing the number of people on set near the cast working without PPE. Additionally, minor performers may be less able to comply with social distancing protocols.

BACKGROUND/EXTRAS

- Consider limiting the amount of background and crowd scenes. Strategically schedule big extra days.
- Consider using visual effects (VFX) to achieve desired crowd looks when feasible.
- Increase size and amount of background-specific holding areas to allow for social distancing, which are ideally located outdoors.
- Avoid allowing background to be within 6 feet (2 meters) of a principal cast member or key ATL – use tape to enforce “social distancing mark.”
- Accounting and AD teams should utilize digital/no-touch onboarding to encourage distance.
- Consider designated dining and break areas and bathrooms for background that are separate from the rest of the cast and crew.
- Background day players should be isolated from the rest of the department.

HAIR AND MAKEUP

- Limit contact with other departments.
- Consider designating one hair and one makeup person per principal cast member, when possible. Never share applicators, apparatuses, or products between cast. Store cast-specific hair and makeup tools in labeled cases. Any shared tools must be disinfected after each use.
- Consider using individual tents, offices, rooms, or personal trailers to perform hair and makeup for each cast member, when possible. Alternately, consider using a large, well-ventilated space, such as a sound stage, to establish multiple hair and makeup stations according to socially distance protocols.
- Crew who work in close contact with others, such as hair and makeup personnel, must always be outfitted in enhanced PPE, which should be regularly inspected, maintained and replaced if necessary, as well as properly removed, cleaned and stored.
- Such crew should receive advanced training on PPE application, usage, and handwashing routines, and must observe social distancing guidelines when not in immediate, necessary contact with a member of the cast.
- Consider installing screens or barriers between hair and makeup workstations.
- Attempt to limit touch-ups on-set. Cast should be equipped with the tools and training to touch themselves up whenever possible. Consider establishing a secured tent or room adjacent to set reserved for the cast to perform hair and makeup touch-ups.
- Cast should remove their own make-up and hair products once they are wrapped for the day.
- Background should arrive camera ready.

WARDROBE

- Limit contact with other departments.
- Consider designating one wardrobe person per principal cast member, when possible. Any shared tools must be disinfected after each use.
- Shared wardrobe must be disinfected or sanitized after each use.
- Only essential costume crew and cast should be present at fittings. Approvals should be done by photo or video, when feasible.

- Consider additional Wardrobe trucks or offices to expand the work environment to allow for social distancing protocols.
- Consider limiting the number of resets. In addition to or alternatively, consider establishing a secured tent or room adjacent to set reserved for the cast to perform resets. Cast should change their own costumes between scenes and resets.
- Cast should remove own costumes at wrap and leave for wardrobe department outside of trailer or dressing room.
- Background should arrive camera ready. Background day players should be isolated from the rest of the department.

TRANSPORTATION

- Cast and crew should self-report in their own vehicles when possible.
- If not self-driving, production should not fill vehicles to capacity. Occupancy should be consistent with social distancing and ventilation protocols.
- If necessary, additional vans and vehicles should be used to accommodate transporting crew consistent with social distancing protocols.
- Vehicles should be disinfected after each use.
- If feasible, encourage walking from point A to point B.

SCOUTING

- Virtual scouting options should be exhausted prior to performing scouts in person.
- If unable to scout virtually, limit scouting to essential personnel. Consider recording scouts, as well as location and blocking plans for those who do attend the in-person scouts.
- Encourage self-driving and/or self-reporting to limit the number of people in a scout vehicle.
- If in a public space, cordon the area off and keep as much distance as possible from the public.
- Attempt to schedule scouts to public spaces during closed or off-hours.
- Consider locations that are exclusive to production, with enough space to safely accommodate set, crew, holding areas, video village, and proper airflow and foot traffic paths with social distance in mind.

VIDEO VILLAGE

- Video Village should be limited to essential personnel only (director/showrunner, director of photography, script supervisor, etc.).
- Should remain in one consistent “mission control” area.
- Monitors and chairs should be kept at least 6 feet (2 meters) apart and cordoned off from the remainder of the crew.
- Avoid sharing monitors or screens during playback.
- All others requiring monitor access should be provided with a remote option. Consult with Cybersecurity re: video streaming platforms approved for remote use.

Section 5 – Personal Hygiene

The performance of regular and effective hand hygiene by cast and crew is an essential part of preventing the transmission of the virus. The predominant way COVID-19 is transmitted is through contact. Consequently, a critical aspect to its containment is performing effective handwashing hygiene. Employees should be trained and understand the proper way to wash their hands with soap and water, which is considered more effective than using hand sanitizer to prevent the spread of COVID-19.

Handwashing facilities with adequate running water, soap, and paper towels that are preferably dispensed using a non-touch system should be available and accessible throughout the production. Handwashing facilities should be kept clean and well-stocked. When a location does not have sufficient handwashing facilities, mobile handwashing stations will be made available.

Sanitization Stations should be strategically located and maintained throughout the production's work areas. They should be sufficiently stocked with sanitizer that is at least 60% alcohol. Cast and crew can also use an individual, portable hand sanitizer dispenser, which can be refilled at the sanitizing stations. If a location prevents the installation of handwashing or sanitization stations, then individual, portable hand sanitizer dispensers are a suitable alternative.

In order to decrease the spread of COVID-19, cast and crew should wash hands regularly with soap and water, or in the alternative sanitize them. Production management and the CCO should implement and enforce appropriate handwashing and sanitization breaks throughout the day. Employees should endeavor to not touch their face; however, if they do so, immediately thereafter they should wash or sanitize their hands.

Cast and crew should not touch another person, unless their duties or role requires it. Physical greetings in the workplace of any kind are prohibited. The use of non-physical contact greetings should be strongly encouraged by the production.

Overall, cast and crew must be mindful of their personal hygiene, especially when interacting with others and coming into contact with high-touch surfaces.

Cast and crew should avoid spending more time than necessary in restrooms and other enclosed spaces shared by other people.

Production should consider implementing hands-free solutions throughout the production space. For instance, installing touch-free faucets; and, placing sanitizer next to entryways for use after grasping the doorknob, as well as other high-touch points, such as the copy machine.

GENERAL HYGIENE GUIDELINES

- Hands must be washed and/or disinfected upon entering any production space.
- Multiple handwashing stations should be set up at the entrance to contained perimeters.
- The CCO and their team should ensure that handwashing and sanitizing stations are properly filled and operational at the beginning of and through the workday.
- Bar soap or liquid soap is sufficient to clean your hands. Antibacterial is not required.
- If cast and crew are unable to wash their hands, hand sanitizer containing at least 60% alcohol should be used. Homemade hand sanitizer should not be used.
- Adequate handwashing takes 20 seconds and covers all surfaces of the hand, including beneath fingernails.
- Always wash your hands after using the restroom, as well as before and after eating.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Always wash hands after touching one's face.
- Hands must be washed before and after donning and doffing any PPE.
- Employees must cover their mouth and nose with a tissue or use the inside of their elbow when coughing or sneezing. Used tissues must be immediately disposed of in the trash; then, the employee must wash their hands.
- Open wounds must be cleaned and bandaged immediately.

- Employees should bring the minimal number of personal items needed to the workplace. Additionally, they must be kept separate from all other work-related items, including equipment and PPE.
- Smoking or vaping is restricted to dedicated areas. Cigarette butts must be disposed of in a secure receptacle. Thereafter, employees must wash or sanitize their hands prior to re-entering the work area.

Section 6 – Personal Protective Equipment (PPE)

In addition to personal hygiene and practicing social distancing, PPE is worn to minimize the exposure and transmission of COVID-19. PPE includes, but is not limited to, Face Coverings, Face Shields, Disposable Gloves, and Disposable Gowns. The production will provide all cast and crew with the PPE applicable to their role and environment.

The use of masks and face shields reduce the transfer of saliva and respiratory droplets to people close to the wearer. Face coverings are always required in the workplace, *except* when it is not feasible based on the employee's work duties or role. Cast and crew should be issued personal face coverings that are assigned to the individual.

Employees must receive appropriate training in donning, doffing, usage, and cleaning of PPE. In general, employees are prohibited from sharing face coverings, unless they have been sanitized or disinfected. As such, there should not be a common central pool of shared face shields or face coverings, unless sanitized or disinfected. Additionally, PPE must be fitted properly. If worn improperly, it can fail to protect the employee. However, if the proper use of PPE creates an unsafe situation for an employee to perform their normal job functions, they should speak to the CCO for direction. Moreover, an employee who has trouble properly wearing their PPE should speak to the CCO for assistance.

PPE STANDARDS

PPE will be centrally supplied to each production office. PPE should be controlled by the production CCO and provided according to the following standards.

PPE-ORDERING PROCESS

PPE can be ordered through an online ordering tool. A production can establish an account by contacting the Business Continuity & Planning Department at: Production RTW@warnermedia.com.

There are two levels of PPE that will be provided to employees:

- Base PPEs available to all cast and crew and includes fabric Face Coverings, Hand Sanitizer, EPA-approved disinfectant, and Disposable Gloves, as needed, for accessing shared equipment.
- Enhanced PPE, applicable for those whose position requires close contact with others: KN95 Filtering Face Masks, Plastic Face Shields, Disposable Gowns, and Disposable Gloves.

The production should **temporarily** accommodate employees who self-identify as high-risk health condition(s) or factor(s) with enhanced PPE, if requested. Immediately thereafter, they should be referred to the Company's Leave of Absence Department to confirm the employee's medical restriction(s), if any, and discuss whether the production is able to accommodate the employee on a regular, ongoing basis.

MASKS & FACE COVERINGS

- Disposable Masks (e.g., surgical mask): The wearer should wash their hands before putting on a mask or removing it. Masks are not to be shared with other employees. They should be discarded at the end of each workday.
- Fabric Face Coverings: The wearer should wash their hands before putting on a face covering or removing it. Fabric Face Coverings are not to be shared with other employees. They should be washed in soap and water between daily uses.
- KN95 Masks or similar Masks: They may be reserved for use by personnel whose specific work duties necessitate enhanced PPE based on their role or position. The wearer should wash their hands putting on a mask or removing it. Masks are not to be shared with other employees. They should be discarded every 3 to 5 days, and when soiled or wet.

DISPOSABLE GLOVES

Universal glove use is not recommended for all cast and crew. Gloves may provide a false sense of security, which results in increase risk. However, if used properly, gloves may prevent against infection when touching commonly shared equipment that cannot be disinfected, such as lighting or electrical cables, worn costumes, etc. Glove use training, including safe doffing, is required. In general, cast and crew should not touch their faces with gloved hands and need to be mindful of potentially transferring germs on gloves from one surface to another surface. Cast and crew should always wash and dry their hands before putting gloves on and after removing them. Non-medical work gloves are not to be used as COVID-19 PPE; however, they may be worn in the normal and customary manner to perform work duties, when appropriate.

GOWNS

Universal gown use is not recommended for all cast and crew. However, if used properly, gowns may prevent against infection when touching commonly shared equipment that cannot be disinfected, such as worn costumes, etc. Gown use training, including safe doffing, should be required. Cast and crew should always wash and dry their hands before putting gowns on and after removing them. Disposable Gowns must be properly discarded in the trash after each use.

USED PPE DISPOSAL

PPE is not considered biohazard refuse. Nonetheless, it should be disposed of in waste bins lined with a disposable liner, preferably with a lid or cover. Tightly close off the bag before disposing the solid waste items into the solid waste bin for pickup by the solid waste management company. CDC recommends that, immediately after handling these items, you clean your hands with soap and water for 20 seconds (preferred) or alcohol-based hand sanitizer.

Section 7 – Cleaning & Disinfecting

The CCO should oversee cleaning efforts and production and location-specific protocols across departments. Any shared spaces, high touchpoints, or appliances such as printers or copiers, should be regularly disinfected. Cleaning and disinfection practices should apply to all rentals and purchases once received. Do not assume that a vendor's protocols are equivalent.

Surface disinfecting (manual or electrostatic spray and wipes) is the safer, more reliable, and efficient way to clean. Other cleaning technologies should be considered secondary and must be discussed with the Production Executive and CCO prior to use.

The following cleaning and disinfecting protocols are not recommended nor are they approved for use by production without advance, express authorization by the CCO: ozone, UV light technology, fogging machines, and antimicrobial sprays.

All workspaces should be cleaned regularly, with an emphasis on high-touch surfaces, including but not limited to production sets, studios, dressing rooms, hair and make-up stations, trailers, on- and off-production offices, break areas, shops and eating/meal areas. The CCO should determine items, surfaces, equipment, and locations to be cleaned and disinfected; as well as, the frequency and manner that the cleaning should occur. Productions should setup a contract with a third-party professional cleaning company capable of doing deep cleaning and disinfecting, as needed. Departments should assign individuals to do housekeeping, cleaning, and disinfecting. Each production should designate an appropriate individual(s) to clean high touch areas on a regular basis, such as shared surfaces. All cleaning and disinfecting should be performed by a qualified, trained individuals. It is strongly recommended that cast and crew avoid sharing pens, phones, desks, offices, work tools, and equipment. If this is not possible, shared items should be cleaned and disinfected between users.

Optimal cleaning employs a two-pronged approach of cleaning and disinfecting, which is the recommended method for preventing COVID-19 and other viral respiratory illnesses in community settings. It involves cleaning dirt, impurities, and germs from surfaces. Although cleaning does not kill germs, it removes them and lowers their numbers, as well as the risk they pose for spreading infection. Disinfection requires the use of substances, usually chemicals to kill germs on surfaces. This significantly lowers the risk of virus transmission.

The Environmental Protection Agency (EPA) has compiled a list of registered disinfectant products that can be used against the coronavirus that causes COVID-19. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19. For an EPA-registered disinfectant to work effectively, first clean surfaces and objects that are visibly dirty using soap and water, then use the recommended amounts and dilution of disinfectants, follow the label directions and make sure to follow the contact time, which is the amount of time the surface should be visibly wet. If an EPA-approved disinfectant is not available, alternative equally effective disinfectants can be used. Additional care should be taken when applying disinfectant(s) to ensure that they do not damage items, surfaces, equipment, etc. For electronics, if

no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 60% alcohol to disinfect touch screens.

As with PPE, AT&T has procured a variety of cleaning supplies for productions, including hand sanitizer and disinfectant. The CCO can order these supplies on the online ordering tool. A production can establish an account by contacting the Business Continuity & Planning Department at: ProductionRTW@warnermedia.com. For cleaning products purchased by the production, see below for resources to obtain EPA-registered products that are proven effective against COVID-19:

- <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- <https://www.epa.gov/saferchoice/learn-about-safer-choice-label>

Per the CDC, additional disinfecting is not required if it has been more than 7 days since the diagnosed individual was in the work location.

If the workplace has a presumptive or confirmed case of COVID-19 see Section 14 – Exposure Response for how to proceed.

GENERAL DISINFECTING AND SANITIZATION

CLEANING HARD SURFACES

Individual employees should be trained and are responsible for cleaning their work equipment and personal work surfaces, such as, workstations, touch screens, keyboards, telephones, and so forth. They should be cleaned and disinfected frequently. Production management and the CCO should assign employees who are responsible for cleaning shared objects and surfaces, including but not limited to, handrails, doorknobs, shared table, etc. When doing so, an employee should:

- Wear disposable gloves; and, wash their hands immediately after gloves are removed.
- If surfaces are dirty, first clean them with detergent or soap and water.
- Then, disinfect the items or surface using an EPA-registered disinfectant or equivalent, diluted household bleach solution, or alcohol solution with at least 70% alcohol. As when using any chemical or cleaner, the employee should read and follow the manufacturer's instructions for all cleaning and disinfection products regarding concentration, application method, contact time, etc.

CLEANING SOFT OR POROUS SURFACES

- Wear disposable gloves; and, wash their hands immediately after gloves are removed.
- For carpeted floors, rugs, and drapes, first remove visible contamination if present and then clean with appropriate cleaners formulated for use on those surfaces.

DEPARTMENT AND LOCATION-SPECIFIC: CLEANING AND DISINFECTING RECOMMENDATIONS

The below are examples and suggestions for methods to clean surfaces in specific departments.

CLEANING CONTROL ROOMS

In order to prevent any equipment damage, touch screens need to be powered down prior to cleaning. For technical surfaces, use an alcohol solution containing 70% isopropyl alcohol (IPA) to moisten technical cleaning wipes. These wipes should be used for all surfaces, including touch screens, panels, audio consoles, etc. Wet bleach wipes can be used around keyboards and auxiliary controls, but should not be soaking or dripping wet.

- Power down first rows of monitors.
- Use moistened tech wipes to clean monitors, wiping in a circular motion. Follow with dry cloth to remove excess.
- Clean the switcher with small tech wipes, starting at top row of main section and working down. Wipe the surface of each button and follow with dry cloth to remove excess. Wipe down remaining sections of switcher in the same fashion.
- Wipe clean all toggles, knobs and keypad on panels and microphones.
- Clean the controller.
- Power on first row of monitors. Power down subsequent rows of monitors and repeat procedure until cleaning of all machines is complete.
- Dispose of used cleaning materials when finished.

CLEANING AUDIO PANELS

Bleach wipes are not preferred for audio panels. They can discolor plastics and are not good for the monitors. Cleaners with 70% IPA are the most effective and electronics safe disinfectant. They are non-conductive and evaporate.

- Put the audio console in blackout mode.
- Use small tech wipes to clean from top of channel strips down to faders. Wipe each toggle, surface, button and fader. Follow with dry cloth to remove excess.
- Power down monitors. Use moistened tech wipes to clean.
- Use small tech wipes for toggles and keypads on the panel and on microphones, dimmers and other panels.
- Dispose of cleaning materials when finished.

CLEANING FIELD GEAR

Cleaners with 70% IPA can be used to spray down clothing, material and earpieces. IPA sprays should generally not be used on plastic or rubber surfaces. They can deteriorate rubber and fog plastic over time. It can be used for earpieces since those devices are not kept in use for a long period of time. Only use lens cleaners for camera lenses and camera eyecups.

LAUNDERING CLOTHING, TOWELS, LINENS

- If wearing reusable gloves, those gloves should be dedicated for the cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Clean hands immediately after gloves are removed.
- If no gloves are used when handling dirty laundry, be sure to wash hands immediately afterward.
- 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 temperature and setting for the items; and, dry items completely.

- Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable or can be laundered.
- Wear disposable gloves when handling dirty laundry from an ill person; and, discard them immediately after use.
- Dirty laundry from an ill person may be washed with other people's items.

CLEANING OFF-PRODUCTION SPACES (CONSTRUCTION, SPFX SHOPS, PROP SHOPS, ETC.)

- Hand tools, power hand tools, batteries, etc., should not be shared if possible.
- If it is necessary to share hand or other equipment, each item should be clean and disinfected according to manufacturer's guidelines after each use and before transferring to another crewmember.
- Trash cans should be placed near work areas and emptied often.

CLEANING STAGES, LOCATIONS, AND SETS

- Stages, sets and locations should be cleaned and disinfected prior to occupancy by crew (including prep).
- Clean and disinfect locations and sets after each use, especially when different groups/shifts of people work within a given space (prep team, set team, strike team, etc.).
- Regular attention must be paid to high-touch areas and set decoration between each scene/take. If different actors are touching areas of the set during a scene, that area must be wiped down with a disinfectant after each take.
- In general, crew to avoid touching set pieces and props unnecessarily.
- Cleaning and disinfecting of stages and locations will be conducted regularly by the production cleaning crew following CDC guidelines. If an employee is confirmed positive for COVID-19 by a medical doctor, then the cleaning and disinfecting protocol will be carried out by a professional cleaning company.
- At least one laborer or craft services crew member should be assigned to each stage/location to wipe down high touchpoints. Examples include interior and exterior pedestrian doors, door handles, doorknobs, handrails leading to the catwalks/perms, etc.
- Depending on the size of the stage/location, the frequency and schedule of cleaning and disinfecting will be determined by production management but should be no less than three times a working shift.
- Handwashing stations should be readily accessible with adequate supply of suitable cleansing agents, water, and single-use towels or dryers.
- Hand sanitizing stations should be placed near all entrances/exits on the stage/location.
- Individuals who must be on stage during shooting should all be issued their own labeled chairs, and they will be responsible for moving them/wiping them down.
- After the conclusion of daily production activities (shooting/prep/wrap), all high touch areas on stage/location should be cleaned and disinfected by the production's cleaning team in preparation for the next day's work.
- At the conclusion of wrap, all stages/locations should be cleaned and disinfected by a professional cleaning company prior to returning the stage/location back to the owner/operator.
- Set and location cleaning each day should be supervised by the CCO or designee.

CLEANING WAREHOUSES

- Warehouses often store set dressing or other items not used on a regular basis on production. There should be no reason to disinfect these items unless a person with COVID-19 entered the warehouse or contaminated the set dressing or item.
- Since items are often not used for weeks at a time or are only taken out to dress a recurring set, they should be cleaned prior to putting back in storage, and then tagged with the date of last use.
- Since set dressing items are made of many different materials, disinfecting time may vary (follow manufacturer instructions).
- Rolling ladders should be cleaned and wiped at least daily, or more often depending on use.

CLEANING VEHICLES/TRANSPORTATION

- The transportation department will be responsible for disinfecting the interior and exterior surface of all picture cars and passenger vehicles after each use.
- Passenger vans, people movers, buses, rentals, picture cars, etc., should be disinfecting regularly. At minimum, this should be done at the start of each shift and every time passengers exit the vehicle. Use particular care when cleaning and disinfecting high touch points in and on the vehicle including seats, steering wheel, running gear, seat belts, arm rest and door handles.
- After passengers disembark, the seats and seat belts should be wiped down using disinfectant.
- To aid in disinfection, consider the use of disposable or non-porous seat covers.
- Most working trucks are driven by the same driver and do not have passengers so the cab should be maintained by the driver.
- If for any reason the driver changes a thorough cleaning will be necessary before the new driver operates the vehicle.
- Equipment that is being off-loaded by Grip, Electric, Camera, Props, etc. should be moved, cleaned, and disinfecting by the Best Boy, 2nd A.C./Loader, or Prop Master. Disinfecting/cleaning should take place on the tailgate or farther away from the truck to reduce the build-up of chemical odor inside the truck.
- Consider employing a third-party vendor to disinfect all vehicles.
- Consider establishing a designated area to process all vehicles for disinfection.

CLEANING PROPS, ACCESSORIES AND SPECIALTY ITEMS

Due to inability to clean many of these objects, special care should be taken.

- As many of these items have unique cleaning requirements, those responsible for cleaning these items will do so in the customary manner.
- Hand props (other than those with unique cleaning requirements) shall be cleaned and disinfecting before and after use.
- Props must be disinfecting with the proper solution before and after being handled by talent.
- Any prop that changes performer's hands during a scene must be wiped down prior to and after completion of the scene to minimize cross-contamination.
- Persons handling props, accessories, and other similar specialty items must wash their hands before and after doing so.
- Items are to be wiped down, labeled, and stored at the end of the day.

CLEANING PERSONAL EQUIPMENT

- Personal equipment (such as tools, headsets, microphones and radios) shall be cleaned and disinfecting before being issued; and, at least once by the user during the workday. Manufacturer's suggested cleaning instructions should be followed for electronics and other sensitive items.

- Certain equipment, such as radios and walkie-talkies, will be issued and used exclusively by the designated cast or crew member for the duration of production.
- Personal items or equipment that must be shared between members of the cast and crew must be wiped down with disinfectant between use and hand hygiene shall be performed after handling.

CLEANING HAIR AND MAKEUP EQUIPMENT

- Shared space, tools, and applicators must be disinfected after each use.
- Supplies designated for each hair and makeup crew member or for each cast member must be kept separate and clearly labeled. They should only be handled by the designated crew or cast.
- Any wigs must be disinfected with 60% alcohol spray and stored individually per actor.

CLEANING COSTUMES/WARDROBE ITEMS

- All wardrobe must be washed and or disinfected after each use.
- Costumer will research as to the proper way to handle and sanitize each piece of clothing, if not able to be wash it due to fragility, such as period costumes.
- Production may need to consider multiples of costumes, in order to incorporate enough time for washing or disinfection.
- Costumes can be handled to be cleaned immediately if proper PPE is worn to handle the clothing.
- Allow adequate contact time per the disinfectant manufacturer's instructions.

CLEANING OTHER PRODUCTION EQUIPMENT

- When possible, department staff must not share tools.
- Shared tools must be disinfected after each use.
- Larger pieces of equipment must only be handled by the relevant department. That department will be responsible for the adequate sterilization and cleaning of said equipment, i.e. the camera should only be handled by the camera department, wires only handled by grip and electric, etc.

HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

Any concerns or questions about optimizing airflow, air conditioning, central system filtration, and temperature and humidity optimization should be referred to the CCO, working in conjunction with the building engineer and/or HVAC expert.

Section 8 – Food and Drinks

There is currently no evidence that the virus is transmitted by food; rather, the potential for transmission in related to food occurs in the process of its delivery or service.

GENERAL

- Those responsible for preparing and distributing food should clean their hands with soap and water or use hand sanitizer prior to beginning food preparation, distribution, and regularly thereafter.
- All local public health regulations regarding preparing and distributing food should be followed, including those regarding the use of appropriate food service PPE, such as hair nets, gloves, and face coverings.
- As face coverings cannot be worn while eating, adequate eating space should be provided to ensure social distancing can be maintained during meal periods.
- Mealtimes should be staggered in a manner to prevent the simultaneous gathering of large groups in the same location.

- All eating surfaces should be cleaned and disinfected before and after use.
- Eliminate communal self-service “buffet style” food service, including salad bars, trays of food, or any food service that requires sharing of utensils, including spoons or tongs.
- Meals and snacks should be served in individually packaged or wrapped portions. Avoid shared communal trays or bowls.
- Eating utensils should be disposable and individually wrapped.
- If relieved of duty during their meal breaks, cast and crew are permitted to leave the Company’s premises, unless specifically directed otherwise. However, if possible, they are encouraged to remain on the premises to minimize interaction with non-production personnel and potential exposure to infection.
- Off-production offices, meeting rooms, and other workspaces should utilize infection control protocols, such as social distancing. Additionally, those same spaces that provide food service for impromptu meals, snacks, and coffee should be enforcing the food services infection control protocols regarding cleaning and disinfecting microwaves, dishes, and food deliveries.
- If food is to be delivered to the workplace, one or more individual(s) should be designated to receive the delivery. Appropriate PPE should be worn, and social distancing practiced when interacting with the delivery person. Thereafter, hand hygiene should be performed immediately after handling accepting the delivery.
- Cast and crew who bring their own food are encouraged to limit it to items that do not require refrigeration, heating, or microwaving. Additionally, they are prohibited from sharing it with another cast or crew. It must be eaten in a designated dining area or a personal space, the employee’s personal office, trailer, or car.
- Consider options for cast and crew to place orders ahead of time to minimize wait time or lines.
- Consider addition of plexiglass (or similar) barriers between servers and cast and crew.
- The Production return to work plan should contemplate meal schedules and take in to account physical norms and the general desire for people to congregate and socialize during mealtimes. Consider assigning meal schedules and places to eat to help overcome these tendencies and ensure appropriate social distancing at mealtime.
- Avoid any sharing of cups and utensils (disposable items are not required but may make this easier). Single-service items only, such as: salad dressings, drinks are recommended. Non-disposable items should be washed in the highest allowable temperatures.
- Consider adopting an “eat at your desk” or “eat alone” policy to avoid gatherings during meals or, alternatively, restrict the number of people who can be in a breakroom/lunchroom, in order to maintain appropriate social distancing.
- There should be handwashing or sanitizing stations at points of entry and exit wherever food is served. There should be no option for communal serving. Always ensure proper social distancing.

CATERING

MEAL SERVICE

- Production should limit the amount of eating and exposure time. If possible, workdays should be scheduled to eliminate the breakfast and dinner.
- Depending on work hours, production should consider a pre-packed breakfast option, in addition to lunch.
- Walkaway lunches should be minimized to contain cast and crew to production-controlled areas.
- The Production should provide digital menus the day before with the number of pre-packaged meals that will be needed to cater.

- Production should provide individual, boxed meals only, rather than communal food serving lines.
- Communal gathering for meals and food pick-up should be limited. It is best for boxed meals to be hand-delivered to crew at tables by designated personnel, such as a food coordinator (see below “Staff” section).
- Self-serve stations are prohibited, such as for food, beverages, utensils, or crockery.
- Shared items, such as condiments, utensils, and menus are prohibited. These items should be individual and disposable.
- Drinks should be individually packaged or dispensed from a no-touch dispenser.

DINING AREAS

- Increase the footprint of dining areas to allow for crew to socially distance. It is preferable for dining areas to be in an outdoor setting to increase ventilation; however, they must provide for sufficient shade and cooling areas.
- Cast and crew should maintain at least 6 feet (2 meters) of distance from another person while eating, even if that means they are sitting alone at a table. It is a natural tendency for people to gather during meal periods; consequently, production should monitor and direct people to socially distance.
- Create one-way traffic flows with separate entry and exit points to the catering and dining area.
- Establish handwashing or sanitization stations for the catering and dining area, which at a minimum should be located at the entrance and exit points.
- Provide for multiple disposal bin stations to crowding or forming a line at the end of the meal period.

MEALTIMES

- Whenever possible, use rolling lunches and continuous or French hours to schedule multiple, controlled meal periods to avoid crowded dining areas.
- Consider assigning specific lunch shifts per working group.
- Limit dining area occupation to 25-30 minutes per shift.

CATERING STAFF

- All catering staff should be certified in safe food handling.
- Attempt to maintain the same daily catering staff to ensure continuity of healthy catering team.
- Consider staffing a Food Coordinator or Food Production Assistant to liaise between production and catering.
 - Will help oversee and enforce COVID-19 prevention measures and sanitization efforts among catering staff and within designated dining areas.
 - Help facilitate the ordering and delivering of packaged, catered meals to crew.
 - Certified in safe food handling.
- Catering staff must always wear PPE and should maintain social distancing to the extent possible.
- The catering staff should not interact directly with cast and crew. Boxed lunches should be delivered to cast and crew by designated personnel, such as a Food Coordinator or Production Assistant.
- If anyone on a catering staff becomes infected or exposed, see Section 14 – Exposure Response for how to proceed.

DISINFECTING

- As mentioned above, there should be no food or eating outside of controlled and designated dining areas. This will enhance the production's cleaning efforts because it will have more time to focus on fewer areas where people eat and interact without PPE.
- Catering staff and the CCO should manage and execute aggressive disinfecting protocols in the kitchen, prep, and dining areas.
- Meal areas must be cleaned and disinfected after every use.
- Catering and support personnel must wash or sanitize their hands every 20-30 minutes.
- Catering trailers and vehicles should be serviced, cleaned, and disinfected between work shifts.

CRAFT SERVICE

- Only single-serve, pre-packaged foods and beverages.
- Craft Service crew must wear PPE at all times.
- All snack must be consumed inside designated dining and catering areas. Consider establishing multiple craft service locations to prevent over-crowding.
- Limit number of cast and crew in the craft service area at a time to comply with social distancing requirements.
- Cast and crew should maintain 6 feet (2 meters) social distance between each other while they wait in line.
- Establish one-way traffic flows in and out of dining and crafts service areas.
- Sufficient handwashing and sanitizing stations should be located in and around Craft Service and dining areas.
- Craft Service should not be self-service, instead they should be served by a Craft Service employee to avoid multiple people having direct contact with food and beverages or touching multiple items.
- Consider a receiving area or pick-up window where a crafts services person can leave a requested or desired item for cast or crew to retrieve without person to person contact.
- Coffee/beverages should be served by Craft Service crew and delivered directly to cast and crew member.
- 2nd meals, if needed, should be individually packaged – follow catering guidelines.
- Craft Service crew should be responsible for regularly sanitizing their designated areas. If necessary, consider supplementing Craft Service staff with janitorial crew.
- Self-serve stations are prohibited, such as for food, beverages, utensils, or crockery.
- Shared items, such as condiments, utensils, and menus are prohibited. These items should be individual and disposable.
- Drinks should be individually packaged or dispensed from a no-touch dispenser.
- Alternately, consider eliminating Craft Service and encourage crew to bring own snacks – no sharing and no eating outside of designated dining areas.

PRODUCTION/POST-PRODUCTION OFFICE MEALS/CRAFT SERVICE

- Self-serve stations should be prohibited, such as for food, beverages, utensils, or crockery.
- Shared items, such as condiments, utensils, and menus should be prohibited. These items should be individual and disposable.
- Drinks should be individually packaged or dispensed from a no-touch dispenser.

- Increase disposal bins around office to prevent foot traffic in kitchens.
- PAs should disinfect kitchens and shared surfaces hourly. The CCO should enforce/oversee.
- Designate dining areas within the office and disallow food to be consumed outside of these areas.
- As with deliveries, incoming groceries should be quarantined (being mindful of expiration and spoiling), unboxed or disinfected prior to being made available.
- Those responsible for preparing and distributing food should clean their hands with soap and water or hand sanitizer prior to beginning food preparation and/or distribution and regularly thereafter.
- All local public health regulations regarding preparing and distributing food must be followed, including regulations regarding the use of appropriate food service PPE (hair nets, gloves, and face coverings), safe food temperatures, etc., and all personnel responsible for the preparing and/or distribution of food must be properly certified to do so.
- As face coverings cannot be worn while eating, adequate eating space must be provided to ensure social distancing can be maintained during meal periods.
- Mealtimes should be staggered in a manner designed to avoid the gathering of large groups in the same location at the same time.
- All eating surfaces shall be cleaned and disinfected before and after use.
- Eliminate communal self-service “buffet style” food service, including salad bars, trays of food, or any food service that requires sharing of utensils such as serving spoons or tongs.
- Meals and snacks should be served in individually packaged or wrapped portions. Avoid shared communal trays or bowls.
- Eating utensils should be disposable and individually wrapped.
- Cast and crew should not leave the job site to obtain food during the course of the workday.
- Off-production offices, meeting rooms and other workspaces should have infection control protocols for use, especially when used for providing impromptu meals, snacks and coffee. Likewise, break rooms, microwaves, dishes and food deliveries will require regular cleaning and social distancing.
- If food is to be delivered to the job site, one or more individual(s) should be designated to receive the delivery. Appropriate PPE should be worn when interacting with the delivery person and hand hygiene should be performed after handling the delivery. Cast and crew who bring their own food are encouraged to bring food that does not require refrigeration or heating/microwaving.
- Consider options for cast and crew to place orders ahead of time to minimize the amount of time they must wait in line. Consider addition of plexiglass (or similar) barriers between servers and cast and crew.
- Avoid using or sharing items such as menus or condiments such as salt and pepper shakers. These items should be disposable and single serve.
- Drinks should be individually packaged or, if drinks are to be dispensed from a water station, soda fountain, coffee machine or similar equipment, receptacles should not come into contact with dispensers.

Section 9 – Shipping & Handling

According to the CDC and World Health Organization (WHO), the likelihood of an infected person contaminating commercial goods is low. The risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and been exposed to different conditions and temperatures is also low. The main risk of transmission is from person to person contact, such as when the package is exchanged from the delivery person to the recipient. Consequently, it is recommended that the production establish no-contact delivery procedures. While there is no need to disinfect mail or packages, an employee should

thoroughly, wash their hands before and after handling them. In the alternative, gloves may be worn; again, keeping in mind that the employee should wash their hands after removing the gloves.

Section 10 – Stage and Location Production Operations

Production management and the CCO should ensure that:

- Properly stocked handwashing and sanitization facilities should be established in and around the stages, as well as on location.
- The appropriate cleaning supplies are provided to clean and disinfect the stage and hygiene stations.
- There is sufficient space to allow for social distancing throughout the facilities and locations, particularly in holding, bathrooms, dining areas, and so forth.
- Appropriate posters and signage should be displayed in heavy-traffic areas around the stage and at all locations. For signage, please refer to the Resources section of this document.

ON STAGE

Production should create separate, sufficiently sized, and clearly defined work areas that ensure adequate social distancing and limit the use of shared spaces.

Where possible, stagger shifts and/or rotate time on set to accommodate social distance. Crew rotations should be coordinated and supervised by the AD team in tandem with each department head. When prep requires wider use of a given space, production should endeavor to schedule enough days for departments to work alone and maintain safe social distancing.

If essential cross-department interaction and/or standby support is required, minimal crew may remain on set but must observe guidelines for safe distancing. Non-essential interactions should be prohibited. During rehearsals, filming, and when otherwise not needed on set, crewmembers should move to their designated areas and avoid unnecessary gathering.

Production should work with the lot/stage facility to vet their COVID-19 prevention practices and how they align.

ON LOCATION

In order to minimize cast and crew from coming in contact with the general public, or other unauthorized parties, production should assess and implement COVID-19-specific risk control measures prior to cast and crew arrival each day. Additionally, all pertinent hygiene and distancing protocols must be communicated to crewmembers before filming begins at a specific location.

When possible, production should make efforts to reduce the number of location days to avoid prolonged exposure to the public and uncontrolled environments. Both interior and exterior locations present their own unique challenges regarding COVID-19 mitigation.

Indoor Locations

- Choose locations that provide enough space for Social Distancing.
- Maximize airflow and ventilation.

- Reduce congestion in confined areas by setting up one-way access routes in and out.
- Arrange exclusive use of locations shared by people unassociated with the production.
- Health-screen location owners/occupants prior to production taking over a space.

Outdoor Locations

- Choose locations where access can be easily secured and isolated from the public.
- Arrange exclusive use of locations shared by people unassociated with the production.
- Provide adequate shelter/cover for cast and crew in the event of rain, etc., while allowing for safe social distance.

Section 11 – Training & Signage

Company and other industry organizations, like Contract Services, will provide macro-level training. For instance, Company has created a short, general video that cast and crew should watch prior to returning to the workplace. You may find the video at: <https://www.warnermediaready.com/production-materials>.

Production management and the CCO should reference those materials, while also creating more granular trainings that address the safety protocols of each production's and department's unique environment.

The CCO should conduct training for all cast and crew. Training should cover COVID-19 awareness, prevention, and mitigation tactics, such as social distancing, good personal hygiene, use of PPE, cleaning, reporting procedures, approvals, and resources.

It is recommended that training to reduce infection risk be mandatory on or before the first day of employment.

All employees should be educated about the signs and symptoms of COVID-19 as part of their training and should receive dedicated training on the following topics:

- PPE, with a focus on safe donning and doffing
- Hand washing, including proper techniques
- Environmental cleaning and disinfection, including high touch wipe down
- Policies and procedures related to COVID-19 on set or in offices
- Psychological impact of the crisis
- Protecting yourself at home
- Preventing cross-contamination

Productions may access training materials at any time online at:

<https://www.warnermediaready.com/training-materials>.

To acclimate cast and crew to new workflows and practices, it's suggested that "technical rehearsals" or walkthroughs are conducted in advance of shooting, toward the end of prep.

In some instances, specialized training may be required, for example: anyone who must work in close contact with another. Close contact is defined as coming within 6 feet (2 meters) of someone else. Such cast and crew members should be trained on minimizing exposure via advanced PPE, cleaning, and personal hygiene protocols.

Productions must post Company's Production Signage and Art for production regarding COVID-19 protocols and awareness in high, traffic areas, including when on-location using temporary stands. These materials are available for access by production at: <https://www.warnermediaready.com/production-materials>.

On all call sheets and in/around any production-occupied spaces, the COVID-19 Hotline Number +1 833-352-0109 should be visibly posted. This hotline will act as a resource for all COVID-19 related safety, compliance and concerns. In addition, the Anonymous Safety Hotline number, +1 877-566-8001 should be visibly posted. This hotline will continue to act as a resource for all non-COVID-19 workplace safety concerns. (please denote this fact on call sheets, etc.).

COVID-19 safety protocols must be communicated via call sheet memos and safety meetings on an as-needed basis per production, depending on a day's work. Safety meetings should be executed in a way that does not compromise social distancing efforts (i.e. via pre-recorded, video conference).

Section 12 – Travel

Given the changing nature of COVID-19, individual countries are likely to have separate restrictions on travel to-and-from the United States. Individual states and countries will also have separate restrictions in their jurisdictions.

Cast and crew traveling for productions should be aware that, should circumstances and localities demand it, they may be subject to travel restrictions, including enforced quarantine.

In general:

- Minimize travel to the extent possible. When travel is necessary, attempt to minimize frequent back-and-forth.
- Identify local medical personnel in advance who can assist with cast and crew concerns
- Production, alongside studio executive, should monitor and communicate local outbreaks and trends, including local public health guidance and restrictions.
- When possible, those traveling for productions should not bring family members or other non-essential personnel.
- Air travel should be booked only on airlines whose policies comply with the FAA regulations in regard to COVID-19.
- Production should factor any international or domestic governmental quarantine requirements into their plans.

All COVID-19-related safety measures regarding travel to be vetted by medical experts in conjunction with the COVID-19 Compliance Officer.

Section 13 – Post-Production Finishing

WORK AT POST VENDORS: PICTURE & SOUND HOUSES

- Obtain the COVID-19 policy at each vendor to be sure they are cleaning the space, gear, kitchen area, etc., to our standards.
- Continue to adhere to social distancing, personal hygiene and PPE Guidelines discussed in Sections 5, 6, and 7 when visiting all post vendors
- Limit the number of people allowed in color correction or on the mix stage so that social distancing can be maintained
- If a larger playback is needed, secure a separate location or room in the same facility in order to spread people out.
- Have people work remotely when possible.

- Make sure microphones, gear, and door handles are wiped down before and after looping an actor.
- Whenever possible, record loop group and scoring sessions remotely. If not possible, limit the attendees to the approved number of people that can gather in one place.

Section 14 – Exposure Response

The Company COVID-19 Response Team is responsible for evaluating exposure and coordinating an appropriate response in conjunction with authorized personnel on the Production. The Company COVID-19 Response team includes representatives from Human Resources, Legal, Corporate Communications, and has access to a medical professional. The exposure response process for the production must follow guidance from Company and will be implemented in conjunction with any local health authority reporting requirements. Exposure response training will be provided to the COVID-19 Compliance Officer at the time that they are identified by the Production.

Concerns about an employee’s potential exposure should be referred to the COVID-19 Response Team at: +1 833-352-0109.

Section 15 – Employee Assistance Program (EAP)

Company has established an Employee Assistance Program (EAP) to help production personnel and their families through this difficult time.

The EAP provides confidential assessment, referral and short-term intervention services to help employees and their household members resolve personal problems such as stress, couple and family concerns, grief, drug or alcohol abuse, and other issues. There is no charge for accessing the EAP.

If a production employee needs services beyond the scope of those offered by EAP, Optum can help make a referral to Mental Health/Substance Abuse benefits through medical benefits/programs or to other community resources. Optum is available 24 hours a day, 365 days a year.

To inquire about the EAP, please contact your Production Executive or Production HR or LR Representative.

Appendix 1 – Departmental Guidelines

CAST

- The work of performers will frequently put them in close contact (less than 6 feet (2 meters)) with other performers or cast and crew including, for example, hair stylists, make-up artists, stunt coordinators, costumers and wardrobe personnel. Face coverings or masks may not be practical during many of these activities. Additionally, certain activities such as fight scenes or intimate scenes increase the risk of transmission.
- When it is possible to do so consistent with their job duties, performers should wear appropriate PPE. When wearing PPE is not possible, such as when a scene is being filmed or after make-up has been applied, the number of people with whom the performer is in close contact shall be minimized. As soon as possible after filming a scene, the performers shall put on their PPE and/or socially distance themselves.
- Whenever possible, performers should practice social distancing. When social distancing is not possible and the performer cannot wear appropriate PPE, contact must be kept to the shortest amount of time possible, and the other cast or crew member must wear appropriate PPE and observe hand hygiene practices. The number of people involved in close proximity with a performer should be kept to a minimum.
- Production should consider potential travel impacts when traveling between countries (14-day holds, quarantine restrictions, testing requirements, etc.).
- When possible, adjust shooting schedules to minimize the amount of back-and-forth travel needed by performers.
- Production should verify that production-supplied housing is being properly cleaned and managed.
- Production should consider how to manage cast proximity to others outside the workplace.
- For pickup/drop-off, production should consider designating a single driver/vehicle for each principal cast.
- Close proximity, contact, or interaction between principal cast, background and crew should be limited.
- Creative desire to have crowd scenes at practical locations and on stage may need to be rethought.
 - Crowd scenes should be designed to meet requirements that regulate crowd size and social distancing.
 - Consider amending scripts or using VFX to limit large gatherings scenes.
 - Consider reducing/eliminating background.
- Consider separate rehearsal space that will allow for appropriate social distancing (including stunts, dancers, etc.).
- Reduce principal cast contact with crew and other cast members and reconsider close contact scenes.
 - Stunts, fighting sequences, intimacy and other work that may require contact or close proximity may need to be reconsidered or modified.
 - Close contact scenes should be camera blocked and/or limited to body parts easily disinfected (e.g., kissing redirected from lips to neck).
- Consider staggered call-times to limit congestion.

Cast Auditions/Hiring

- Virtual interviews and auditions should be utilized whenever possible.

- If virtual casting is not feasible, or for any additional calls or live sessions necessary, there must be a sufficient space large enough to accommodate 6 feet (2 meters) social distancing in all directions.
- If performers will not be wearing PPE during an audition, a plexiglass partition or similar barrier between the performers and those observing the audition shall be used and cleaned between performances along with any furniture, props, etc.
 - If no barrier is present, increase the physical space between those observing to those auditioning beyond the 6 feet (2 meters) social distancing standard.
- No more than one individual auditioning at a time except for legitimate pairs (e.g., household members, domestic partners, roommates, living together for a minimum of 14 days or more prior to the audition).
- Determine testing/screening protocols to be followed during in-person audition/casting.
- In-person “chemistry readings” may not be practical during the early phases of return to work.

Cast Interactions with Hair/Makeup/Wardrobe

- Minimize principal cast interaction with crew.
- Utilize enhanced PPE policies and verify that all crew members wear face coverings and gloves during close contact to unprotected cast.
- Consider decreased cast and crew density in hair/makeup rooms, tents and trailers to maintain social distancing. This may result in the need for additional hair/makeup/wardrobe spaces.
- Consider staggered times for cast to receive hair, makeup and wardrobe.
- Consider having talent apply their own makeup or touch ups between takes.
- As necessary, develop disinfecting protocols for wardrobe, wigs, etc., before use, after use and during fittings.

Holding Areas

- As necessary, additional space for holding areas may be needed to allow for appropriate social distancing (Stunts, Background, etc.).
- Consider sequestering background from cast and crew while holding.
- Do not hold background/extras on the working stage.

Minors

As minors may have difficulty adhering to social distancing, wearing PPE, and practicing hand hygiene, when not working, they should be relocated to a secure off-set location to the extent possible.

- Consider limiting scripted interaction between child actors and adult cast.
- Ensure Minor’s parents/guardians are properly screened.
- On Set Schooling - Review logistics (physical school location) to ensure compliance with social distancing requirements.
- Extra personnel on set with a minor are strongly discouraged and should be limited to a studio teacher and one guardian only.
- Visitors should be limited unless their presence is absolutely necessary. If visitors must come, they will be subject to the same guidance as cast and crew, including, but not limited to symptom screening and/or temperature screening, and PPE requirements.
- Social distancing and face coverings should be used at all times on set, including in school areas.
- As studio teachers will need to interact with minors within 6 feet (2 meters) of distance, teachers should wear face coverings, practice frequent hand hygiene, and receive training on COVID-19 prevention. Whenever possible, remote schooling should be made available.

- PPE requirements and options may be modified for minors, especially those of tender years. Face coverings are not expected for minors under two years of age.

Background/Extras

- Determine if casting company has developed and implemented an internal plan for addressing background health concerns (testing, screening, etc.).
- Confirm that Background has been properly trained in the production's safer at work guidelines (e.g., PPE, handwashing, etc.).
- Background should be provided with appropriate PPE (face coverings, etc.).
- For large background days, Production should consider providing a separate catering service and separate craft service for background.
- Require background to provide their own wardrobe when practical.
- Limit interaction between Costume Department staff and background.

Stunt Department

- Use camera techniques and VFX to reduce the amount of Stunt and other personnel on set.
- Avoid sharing personal tools and stunt equipment.
- Encourage routine cleaning and disinfecting of stunt equipment before and after shoot.
- Communal stunt equipment should be disinfected after use or when used by another individual.

CATERING & CRAFT SERVICE

- There is currently no evidence that COVID-19 is transmitted by food. Person-to-person transmission is the primary concern when dealing with food service.
- Access to food preparation and serving areas should be restricted to essential personnel.
- Avoid buffet-style catering, self-serve food, communal coolers and bulk-style snacks. There should be no option for communal serving. Consider providing only pre-wrapped and packaged, boxed or pre-ordered "grab and go" type meals.
- Appropriate handwashing and hand sanitizing stations should be provided for food preparation, serving and eating areas.
- All food/beverage handlers should wash/disinfect their hands regularly and wear appropriate PPE at all times.
- Proper social distancing should always be maintained in food serving, preparation and eating areas.
- Single-use items such as cups, plates, utensils, salad dressings, condiments, etc., should be used.
- Where feasible, biodegradable single-use items and composting/recycling efforts are encouraged.
- Proper hygiene, cleaning and disinfecting protocols are key and will need to be performed consistently and effectively to promote cleanliness in all food preparation, serving and eating areas.
- All production food services/vendors should follow applicable health department standards for food handling, preparation and service.
- All food service vehicles and/or trailers should return to the commissary from which they are licensed nightly for cleaning and maintenance, per health department regulations.
- Regularly clean high touch areas (tables, doors, sink handles, refrigerators, etc.) with disinfectant products.
- To limit crew interaction and to meet social distancing requirements, production should stagger crew feeding times when possible.

- For production offices, consider adopting an “eat at your desk” policy to avoid gatherings during meals or, alternatively, restrict the number of people who can be in a breakroom, to maintain appropriate social distancing.
- Family-style catered meals at production meetings, table reads and in the production office should be discontinued.
- If providing food in the production office, opt for non-contact delivery and a designated pick-up area.
- Water, Coffee & Beverages
 - Should be dispensed into disposable cups by servers (no self-service).
 - No reusable cups or bottles should be filled.
 - Self-service coffee and water stations should be eliminated unless they are non-touch type.
 - Serve only individually packaged beverages.
- Extended workday meals (i.e., “second meals”) should be provided from a permitted food facility, be individually packaged or served by certified food handlers.

CONSTRUCTION

- Construction crew should wear face coverings and personal protective equipment (PPE) as appropriate for the activity being performed.
- Construction crew at all other construction worksites should adhere to social distancing requirements, to the extent possible.
- When possible, stagger call-times for different trades or consider smaller crew size to limit congestion and to help maintain social distancing.
- Continue to use standard safety control measures to protect workers from typical job hazards associated with construction activities (e.g., safety glasses, machine guarding, fall protection, etc.).
- When possible, tools and equipment should not be shared. When tools or equipment must be shared, the items should be disinfected before and after each use. When cleaning tools and equipment, workers should consult manufacturer recommendations for proper cleaning techniques and restrictions.
- Provide handwashing facilities that have an adequate supply of soap, water, and single-use towels or hand dryers.
- Provide hand sanitizer stations in each work area to encourage hand hygiene whenever possible.
- Minimize interaction between drivers and crew members by establishing a pickup/drop-off protocol.
- Advise crew to avoid physical contact with each other and use mechanical assistance (e.g. forklift) in handling large set pieces as much as possible.
- After handling materials, remember to practice good hand hygiene.
- Safety meetings and toolbox talks should be conducted outdoors whenever possible and maintain social distancing.
- Limit and discourage non-essential personnel from entering construction sites by installing physical barriers and signage.
- Follow social distancing guidelines in all work and break areas.

GRIP & SET LIGHTING

- Grip & Set Lighting crew should wear face coverings and personal protective equipment (PPE) as appropriate for the activity being performed.
- Grip & Set Lighting crew should adhere to social distancing requirements, to the extent possible.

- When possible, stagger call-times for different trades or consider smaller crew size to limit congestion and to help maintain social distancing.
- When possible, tools and equipment should not be shared. When tools or equipment must be shared, the items should be disinfected before and after each use. When cleaning tools and equipment, workers should consult manufacturer recommendations for proper cleaning techniques and restrictions.
- Provide handwashing facilities that have an adequate supply of soap, water, and single-use towels or hand dryers.
- Provide hand sanitizer stations in each work area to encourage hand hygiene whenever possible.
- Minimize interaction between drivers and crew members by establishing a pickup/drop-off protocol.
- Advise crew to avoid physical contact with each other and use mechanical assistance (e.g. forklift, dolly, etc.) in handling large items as much as possible.
- After handling materials, remember to practice good hand hygiene.
- Safety meetings and toolbox talks should be conducted outdoors whenever possible and maintain social distancing.
- Limit and discourage non-essential personnel from entering work sites by installing physical barriers and signage.

LOCATIONS & SCOUTING

Filming on location can pose certain risks compared with shooting on a studio/stage set. Given the changing epidemiology of COVID-19, particular attention to current public health guidelines and outbreak hotspots is important.

Prioritize locations where access can be secured and members of the production can be kept away from the general public when possible. If shooting outdoors in inclement weather, provide adequate shelter facilities such as tents to allow social distancing of cast and crew. Other location considerations include:

- During production planning, keep in mind that some locations, businesses and the general public may not be willing to allow production to film in their buildings, public park, residence, etc.
- Consider potential additional space requirements so that crew can maintain social distancing.
- Consult with local law enforcement to plan/secure a perimeter to create a “safe zone” for filming and public access. If the area cannot be secured, consider a different location.
- To keep productions more contained, it may be necessary to film more scenes on stages, sets, and on-lot locations, etc.
- Determine if studio/property management/location owners have effective plans in place for routine cleaning/disinfecting/maintenance.
- Locations should be thoroughly cleaned and disinfected prior to load-in/prep. Isolate areas that are not cleaned or disinfected and post off-limit signage.
- Qualified individuals (Third-party contractor, Labor, Crafts Services) should be engaged to perform cleaning and disinfection.
- A qualified third-party cleaning company should be used when a confirmed COVID-19 case has been identified by production.
- Consider providing alternative lodging to house existing location occupants for the duration of the shoot, including pets.
- Choose the appropriate EPA-registered disinfectants to minimize damages on location.

- At the end of the shift, each location's high touch surfaces and equipment should be disinfected.
- Provide self-contained hand washing stations when there is no on-set access to running water.
- Provide sensor-activated soap dispensers, hand dryers, etc. to locations when available.
- When filming at a location is complete (wrap), ensure that all areas have been vacated, rental equipment and vehicles are returned, and waste removed in accordance with governmental regulations.
- Obtain confirmation from property owner/local regulatory agency that all facilities/grounds are satisfactory and restored to its original condition.
- Consideration should be given to the following when determining a location:
 - The layout, with respect to the ability to monitor entrances and exits to ensure proper screening protocols can be maintained.
 - The size of a location with respect to the ability to maintain social distancing.
 - The ability to have sufficient washroom facilities, 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.
 - Whether the location provides for adequate ventilation.
 - Whether the location may require interaction with the general public. High-traffic public locations where production activities cannot be isolated from the public should be avoided, if possible.
 - Whether the location can be appropriately cleaned/disinfected before and after production work, as well as during the course of production at that location. Locations that cannot be appropriately cleaned/disinfected should be avoided.
- Use private locations, locations that are "owned" by production or locations that can be secured from the public.
- In the case of currently occupied private residences, consideration should be given to whether any occupants are/have been:
 - Recently symptomatic or diagnosed with COVID-19. Productions should avoid locations that recently have been occupied or used by people who may have been infected with COVID-19, if possible.
 - Travelled outside of the country within the last 14 days.
 - In contact with someone who has travelled outside of the country within the last 14 days or who is known to have or suspected of having COVID-19.
 - Can be safely and temporarily moved elsewhere.
 - Within a high-risk category with respect to COVID-19.
- Determine if there will there be adequate security and fire personnel available to support the production's needs at each location.
- Enhance health/safety/security measures at public-facing locations.
- Increase the production footprint in public areas to allow social distancing and to encourage less crew interaction.
- Place the basecamp in a secure location or provide transport to/from basecamp to minimize public interaction with crew (e.g., downtown locations).
- Determine if stages and support buildings will require cleaning and disinfection prior to returning for prep/production. If unoccupied for more than 7 days, no disinfection is required.
- During location selection, priority should be given to those locations that allow complete control of the site, including controlling access, ability to shut the site down for cleaning, and those that have high standards of hygiene.
- Consider limiting crew door-to-door canvassing, as possible.

For Location & Tech Scouts

Traditional, in-person location scouting is considered essential to the success of a production. However, given the need for social distancing and minimizing entry into private spaces, consider alternative options. Locations should be prioritized during scouting that allow complete control of the site, including controlling access, ability to shut down the site for cleaning and high standards of hygiene.

- Scouting should be done virtually as much as possible.
- Explore virtual scouting options, including:
 - Online mapping/aerial photo services for preview and equipment placement.
 - Live video feeds, drone surveys, 360° camera systems.
 - Visual effects and stock footage opportunities.
- Reduce scouting crew to essential personnel only.
- Digitally distribute tech scout packets.
- Schedule tech scouts during off hours or during closures as much as possible.
- The number of locations scouted in-person by the Director should be carefully considered and limited.
- Consider self-drive options to scouts as much as possible.
- Consider increasing the number of transport vehicles, such as SUVs or passenger vans to allow appropriate distancing between seats.
- Consider utilizing buses, limiting two passengers per aisle and eliminating passengers from sitting next to each other.
- While scouting interior locations, have as much conversation outside as possible.
- When scouting potential locations, sites should be treated as if they were infected (unless they were disinfected ahead of the scout) and the crew should use PPE while scouting the site.
- In-person interactions with location contacts, owners, etc., should be limited,
- All members of the scout crew should be provided with and be required to wear appropriate PPE.
- To the extent possible, limit the interaction between location scouts and other crew, production office personnel, etc.

SHOOTING CREW

Assistant Directors/Production Assistants

- All call sheets, maps, script pages, sides, etc. should be distributed digitally whenever possible.
- Basecamp personnel should limit interaction with actors through social distancing.
- To limit the possibility of cross contamination, basecamp personnel should limit travel to set or production office.
- Physical interaction with background players should be minimized. Social distancing requirements must be adhered to whenever possible.
- Physical signing out, and use of vouchers, clipboards, etc., may need to be limited and/or eliminated in favor of electronic alternatives.

Camera

- Consider use of remote follow focus, or other remote technologies.
- Limit the use of equipment where social distancing is unlikely to be possible (e.g. camera cars, dollies, etc.).
- If filming in a small space, limit the camera crew to essential crew members only.

- Where social distancing of at least 6 feet (2 meters) cannot be maintained, appropriate steps should be taken to minimize the risk of potential exposure, including the use of PPE.
- Face coverings, face shields and/or gloves should be worn by all camera crew who are required to have close interaction with cast or other crew.
- Where possible, the sharing of equipment between individuals should be avoided.

Sound

- Comteks should be assigned and labeled with the name of the user and should not be swapped or shared.
- Disinfect Comteks before and after each use.
- Encourage the use of boom microphones to allow for greater distancing/less personal interaction.
- Lavalier mics should be assigned and labeled with the name of each user and should not be swapped or shared.
- Disinfect lavalier mics and transmitters before and after each use.
- Replace lavalier mounting components (foams, etc.) after each use if they cannot be thoroughly disinfected.
- Where social distancing of at least 6 feet (2 meters) cannot be maintained, appropriate steps should be taken to minimize the risk of potential exposure, including the use of PPE.

Video Village

Use technology options such as additional monitors and remote viewing with the prior approval of or consultation with the Director, when required and as applicable, to allow the viewing of video from a separate location to facilitate social distancing

- Arrange to have video village outdoors or as far off-set as possible.
- Where possible, avoid installing attachable sides when using pop-ups canopies.
- Consider large format or projection televisions to allow for more people to see the monitor while adhering to proper social distancing.
- Limit the individuals permitted to be in/around video village.
- Establish separate areas where different departments can monitor video (multiple feeds).
- Consider wireless and/or remote monitoring to allow individuals to monitor playback on their own devices.

TRANSPORTATION

Private (i.e., self-drives) or production-provided transportation to and from sets, offices and locations should be prioritized over mass transit/public transportation whenever possible. All drivers and passengers should wear face coverings and maintain social distancing to the extent possible. If neither private nor production-provided transportation is available or reasonably practical under the circumstances, public transportation may be used. If public transportation is used, travel should be arranged to avoid peak travel times, if practical. At all times while in transit, cast and crew should wear face coverings per local public health guidance. Whenever it is reasonably possible to do so, cast and crew shall maintain a distance of at least 6 feet (2 meters) from the driver and other passengers, if any. Upon disembarking, cast and crew should promptly practice hand hygiene.

- Whenever cast or crew members must be moved, production should schedule enough vehicles and drivers so that passengers are spaced out in a fashion that maximizes and promotes social distancing between them.

- Production should consider additional measures when transporting workers in a bus or van:
 - Schedule extra time for entering and exiting the vehicle to ensure workers can practice social distancing measures and handwashing or hand sanitizing.
 - Stagger riders to maximize space between seats (e.g., two passengers per aisle).
- Encourage the use of personal vehicles whenever possible.
- The use of single occupancy vehicles should be encouraged (e.g. individuals self-driving to scouts).
- Crew members should use walkie talkies to communicate as much as possible to reduce person-to-person contact.
- Minimize the number of trips or “driver runs” to reduce exposure.
- Limit additional crew riding with driver.
- One driver should be dedicated to one vehicle. If it is necessary to change drivers, the vehicle should be disinfected during driver change.
- If possible, drivers should be assigned to the same vehicle for the duration of the production.
- When workers are required to travel together in vehicles to or between filming locations, production should consider smaller vehicles with fewer crew in each vehicle.
- Consider alternative transportation options in areas where public transportation may be limited, or crew may not be comfortable using it.
- Consider car rentals or ride share services (Uber, Lyft) as potential alternative options to Transportation shuttling crew.

Vehicles

- Install physical barriers in vehicles, if feasible.
- Install coverings over high touch areas.
- High touch surfaces in vehicles should be cleaned and disinfected frequently throughout the day.
- Add signage to van exterior identifying maximum capacity.
- Consider alternating the seating arrangement by taping the seat with red or yellow tape as an indicator of where to sit.
- Keep windows down when possible to promote ventilation.
- Consider dedicated vehicles to transport talent and background/extras to/from set.

WRITERS

Whenever possible, move to virtual writers’ rooms. When virtual writers’ rooms are not possible, maintain 6 feet (2 meters) of distance use face coverings and perform hand hygiene before and after the meeting. Minimize use of paper.

AUDIENCES

At this time, the use of live audiences is not permitted. Local government ordinances can be evaluated on a case by case basis. If an audience is legally permitted, Medical Consultants must be consulted to derive a social distancing plan to accommodate the production plan. Contact the Production RTW Taskforce to arrange for that consultation. ProductionRTW@warnermmedia.com.

ANIMALS

- Production should develop a specific COVID-19 animal safety plan whenever they plan on utilizing animals.
- Production should limit the amount of time an animal is on set.

- If any person in a household, breeding facility, trainer facility, etc. is diagnosed with COVID-19, no animals from that facility should be used until that person has recovered and been cleared.
- Any animal showing COVID-19 symptoms should be immediately removed/isolated and examined by a veterinarian.
- Cats (domestic and exotic), hamsters, ferrets (Mustelids) and primates are considered high-risk for contracting the SARS-CoV-2 virus that causes COVID-19.
- Primates should not be allowed to work, until further notice.
- Cat species, ferrets and/or hamsters should not be intermingled between sources or mixed on set.
- All animals from different locations / households should maintain standard social distancing of 6 feet (2 meters) at all times.
- Anyone other than the animal owners/handlers/trainers should not touch or pet any animal. When scenes call for actors or other animals to be closer than 6 feet to an animal, an animal handler/owner should be used for close contact action whenever possible.
- Other suggestions to limit contact include:
 - Film animals separately and use visual effects to combine them together on screen.
 - Limit the time the animals are on set.
 - Limit the number of takes with animals.
 - Use “stuffies” as stand-ins for camera and lighting setup and rehearsals instead of the live animal.
- Animal owners/handlers/trainers should disinfect any objects that are taken and returned home (such as leashes, bowls, toys, etc.).
- Use an EPA-registered disinfectant to clean items and rinse thoroughly with clean water afterwards.
- Do not wipe or bathe animals with chemical disinfectants, or any products not approved for animal use.
- Props, costumes, saddlery, pens, and cages, etc. should not be shared between animals.
- Individual species-specific waste collection and disposal facilities should be provided for animal feces, bedding, and wastewater.
- A separate and secured animal holding area should be provided with dedicated facilities for hand washing/sanitization and social distancing.
- This area should take into consideration the need for human and animal social distancing requirements.
- Dog parks or other areas where large numbers of animals and people go should be avoided.
- When filming on location, cast, crew, and animals should stay a safe distance away from wildlife. Contact local wildlife agencies for assistance when needed.
- When stray animals are present at the location, consult with local animal control agencies for the safe humane removal of the animal.
- Cast and Crew may not bring their personal pets to the location.

HAIR & MAKE-UP, COSTUMES, PROPS, ETC.

The work of some crew members (e.g., hair stylists, make-up artists, costume designers, costumers, wardrobe department personnel, sound technicians, property persons, studio teachers and special effects technicians, etc.) may not be possible while maintaining social distancing from others. The performers with whom they work may not be able to wear face coverings at all times, for example when make-up is being applied. Testing, contact tracing and task-specific controls such as the following should be in place:

- Alter workspaces to permit social distancing.

COVID-19 Safer Work Environment Guidelines

- Control the entrants to trailers and other workspaces.
- Allow sufficient work time to follow safety protocols.
- Cast and crew in close proximity should wear a face mask and/or face shield at all times and perform hand hygiene before and after the encounter.

Appendix 2 – Local Guidance and Governmental Information

INTERNATIONAL

- [World Health Organization \(WHO\)](#)

UNITED STATES OF AMERICA

- [US Centers for Disease Control and Prevention \(CDC\)](#)
- [US Federal Occupational Health and Safety Administration \(OSHA\)](#)
- [US Environmental Protection Agency \(EPA\)](#)
- [Johns Hopkins University Coronavirus Information Center](#)

CALIFORNIA

- [California Division of Occupational Safety and Health \(Cal/OSHA\)](#)
- [Los Angeles County Department of Public Health](#)
- [Los Angeles County Department of Public Health – reopening Protocol for Music, Television and Film Production: Appendix J](#)

NEW YORK

- [New York Forward Website](#)
- [New York Forward Media Production Guidelines for Employers and Employees](#)
- [New York State Department of Health](#)
- [New York City Department of Health](#)
- [New York City Mayor’s Office of Media and Entertainment](#)

GEORGIA

- [Georgia Department of Public Health](#)

UNITED KINGDOM

- [UK Government COVID-19 Website](#)
- [UK Health and Safety Executive \(HSE\)](#)

GERMANY

- [Federal Ministry of Health \(German / English\)](#)
- [Robert Koch Institute \(German / English\)](#)

NEW ZEALAND

- [New Zealand COVID-19 Unite for Recovery Website](#)

AUSTRALIA

- [Australian Department of Health](#)
- [New South Wales COVID-19 Website](#)
- [Victoria Department of Health and Human Services](#)
- [Queensland Government COVID-19 Unite & Recover Website](#)

CANADA

- [Health Canada](#)

ONTARIO

- [Ontario Ministry of Labour](#)

QUEBEC

- [Quebec CNESST \(French / English\)](#)

BRITISH COLUMBIA

- [BC Center for Disease Control](#)
- [BC Office of the Provincial Health Officer](#)
- [WorkSafe BC](#)

Regulatory Requirements

- [Covid-19 Safety Plan Orders-Provincial Health Office](#)
- [Motion Picture return to work safe practices-WorksafeBC](#)
- [WorksafeBC Covid-19 Safety Plan](#)

Health

- [Healthlink BC: Dial 8-1-1](#)
- [Government of BC](#)
- [Government of Canada](#)
- [Provincial Health Officer](#)
- [BC's COVID-19 Self-Assessment Tool](#)
- [BC CDC](#)
- [BC Self Assessment Tool](#)

Office, Stage and Satellite Shop Posters

- [Mask Usage Poster-WorksafeBC](#)
- [Entry Poster Visitors-WorksafeBC](#)
- [Entry Poster Workers-WorksafeBC](#)
- [Handwashing Poster-WorksafeBC](#)
- [Occupancy Limits Poster-WorksafeBC](#)
- [Respiratory Etiquette Poster-WorksafeBC](#)

Cleaning and Disinfecting

- [Cleaning and Disinfecting-BC CDC](#)
- [Approved Cleaning and Disinfecting Products- Health Canada](#)
- [Covid-19 Cleaning and Disinfecting-WorksafeBC](#)

Working from Home

- [Working from Home Ergonomics-WorksafeBC](#)
- [Working from Home Safety-WorksafeBC](#)

General Covid-19 Safety

- [Covid-19 Ventilation and Air Circulation-WorksafeBC](#)
- [Designing Effective Barriers-WorksafeBC](#)
- [Covid-19 Selecting and using masks-WorksafeBC](#)
- [Covid-19 First Aid Protocols-WorksafeBC](#)
- [WorksafeBC Covid-19 Inspection Process](#)
- [Covid-19 Reducing the Risk-WorksafeBC](#)

CHANGES TO HOW WE WORK GUIDELINES

Review the WarnerMedia Covid-19 Safer Work Environment Protocol (“WM Protocol”) for specific production related requirements.

This document is meant as a supplement to help you develop your show specific plans that must be submitted to the Studio.

RETURN TO WORK TRAINING & SUPERVISION

All employees will participate in WB mandated return to work training.

A Covid team will be assigned to the show to help maintain and supply proper PPE, cleaning, testing and to support proper health and safety measures.

TESTING AND SCREENING

It is anticipated that all cast and crew will have to be tested before returning to work and on an ongoing basis. Testing will follow WB guidelines and will be done at a WB designated site.

Every day before entering their workplace, all employees must complete a self-health screening through WarnerMedia Passcard. Passcard is a web-based system that is mobile friendly. Every location and every individual production will have a unique code that will be provided to you once you are approved to be in the office, unless local regulation prohibits.

If you are not feeling well, stay home and contact Production Management.

HANDWASHING

Hand washing stations and hand sanitizer stations will be available. Frequent handwashing throughout day will be scheduled and required.

PPE

All cast and crew will wear necessary PPE when at work. PPE will vary according to department.

CLEANING

Sets, locations and equipment will be cleaned regularly throughout the day and after each shooting day. Individual shows will be responsible for hiring and scheduling additional cleaning personnel and vendors.

SOCIAL DISTANCING - Zones & PODS

Social distancing (staying six feet/2 meters apart) is to be practiced at all times.

Every member of the crew will be issued a color-coded badge or lanyard to be worn at all times. It will indicate where they are allowed to be while at work (think backstage passes at concerts). These groups will be referred to as ZONES

RED indicates you are part of the **CAST ZONE**. The CAST ZONE is the crew that can be on the set and within 6’ of actors. This group may include cast, M/H/W, boom operator, on set props, stunt coordinator, medic, studio teacher and guardian of minors. No one outside of the red zone will be allowed within 6’ of cast. TESTING: 3 X PER WEEK (Subject to union negotiation)

YELLOW indicates you are part of the **CAST SOCIALLY DISTANCED ZONE** and can be on set when the actors are present but must maintain a 6’ distance from cast. This group may include director, UPM, script supervisor, camera operators, camera assistants, sound mixer, key grip, dolly grips, gaffer, on set dresser, VFX supervisor. No one else will be allowed on set when actors are present. (The set is defined as the area where shooting is occurring, a stage is not a set). TESTING: 3 X PER WEEK (Subject to union negotiations)

GREEN indicates you are part of the **SET ZONE** and can be on set when NO ACTORS ARE PRESENT. This group may include props, on set dresser, best boys, lighting technicians, grips, digital utility, set PAs, 2nd AC, special effects, location manager, on set carpenter and on set painter. TESTING: 1 TIME PER WEEK (Subject to union negotiations)

PURPLE indicates you are part of the **STAGGERED PRE-PRODUCTION ZONE** and can be on set when no cast or shooting crew is present (on location this indicates the group that can be at the location but not on the set). This group may include Production Designer, Art Director, Set Decorator, Swing Gang, Rigging Electrics and Rigging grips. TESTING: EVERY 14 DAYS (Subject to union negotiations)

ORANGE indicates you are part of the **BASECAMP ZONE** and are not allowed on set, on the stage or at the location. This group may include transportation, all other base camp personnel. TESTING: EVERY 14 DAYS (Subject to union negotiations)

WHITE indicates you are part of the **OFFICE ZONE** and are not allowed on set, on the stage or at the location. Only WHITE OFFICE ZONE allowed in office. NO OTHER ZONES ALLOWED IN OFFICES. TESTING: ONLY AT BEGINNING OF SEASON. (Subject to union negotiations)

BLUE indicates you are part of the **WORK FROM HOME ZONE** and are not allowed in the offices at any time. This group may include writers and writer support staff, prepping Director, prepping ADs, prepping DP, some art department and accounting. If you leave your home and go to set, you will be reassigned to the appropriate ZONE for testing purposes. TESTING: NO TESTING (Subject to union negotiations)

THERE WILL BE NO VISITORS ON STAGE OR ON LOCATION. NO EXCEPTIONS.

CREW PODS

In addition to your assigned ZONE, many of you will be assigned to a smaller **CREW POD**. There may be instances where it will be impossible to maintain social distancing from your other zone members while working given your duties, but you must observe social distancing protocols when practical. Examples of this include the camera operator, camera assistant and key grip on A Camera, or the several lighting technicians and grips necessary to place and properly adjust a light (there are many other examples). So, most of you will be assigned to a specific Pod – A camera will be the A Camera Pod. B camera will be the B Camera Pod. Lighting technicians will be separated into different Pods of no more than three technicians, LT Pod 1, LT Pod 2, etc. You must always maintain social distance from all other pods.

Each pod will be expected to maintain social distancing of at least six feet from all other pods on set, on stage, on location, at meals, etc.

Why you ask? If someone in a Pod calls in sick or develops a fever, we won't have to shut down the entire production while the ill person is tested. The other one or two members of that pod can be isolated from the rest of the crew while we wait for the results of the ill person's testing. If the test is positive, we can then test the other members of the Pod. Most illnesses will be a cold or flu (colds and the flu are still going to be with us) but caution will be an essential part of keeping all of us safe.

Some of you will be your own, single, Pod and will be expected to maintain social distancing as much as possible from all other Pods. Examples of this include the Director, DP, AD, script supervisor, boom person, sound mixer, etc.

AD staff will establish socially distanced areas for all Pods on our stages and on location. These areas will be clearly marked, and you will be expected to be in your Pod's area when not working on set.

Actors who remain on stage between takes must put on PPE, including specific face shields, and have their own clearly marked, individual, socially distanced areas for their chairs.

SHOOTING LOCATIONS

Our ability to shoot on practical location will be dependent on state and local regulations, as well as our ability to adequately maintain social distance.

Interior locations REQUIRE large well-ventilated spaces. Small, enclosed spaces like individual offices, bedrooms and bathrooms will be avoided. Consider building small spaces on stage, in lieu of practical location.

Locations should have crew parking, base camp and the shooting location all within easy walking distance (pushcart distance) of each other. Maintaining social distancing of six feet in passenger vans or Sprinter vans is difficult and requires a significantly reduced number of crew being transported at a time. This makes transporting cast and crew from parking to base to location impractical, very time consuming, and should be done only as a last resort.

No company moves, during shoot day.

ADDITIONAL CREW HIRES (DAY HIRES)

Avoid day hires whenever possible. Use budgeted extra departmental man-days to augment core crew. DAILY RAPID TESTING FOR DAY HIRES

The goal is to create a shooting company that is with us every day. Testing, safety protocols and training make adding and subtracting crew difficult and unwieldy. This includes drivers, pre-rigging crews, construction, production assistants, etc.

PRE-PRODUCTION

A detailed RETURN TO WORK plan must be submitted and approved by the studio before physical prep can begin.

RETURN TO WORK PLAN INCLUDES:

- RTW Checklist (All items on checklist must be completed in order to turn in RTW Plan)
- WarnerMedia Protocol (Covid-19 Safer Work Environment Protocol “WM Protocol”)
- Adjusted WarnerMedia Protocol (if the country or state has less or more protocols than WarnerMedia, we must write up what the differences are or would be)
- Production Guidelines (this Document)
- Specific Show Plan
 - Zone/Pod Planning
 - Specific Show Challenges
 - Catering & Eating Areas
 - Parking - Stage & Location
 - Capacity Planning
 - Offices
 - Support/Workspaces
 - Social Distancing Areas on Set (Where do people stand on stage per shooting set)
 - Government Specific Paperwork
 - LA has Appendix J
 - Canada has Risk Assessments
 - NY has their _____.

Writers rooms will be virtual.

All meetings will be held remotely via a remote video communications platform, like Zoom.

Production drafts should be available at least 1 MONTH before Shoot. Locked production draft due by first day of prep.

Casting will be done remotely through self-tapes and auditions on a remote video communications platform. Given the extra time required to get all guest cast tested, casting will begin at least ten working days before the first day of prep on each episode (Earlier, depending on international quarantine requirements.) All guest cast hired by the first day of prep.

Location scouting with the director will be done on the first day of prep, utilizing photographs, location libraries, and videos. When the locations have been narrowed down to one or two possible options, the director will scout in person with the location manager, AD, production designer and one producer only. All scouts will be socially distanced, and PPE will be worn. Scouts will be self-drive. Locations need to be locked on the first two days of prep to allow for the difficulty of securing locations and permitting during this period.

No full tech scouts with twenty or thirty members of various departments in a people mover, bus or van. Locations will clarify the needs of each location with the various departments.

DEPARTMENT	CONTROL MEASURES
<p>ALL DEPARTMENTS</p>	<p>BROAD STROKES</p> <p>Assumptions</p> <ul style="list-style-type: none"> • Production will mitigate spread of Covid19 with <ul style="list-style-type: none"> ○ Physical distancing ○ Sanitation ○ Testing • Production will have access to a ready supply of PPE. (No PPE will be supplied for Minors by WarnerMedia - each show needs to order their own.) <p>Policy and Protocol</p> <ul style="list-style-type: none"> • Formal policies are issued for all cast and crew to implement new working conditions based on WM Protocol and show specific plan • Protocols for infection and exposure of cast and/or crew to Covid19 are per WM Protocol • Testing will be provided by WarnerMedia. • Contact tracing will be done by trained covid team member <p>Covid Compliance Officer (CCO) will be hired by the Studio, responsibilities include:</p> <ul style="list-style-type: none"> • Ensuring compliance with WM Protocol • Ensuring training materials are made available and distributed • Monitoring cleaning crews • Reviewing policy and advising production management on questions that arise • Act as day to day liaison/point of contact for Covid19 for cast and crew • CCO will have access to Mount Sinai expert opinion when required. • Oversee posting of signage. <p>Covid Testing and Contract Tracing Administrator (CCT) will be hired by the Studio, responsibilities include:</p> <ul style="list-style-type: none"> • Coordinate, schedule & record testing for Cast & Crew based on the requirements of WBTV and applicable union policies. CCT will NOT administer tests. • Contact tracing, conducted as outlined by WarnerMedia <p>Covid Team Member (CTM) will be hired by the Production (may need multiple people), responsibilities include:</p> <ul style="list-style-type: none"> • Maintain inventory, re-ordering and distribution of PPE for cast & crew. • Assist CCO and CCT as needed.

**ALL DEPARTMENTS
(CONTINUED)**

Physical Distancing

- Production will maintain 6' physical distancing in all workplaces.
- Restrict all face to face, non-PPE wearing contact for 15 minutes or more unless unavoidable (e.g.) actors performing a scene)
- All workspace adheres to capacity planning including work trucks
- Develop a workflow plan in work trucks
- Develop a workflow plan for sets while prepping and wrapping between ALL departments
- All departments should self- drive, whenever possible, including swing and rigging crews

Staffing

- Maintain a core crew to reduce day player hire needs

Cleaning/Sanitizing

- Regular handwashing is required in all workplaces
- Production to provide additional "touchless" handwashing stations
- Departments responsible for cleaning/sanitizing their own equipment
- Incoming equipment and supplies will be brought to departmentally determined staging points for sanitizing before use. Vendors will be encouraged to provide sanitized equipment and supplies
- Craft Service will work alongside the shooting crew to sanitize touch points on set and in basecamp
- A regular sanitization schedule for all workplaces will be established
- Personal workstations will be "hands off" for anyone other than the crew member designated to it

PPE

- All crew will wear PPE. Crew can supply and use their own
- Cast will not be able to wear PPE while on camera and being prepared for camera
- All crew working with Cast will wear additional approved PPE (e.g. face shields)
- Signage will be posted in common areas to remind workers of good hygiene, physical distancing and PPE practice

Testing

- Testing protocols will evolve as technology available to film production changes and per WarnerMedia protocols
- Cast & Crew will be tested per union guidelines and WarnerMedia protocols
- Cast & Crew will be required to check their temperatures at home and complete a daily health questionnaire via the WarnerMedia Mobile App "Passcode" in order to receive clearance to report to work.
- Follow the guideline in the WarnerMedia protocol for dealing with anyone exhibiting a temperature. Production must have a separate, private isolation room for anyone exhibiting a temperature or sign of illness

Mental Health

- Refer to WarnerMedia Protocol for information regarding:
 - Anxiety/fear about working in crowded environment
 - Frustrations with all the new policy and protocol
 - Concerns with differing levels of health and safety engagement of workers
 - Out of Town Cast/Crew will be isolated from family and friends for long periods

Digital Solutions

- Digital casting of video feed so crew can remotely view work on set on their own devices (phones, iPads) as negotiated with the DGA.
- Script and Sides distributed electronically only
- Migrate accounting paperwork to digital platforms (see Accounting)
- Meetings via remote meeting software

**ALL DEPARTMENTS
(CONTINUED)**

Shooting Floor Workflow (See attached breakdown)

- Shooting workflow will be organized into ZONES and smaller micro PODS to minimize congregated crew
- Signage should be posted at eye level to support workflow on set
- 6" markers will be posted on stage floor to remind crew to maintain physical distance
- Crew movement will happen through designated entry and exit points

Zones:

- Crew will be organized into work clusters, or ZONES, to reduce interaction between departments, e.g. production office will be encouraged not to come to set; grips and electrics not to interact with hair and makeup
- Smaller groups, or micro PODS, will be designated within the ZONES to further mitigate exposure
- Departments will not handle equipment from other departments to reduce common touch surfaces
- Unnecessary personal trips outside workplace will be discouraged

Personal Equipment

- All crew should have their own personal equipment and not share, including:
 - Walkie headsets
 - Comtek earbuds
 - Personal video viewing devices – phone, iPad
- Walkies and comteks will be distributed at beginning of season and each department is responsible for their maintenance and sanitation.

Buyers

- Departmental Buyers and Location Scouts should work remotely. Buyers will have departmentally designated drop-off/pickup spot

Prep

- Remote solutions will be encouraged for all meetings, including cast read thru's e.g. Zoom
- Work from home when possible
- Virtual photo and video presentations of creative ideas
- Multi Department prep/wrap must be coordinated to reduce large congregations of crew.
- ZONES and PODS will work in shifts to avoid interaction on set

General

- No personal pets at workplace including basecamp
- No non-working visitors at workplace including basecamp

Travel

- All personnel are expected to be at the production location and ready to work on their start date. If they are travelling from outside the production location, the production needs to take into account any governmental travel restrictions as well as local quarantine requirements in place to ensure they are present at the location and available to work on their start date. All travel plans should assume a 14-day quarantine requirement for both domestic & international travel, whether dictated by the government or WarnerMedia protocol.
- More travel info to come.

<p>PRODUCTION OFFICE</p>	<ul style="list-style-type: none"> • All office floorplans must be reconfigured by WB office services to meet capacity planning requirements • Production Office entrance will have boundary in reception area <ul style="list-style-type: none"> ○ Materials will be left in receiving area, to be sanitized before entering office ○ Personnel will be encouraged to complete their business without entering office (service personnel: couriers, recycling, etc. should not enter office area) • Digital solutions will be encouraged to reduce sharing of paper • Where possible, one-way routes will be designated at eye level in office hallways • Utilize food service delivering apps for individually wrapped lunches • Office staff encouraged to eat at own desk/workplace • Assign 1 PA who only does runs outside of workplace and does not enter production office
<p>CAST</p>	<ul style="list-style-type: none"> • A designated area will be arranged on set for between takes with enough room for physical distancing. • Cast will be encouraged to do own touches on set. • Cast will be encouraged to wash hair and shave before coming to work to reduce contact and time in trailer. • Personal Effects stations will be provided to each cast member on set where they may leave their warmup jacket, boots, phone, coffee, etc. while performing on camera. Anything left at these personal effects' stations will only be handled by cast member. • Sides will be emailed to cast to be read on personal devices • See travel guidelines in ALL DEPARTMENTS section • All casting to be done remotely with video conferencing
<p>STUNTS</p>	<ul style="list-style-type: none"> • Stunt Coord to do script pass for stunts during prep, flagging difficult to achieve stunt work due to Covid19 restrictions <ul style="list-style-type: none"> ○ Encourage stunts where social distancing can be accomplished ○ Encourage smaller number for stunt people per scene ○ Rehearsals should maintain social distancing, cleaning protocols and PPE ○ Rehearsals will be shared with the Producers virtually as well as story boards when needed ○ Stunt doubles should be required to do their own hair and makeup as much as possible.
<p>ACCOUNTING</p>	<p>Office Setup/Work Flow:</p> <ul style="list-style-type: none"> • Department works remotely – office visits only when necessary. Retain Lead Accountant and Payroll Accountant's office on site. May need intermittent access to historical documents. • Remote budget meetings • Assess what equipment, phones, services, etc. are needed to accommodate remote work at home including internet upgrades, desks, printers, cell phone, scanners, individual copiers, electronic filing for all documents, secure shredding, etc. • Create/Update new accounting guidelines for HOD and crew outlining the new electronic AP & payroll processes and explain how to contact the accounting team <p>Petty Cash:</p> <ul style="list-style-type: none"> • Use Pcards in place of Petty Cash. No Petty Cash floats will be issued. Expand list of people allowed to have a Pcard • Any out of pocket purchase is reimbursed by ACH (electronic payment within 48 hours) • Functionality currently being tested by WM Treasury, WM Technology group and Cast & Crew and EP • All Pcard envelopes and receipts are digitally submitted through Caset

<p>ACCOUNTING (continued)</p>	<p>Accounts Payable - Invoices:</p> <ul style="list-style-type: none"> • Vendors encouraged to submit invoices digitally via dedicated WB AP email addresses. These email addresses were set up last season. • Payments made though ACH (electronically) if vendor has provided their bank info. Applies to both US and Canada. If vendor declines to provide bank details, paper checks will have to be issued. Check will be mailed. Check signing done with "block signatures" meaning, signatures are programmed in PSL/Smart Accounting and printed on the check. • Rush checks can be issued as paper checks if there isn't enough lead time to set the vendor up for ACH. Need to determine "contactless" way of getting the check to the requestor. • We and WM Tech are researching EFT which is immediate electronic funds transfer to replace paper checks for rush payments. <p>Accounts Payable - POs and Check Requests:</p> <ul style="list-style-type: none"> • We will use DPO to produce digital POs and Check Requests for domestic and international shows <p>Payroll:</p> <ul style="list-style-type: none"> • Digital onboarding of crew through Start + (C&C) or Smart Start (EP) for US shows • Circus will be used in Canada for digital start packs. Currently being reviewed by InfoSec. • Digital Timecard solutions not ready for wide deployment. Currently working on alternate electronic solution for crew timecard submission and required approvals. This will likely be fillable pdf or excel timecards. Stay tuned • Employees encouraged to enroll in direct deposit. If paper checks need to be issued, they must be mailed. (waiting for union negotiation) Same for Canadian crew. Jennifer Buchanan is working with us on union acceptance. <p>Approval Workflow:</p> <ul style="list-style-type: none"> • Testing Adobe Sign for all approvals • Documents for approval will be delivered electronically to appropriate people. Currently discussing best solution to create and administer electronic approval work flow. The application we were counting on is called Boomie. WM Technology is still developing and customizing it for internal use across WB.
<p>ASSISTANT DIRECTORS</p>	<p>Prep</p> <ul style="list-style-type: none"> • Work remotely when possible • Distribution of schedules and paperwork to be digital • Walkies <ul style="list-style-type: none"> ○ Walkies will be distributed to core crew at beginning of the season. ○ Create walkie inventory ○ Departments to charge and clean their own walkie batteries <p>Set</p> <ul style="list-style-type: none"> • 1st AD to be given a wireless microphone to PA system to reduce loud voices (and spreading droplets)
<p>LOCATIONS</p>	<ul style="list-style-type: none"> • All location members to work remotely • Scout locations virtually or with photos to reduce number of locations visited in person • Coordinate with the Covid Safety team for each shooting location • Covid risk assessment required for each shooting location which includes a review of the location's footprint and workflow during prep, shoot & wrap. • Shooting locations to be sanitized before crews start prep and after production leaves location by approved vendor

	<ul style="list-style-type: none"> • Sanitizing equipment (handwashing stations, hand sanitizer, etc.) to be present for prep, shoot, and wrap crews • Once a location has been sanitized/cleaned, it is a closed set. No public access. • Limit use of locations that require door-to-door canvassing to acquire filming permits
SCRIPT SUPERVISOR	<ul style="list-style-type: none"> • Maintain social distance from cast and director. • Have their own video feed/remote station. • Deliver all reports digitally • Set up a hot spot speaker for line delivery • Move own chair and station
BACKGROUND	<p>Prep</p> <ul style="list-style-type: none"> • Background needs will be discussed with production exec. <p>Set</p> <ul style="list-style-type: none"> • Background to dress themselves whenever possible • Background to arrive hair and make-up ready whenever possible • Holding/Changing area large enough for socially distancing • Holding/Changing area sanitized per WarnerMedia protocols. • Socially distanced on-set holding area to be defined/controlled • Additional continuity tables for extras' props – food/beverage storage • Digital vouchers & skins • Limit use of minors to avoid the extra space needed for school room distancing and additional teachers/parents.
ART DEPARTMENT	<ul style="list-style-type: none"> • Remote meetings & presentations • Department works remotely – office & set visits only when necessary • Art Department to lead choice of platforms for presentation and guide other departments in use of platform (e.g. Zoom and Slack)
CONSTRUCTION/ PAINT	<p>Carp/Paint Shop</p> <ul style="list-style-type: none"> • Hand sanitizer stations provided where screws, nails, etc. are made available <ul style="list-style-type: none"> ○ Consider creating a foot dispenser for dispensing of small supplies • Have sanitizer stations by all big tools • Determine a staging area for deliveries • On set construction times coordinated with Set Dec, Rigging & Locations to reduce large congregations of prep/wrap crew <p>Building/Tools</p> <ul style="list-style-type: none"> • Utilize split shifts or two groups of teams to build in the day and night • Utilize micro-pods of carpenters/painters working on independent projects • Create a detailed prep/wrap schedule to avoid large groups congregating
GRIP/ELECTRIC	<ul style="list-style-type: none"> • Separation of shoot crew and rigging crew • Build & utilize ROS grip and electric packages when possible to reduce in/out of daily rentals • Determine a staging area for deliveries • Reduce use of specialty equipment requiring new personnel • Rigging times will be coordinated with Set Dec, Construction & Locations to reduce large congregations of prep/wrap crew

CRAFT	<ul style="list-style-type: none"> • No non-craft personnel to be on the truck • Add personnel to do cleaning of high use areas. • Create a craft station on set that is manned by craft personnel only (behind plexiglass) • No crew self-serve • All snacks to be served pre-packaged • Please see WM Protocol for more detail
CATERING	<ul style="list-style-type: none"> • Stagger meal breaks. • Individualized orders for all of cast/crew at crew call placed digitally • All meals will be individually boxed • Lunchrooms will allow for physical distancing and/or partitions will be set up • Crews will break in small groups • Please see WM Protocol for more detail
SPFX	<p>Prep</p> <ul style="list-style-type: none"> • Remote meetings & presentations <p>Shop/Basecamp</p> <ul style="list-style-type: none"> • Reconfigure all off-site and basecamp workspaces to accommodate social distancing <p>Set</p> <ul style="list-style-type: none"> • Follow all additional PPE requirements if set work requires immediate proximity to cast
SET DEC	<ul style="list-style-type: none"> • Set Dressing times will be coordinated with Construction, Rigging & Locations to reduce large congregations of prep/wrap crew • Set Dec should create digital runs sheets and pickup envelopes, and not share pens when signing for pickups or deliveries • Set Dressers are encouraged to self-drive to sets in prep/wrap • Set Dressers should remain in micro-pods with the same Driver & Truck. • Designate a location at all work sites (including locations and new sets) for gear to be delivered. • Maintain a core swing crew, eliminating the need for day players • Consider assigning Buyers to vendors to limiting contact, and/or concentrate sourcing with as few vendors as possible.
PROPS	<p>Prep</p> <ul style="list-style-type: none"> • Conduct all show & tells and meetings remotely • Work remotely whenever possible • Buyers to work remotely and pickup/drop-off items at a staging area • Sanitize all props before being handled <p>Set</p> <ul style="list-style-type: none"> • Daily props to be prepped and sanitized ahead of time • Props should be divided by cast member: <ul style="list-style-type: none"> ○ Cast members should handle their own props where possible ○ Only props dept members & cast can handle props • Cast/Director chairs to be wiped down and sanitized <ul style="list-style-type: none"> ○ Explore materials for chairs that are easily sanitized ○ Crew individuals to move their own chairs between sets • Food consumed on screen should be kept to a minimum.

COSTUMES

Prep

- Meetings and presentations to be conducted remotely

Workspace

- Reconfigure all workstations to accommodate social distancing
- Create a designated staging area to sanitize deliveries to entering main costumes office and fittings

Shoppers/Buyers

- Work remotely (home & shopping) as much as possible. Work in office when necessary.
- Drop off/Pick up at designated staging area

Fittings (Cast)

- Offer fewer options during fittings to reduce # of options purchased by shoppers/buyers
- Items for fittings should be laid out in advance so only cast handles wardrobe during fitting
- Sanitize touchpoints in fitting room between fittings

Basecamp

- Costumes to be delivered to cast rooms in a bag or exterior storage locker, tagged with scene numbers, and fitting photos
 - Cast member to return everything back to bag or exterior storage locker at end of day
 - Cast members are encouraged not to look for costumer assistance to change into wardrobe
- Limit costumers in trailer to accommodate social distancing

Cast

- Emphasize “closet” build for series leads & recurring guest cast to reduce season shopping needs
- Create a show specific cast protocol guide that outlines new procedures for cast during fittings and shooting...i.e. use of storage lockers, use of mirror on set for final touches by cast member, etc.
- To reduce last-minute costume requests, share the producer approved “looks” with individual cast in advance of shoot day
- Costume personnel should not go into cast dressing rooms or trailers.

Set

- Create a rolling locker for individual cast to hang all their items (coats, thermals, personal items, costume pieces, etc. while they are on set)
- Prewire costumes ahead of time when possible

Clothing Sanitation

- Disinfectant methods to be investigated

Background

- Costumes are encouraged to work with performer’s own wardrobe
 - Organize zoom fitting session to take place to choose wardrobe in advance of shooting day
- When specific costuming is necessary,
 - Create a separate fitting area with own entrance, if possible
 - Background fitting room touch points to be wiped down between fittings

<p>ANIMALS</p>	<p>Prep</p> <ul style="list-style-type: none"> • During animal acclimation periods: <ul style="list-style-type: none"> ○ Hand sanitizing, physical distancing, and PPE constraints are abided by ○ Hand sanitizing and hand washing stations made available <p>Set</p> <ul style="list-style-type: none"> • During acclimation training and shooting, animals and wranglers should remain in their own micro-pod and not interact with other departments • Use cleaning products for animals - wranglers need to specify any specific needs • Wranglers must wear face masks and face shields while training animals for acclimation to on set PPE
<p>PICTURE CARS</p>	<ul style="list-style-type: none"> • Picture cars interior & touchpoints to be sanitized when changing operators/occupants including extras' vehicle if any crew or cast must occupy vehicle
<p>HAIR/MAKEUP</p>	<p>Processing</p> <ul style="list-style-type: none"> • Wear appropriate PPE per WM Protocol • All cast to have individualized hair/make-up equipment and supplies • Allow enough distancing between hair and make-up stations <ul style="list-style-type: none"> ○ Possible 2nd hair/make up trailer ○ Provide sufficient time to ensure a thorough clean between each cast member • Anyone entering the hair/make-up trailer should wash their hands upon arrival • Enter & exit from separate designated doors • All work surfaces to be kept clear, no mementos or personal items on the counters • Enforce the following: <ul style="list-style-type: none"> ○ No eating in hair/make-up trailer ○ No animals in trailer • If shuttling required, Hair/Make Up/ Wardrobe and crew working in close proximity to cast should have designated shuttle van from basecamp to set <p>Set</p> <ul style="list-style-type: none"> • Encourage cast to do their own touches as much as possible <p>Background</p> <ul style="list-style-type: none"> • Where possible, background to do own make-up and hair <p>Staffing</p> <ul style="list-style-type: none"> • Maintain a core crew, eliminating the need for day players
<p>CONTACT LENS TECH</p>	<p>Processing</p> <ul style="list-style-type: none"> • Wear appropriate PPE per WM Protocol <p>Set</p> <ul style="list-style-type: none"> • Create a clean designated workspace on set for lens tech and actor only • Where possible, encourage cast to put contacts on their own (This may not be possible for all cast)
<p>CAMERA</p>	<ul style="list-style-type: none"> • Remote camera operation and focus used whenever possible. • Establish protocols to reduce number of camera crew handling any specific piece of equipment • Encourage wireless solutions to reduce need to touch cables • Use a communication system for remote Director/DP/Operator/Focus Puller/Dolly Grip conversations while shooting <ul style="list-style-type: none"> ○ All crew to have own assigned clear com headsets designated for the season • Reduce use of specialty equipment requiring new personnel

WIRELESS VIDEO STREAMING	<ul style="list-style-type: none"> Utilize live streaming system to reduce congregation around video monitors (per union negotiations) Installation of stronger wireless connectivity on stages, if necessary Limit video village to Director, DP, Script Supervisor / All other crew members to stream to wireless device Link must be tied to specific email address and non-transferable for security purposes Must use a WB approved system for video streaming that meet WB security protocols
SOUND	<p>Comteks</p> <ul style="list-style-type: none"> Comteks and headsets will be distributed at the beginning of the season and will be crew member’s personal responsibility to cleans and replace batteries. Each department should have batteries available. <p>Wiring Cast</p> <ul style="list-style-type: none"> Cast wires themselves, whenever possible. Transmitter packs should not be shared between cast without thoroughly being cleaned Encourage cast to wear their transmitters at all times and teach them how to turn them on/off to extend battery life and reduce removing the pack <p>Equipment</p> <ul style="list-style-type: none"> Slates – pass off to camera for syncing Utilize wireless solutions to avoid running cable
TRANSPORT	<p>Vans/Shuttles/Buses</p> <ul style="list-style-type: none"> Reduced capacity to enable social distancing <ul style="list-style-type: none"> Additional vans to accommodate fewer passengers Max Occupancy signage to be displayed on each vehicle Investigate availability of larger buses to transport crew to/from set PPE must always be worn by passengers & drivers. Hand sanitizer available in each vehicle Sanitize vehicle after each load Drive with windows open where possible Designated shuttles for "Close Proximity" workers from base camp to set. <p>Self-Drives</p> <ul style="list-style-type: none"> All departments must self- drive whenever possible.
MINORS/STUDIO TEACHERS	<p>Minors</p> <ul style="list-style-type: none"> PPE for minors needs to be ordered by the individual production. Guardian in RED ZONE with cast. <p>School Rooms</p> <ul style="list-style-type: none"> Teaching to be done remotely wherever possible. Series regular kids that don’t work every day should school from home on non-workdays. If in-person schooling required, social distance in classroom. Provide designated space on and off set for parents/guardians of minors to social distance, but not interact with other ZONES/PODS.
PUBLICITY	<p>Publicists</p> <ul style="list-style-type: none"> Work with your production exec and WB publicist to solve for publicity needs. No on-set publicists

- | | |
|--|---|
| | <ul style="list-style-type: none">• No on-set EKG crews• Create automated studio/interview set up (on stage or on lot) for remote/on-set interviews• Cast shoots video/photos for social media themselves.• Utilize remote video communication platform for interviews from home/dressing room.
Publicity provides lighting kit.• Use digital screen grabs for episodic coverage. |
|--|---|

SHRILL SEASON 3 RETURN TO WORK PROTOCOLS

This document will outline the Covid-19 protocols, plans and procedures that are specific to Shrill Season 3.

Shrill is a comedy shot both on stage in Clackamas, Oregon and on location in the surrounding Portland Metro area. Produced by Palladin Productions LLC, Broadway Video, and Brownstone Productions.

We plan to begin physical preproduction on September 8, 2020, Table read on Thursday October 8, and finish shooting season 3 on December 21, 2020.

Any employee who can carry out their work duties from home will do so, and vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible

All employees are required to wear face coverings whenever they are in contact with others unless the production activity does not allow for the wearing of a face covering. These instances should be of short duration and with at least 6 feet of physical distancing.

OUR GENERAL WEEKLY SCHEDULE:

-9 Days to Shoot Block #:

- Director travels to PDX

-8 Days to Shoot Block #:

- AM Director virtual Page Turn
- AM Virtual Locations Scout
- PM Covid Training Zoom

-7 Days to Shoot Block #:

- Director Virtual Scout Zoom

- PM Department Head Meetings

-6 Days to Shoot Block #:

- Director visits top location choices (crew self drives, stays socially distant with PPE)

-5 Days to Shoot Block #:

- Director Shot Listing Zoom
- Department head meetings (socially distanced by Zoom)

-4 Days to Shoot Block #:

- Tech Scout Zoom
- Department Head Meeting Zoom

-3 Days to Shoot Block #:

- Production Meeting Zoom
- Department Head Meetings Zoom
- PM Shotlisting

-2 Days to Shoot Block #:

- Table Read
- Department Meetings Zoom

-1 Days to Shoot Block #:

- Virtual Department Meetings
- On Stage Mock Scene Run Thru (on stages) only physically attended by Director, 1st AD, Script Supervisor, Executive Producer and one Writer following WB Covid-19 Protocols, striving for 8-foot social distancing

COVID-19 TESTING

As of this writing, the following protocols will be put in place. It is anticipated that these may change when more information is available.

These protocols are per the Warner Media Safer Work Environment guidelines, and subject to agreed-upon union protocols.

All Shrill employees will be tested before they first begin work.

All Shrill employees will participate in the WB Operations verification system that requires each employee to answer questions, via Warner Media PASSCARD, on a daily basis before they are allowed onto the studio lot.

Employees will be tested on-site according to their pods/zones on an ongoing basis.

Testing will be handled by OPTUM

There will be multiple testing machines, each with a medical technician, set up in a testing trailer.

Frequency of testing will be according to pod/zone designations and Union/Studio guidelines. Currently that shows the most restrictive pod members being tested 3 times per week, the other pod members 1 time per week (subject to change).

The following include summaries of department specific procedures that are currently underway in accordance with and in addition to all protocols mandated by Warner Media, Warner Bros. Studio Operations and the Guilds/Unions/AMPTP negotiations.

COVID-19 CREW

Covid Compliance Officer to oversee testing, cleaning and overall protocols

Production COVID liaison and testing coordinator to schedule, regulate, log testing procedures and results. This person will be hired by Shrill Production.

ACCOUNTING

Accounting and Payroll staff work remotely.

All paperwork, PO's, etc. to be handled digitally.

Crew times to be reported by crew members daily to a secure approved WB system. At the end of the week the reported times will be converted to Cast and Crew digital timecards and sent to the crew member for digital approval. Once approved by the crew member the time card will be approved by 2nd AD, Associate Producer and finally the UPM. Once approvals are complete, they will be digitally forwarded to Accounting/Payroll for approval and payment.

Paychecks & AP checks to be direct deposit or mailed.

Pcard printouts will be digitally sent to the Pcard holders. They will digitally fill out Pcard envelopes and attach digital or scanned copies of receipts. The physical receipts will be put in an envelope and left until they are no longer infectious, a minimum of 5 days.

ART DIRECTION / ART DEPARTMENT

Digital blueprints distributed.

Production Designer and Art Director to only be on stage when cast is not present and only when physical presence is necessary.

BACKGROUND

All background report to designated areas. Shriill will hire and carry the same 20-50 background to populate our sets + locations. They will be brought in as needed and Covid tested right along with us, following the schedule for the yellow pod.

Central casting paperwork, the skins and vouchers, will be completed digitally.

Background to do wardrobe and hair and make-up decisions remotely. They will submit pictures of themselves in different outfits. If they are not on our payroll for the day they will be paid for a wardrobe fitting. Choices will be communicated between the AD dept, wardrobe and the background actor themselves. Once communicated the background actor will arrive at the studio dressed, with their hair and make-up done.

Background scenes will be shot first, situation permitting, so that background can come in, blocked and shot and released for the day.

CAMERA

All cameras utilize remote focus, if possible.

All camera equipment will be sanitized between uses and on a regular schedule.

DP, Key Grip and Gaffer video village at opposite end of stage from Director video village.

Zones/Pods will be observed, PPE worn, and social distancing practiced.

CAST

Principal Cast and Day Players are restricted to assigned dressing rooms and trailers when not rehearsing or shooting.

Stand-ins when not on the floor will be restricted to assigned holding areas. Stand-ins will only be on stage for rehearsal / shooting when required. They will come in as needed for shooting depending on which days their cast member is working.

If Cast travel is required, state/country quarantine procedures will be followed. Production arranged accommodations will be verified for proper COVID compliance procedures

Cast will use scripts/sides that are distributed digitally.

CASTING

Virtual Casting Sessions.

Casting Department works remotely

Digital Deal Memos

Digital Station 12 reporting

Digital SAG Contract

All Guest Cast Contracts executed digitally

CONSTRUCTION

All Construction crew will distance and wear proper PPE, and follow proper sanitation guidelines.

General Construction Notes:

Tool and equipment cleanings will happen on a daily basis.

Staggered scheduling established for Construction and Paint crews. They will be scheduled to be done before the Set Dressing crew comes in.

Deliveries from outside vendors will follow sanitizing guidelines.

Using designated tool managers with PPE to place sanitized tools on a table and collect the used tools in a bucket, sanitize and place them out on a table again ready to be re-used.

COSTUMES

Hands-on wardrobe assistance limited to cast that require it and cannot do it themselves.

Actors and crew must wash or sanitize hands before any costume session, and wear cloth face coverings during sessions as much as possible.

Date, time and crew in the session should be recorded for later reference in case either the cast member or wardrobe crew become ill.

Costume office on stage reconfigured to allow for social distancing.

Costumes to load sanitized wardrobe props on wardrobe rack. Assistant Prop Master to collect and use for limited number of people around the cast.

Costumes to load wardrobe racks outside the cast dressing rooms with sanitized wardrobe changes.

During shooting only one Set Costumer on stage at a time. They will watch feed on a handheld monitor provided by our techs.

CRAFT SERVICE

A menu will be available online. The table will be empty besides hand sanitizer and will be at least six feet away from any of the food items.

Food must be provided as single serve meals with individual utensils, brought to set from Crats Services or Catering by designated individuals, and delivered to individuals for their own consumption and not shared with

others.

A craft service team member will be the only one to touch any of the items to be handed off to the crew. All water bottles, chilled drinks, snacks, coffee, etc. Will be served by craft service team members only.

The craft service team member will serve at a table six feet from the truck or six feet from a set cart at a satellite station if necessary. Every station (including a bg set up,) will be operated by a craft service team member. If that member has to step away for any reason then that station will be closed until they return. We will only provide as many stations as there are craft service team members.

Craft Service team will wear masks whenever inside one of our vehicles, inside a store or within six feet of any of our food or drink items.

Gloves will be worn at all times when preparing food.

Craft Service Team will use hand sanitizer in between every order and before and after touching our own faces to maintain a sanitized service. We will also use a handwashing station regularly.

Craft Service Team will maintain a spray bottle of Purcell Food Service sanitizer. Bleached towels will be used to wipe down all surfaces within the truck and at our stations periodically.

EXECUTIVE PRODUCERS / WRITERS

One EP or one Writer will be on set. It will be the same person for the entire episode, but could change episode to episode.

All other Writers and support staff work/watch video feeds remotely.

Reduced Video Village: Director, EP's, Writer, Script Supervisor.

All scripts distributed digitally.

HAIR AND MAKEUP

Hands-on assistance with hair & makeup limited only to cast that require it and cannot do it themselves.

Actors and crew must wash or sanitize hands before any hands-on styling session, and wear cloth face coverings during sessions as much as possible. During application of makeup, since a cloth face covering cannot be worn,

the actor should stay as silent as possible to avoid spreading droplets through talking.

Hair/MU trailers and work stations will be separated by marine level plastic partitions.

Personal HMU kits prepared for each cast member when possible. Establish enhanced wig cleaning protocols.

Deliveries from outside vendors to be placed in designated areas for sanitizing.

During shooting only one representative from each department will be on stage. Those representatives will watch feed on handheld monitors.

MEALS

All meals pre-ordered, individually prepared, labeled and boxed. No self-serve meal stations.

Stagger meal breaks between off production and on production when possible. Seating will be socially distanced.

No communal food or drink service (no coffee pot, no single service coffee maker).

All food or drink must be single serving only.

Actors and crew shall wash or sanitize hands before handling any food. Food brought by individuals should be labeled and may not be shared.

Food and drinks may be consumed only in designated spaces to ensure that masks can be worn consistently and correctly.

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Food brought by individuals should be labeled and may not be shared.

Food and drinks may be consumed only in designated spaces to ensure that masks can be worn consistently and correctly.

POST PRODUCTION

EP'S and Directors work remotely with Post .

Editors isolated in edit rooms either from homes or Post offices. Post Production staff work remotely when possible.

Color review and Mix session notes done remotely.

PRODUCTION OFFICE

Production Office is adjacent to the stage.

All Shriell personnel to use the South entrance off of Hwy 212. All meetings held via Zoom or alternate digital platform.

All distribution is digital.

All Accounting/Payroll procedures are digital.

Hand sanitizer dispensers/stations at entry.

Designated package delivery outside the front entrance to the production office for resting and disinfection.

Using single serve beverages and pre-packaged snacks. Production will pick up meals from crew feeding area.

Provide mini fridges in personal offices

Covid Compliance Officer will coordinate and oversee Warner Media Passcard tracking with the assistance of the production coordinator.

PROPS

Property office restricted to on set Prop personnel only.

In restaurant scenes reduce the amount of food used for background. More tables reading menus or having finished meals.

Assistant Prop Master to clean all hero props on set using EPA approved disinfectants. Must be disinfected before first use on the set and between uses by different actors.

Cast and crew must wear a facial covering and must wash or sanitize hands before touching props, costumes or set materials. During filming, cast may use these items without wearing a face covering.

Directors chairs with labeled backs. Chair to be used and moved by labeled user only.

Virtual show and tell for all props.

RESTROOMS

We will have a 4 stall bathroom trailer outside the stages that will be serviced regularly, and subject to Zone/Pod usage.

There will be an attendant that will wipe restrooms down every 15 minutes or as frequently as the CCO requires. Interior of the restrooms will have touchless soap and towel dispensers.

SET DRESSING

Set Dressing to be sanitized at storage area before being brought to set.

SET LIGHTING AND GRIP

Designated areas on stage for crew when not working on set. Key Grip and Gaffer in separated areas designated by zones.

All equipment cleaned and sanitized on a regular schedule in designated areas.

Coordinated expendable & equipment deliveries with quarantine considerations.

Deliveries from outside vendors to be placed in specific areas to be rested and sanitized.

SCRIPT SUPERVISOR

Digital reports

SOUND

Individually assigned and labeled comteks.

Sanitized comtek batteries provided. Batteries to be changed by individual

users. Equipment sanitized regularly.

TRANSPORTATION

Cast picture cars cleaned before and after every use.

Transportation crew to follow Zoning and Pod designation. All vehicles will be sanitized between driver changes and uses.

Shuttles will be 1 passenger seated per row Driver and passengers will be separated by marine grade plastic.

LOCATION PREP

To the extent possible, our location team will pursue alternatives to traditional, in- person location scouting, such as creating virtual options including the use of photographs and digital scouting.

If necessary, tech and director scouting will occur in small groups. When possible, people will self drive to the location or use limited capacity vans.

Locations shall be prioritized during scouting that allow complete control of the site, including controlling access, ability to shut down the site for cleaning and high standard of hygiene.

All locations shall be deep cleaned before being used by the production.

When possible, we will leave the location unoccupied for a day between crew entering.

Once cleaned, the location needs to be secured until crew enters.

Make effort to find locations that have more support space to allow for physical distancing.

Practical locations will need additional holding for cast, crew and background.

We will allow for adequate ventilation of indoor locations where possible. For outdoor locations, we will prioritize ones where access can be secured and members of the production can be kept away from the general public when possible.

We will prioritize locations with access to hand-washing facilities and provide ample mobile hand hygiene stations.

RECOMMENDED POST-COVID19 PRODUCTION STANDARDS
& PRACTICES FOR WORK WITHIN OREGON

Date: May 7, 2020

with revisions thru August 14, 2020

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OVERVIEW

Getting back to work.

It goes unsaid that these are trying times for everyone, including all of us in the Oregon film industry. Yet, we are a strong and vibrant community of professionals, skilled at solving problems and highly capable of meeting the challenges presented by COVID-19. We are also a community of caring individuals known to support each other and work together with respect and grace. This document provides guidelines that will help us protect each other while also helping to reduce the spread of the virus as we get back to work.

Voluntary but essential guidelines.

The COVID-19 safety guidelines presented here are designed to provide predictability and consistency to the production process. As conditions and government policies evolve, we will continue to establish new recommended policies and practices for maintaining a safe working environment for all productions. While adherence to the guidelines is voluntary, they shall, in the absence of any negotiations which result in alternative guidelines, be presumed to be in effect on productions carried out by Oregon media industry members. It is the responsibility of the parties involved to come to an agreement prior to the commencement of production concerning situations not covered in these guidelines. It is also the responsibility of the parties to ensure state and federal law is being followed.

Following state and other restrictions.

State restrictions will be relaxed gradually, so it is our intention to create guidelines that can be applied to traditional film shoots that minimize the risk of transmission of Covid-19 — while allowing work to continue under *any* federal, state or local restrictions and distancing measures, which may still be in place. Masks are required in all public indoor spaces.

How the guidelines were developed.

These guidelines were developed by the OMPA in coordination with Oregon Film, the local chapters of unions and guilds, local department heads and equipment vendors in the industry. They have also borrowed from guidelines offered by sources like [AMPTP](#), [Joint Unions](#) (IATSE, DGA, SAG-AFTRA, Teamsters), BECTU, Nordic Film Guide, the EU and others. We have also tried to be as comprehensive as possible by incorporating the thoughts, suggestions and concerns of our Oregon cast and crew.

This document is meant to augment —not override — other union, guild, Government agency or local jurisdiction guidelines, or guidelines and regulations from insurance companies, production companies and studios & networks. These protocols should be used as guidelines to essential policies and procedures needed to protect the safety of all those who work on all media projects. They will be updated and adjusted as more guidelines are identified and new state and federal guidelines are adapted.

Assign COVID-specific Personnel.

It is strongly recommended that every production should include some form of dedicated Covid-19-specific Health & Safety Personnel that manages new production protocols required to keep crews safe in a post-pandemic world. The IATSE-DGA-SAG-Teamsters-AMPTP Protocols calls this a Health Safety Supervisor. In addition a written and agreed to Covid-19- specific health and safety policy needs to be in place on all shoots. This is a requirement for projects utilizing the state incentive programs and by some permitting agencies.

Requirements per Gov. Brown's Executive Order (20-12).

Where workers cannot work remotely, businesses (including film sets) need to have a written social distancing policy (allowing for a minimum of 6' between all people) and assign a "Social Distancing Officer" with the authority to enforce that written policy. Maintaining 6' of distance at all times, even while wearing masks, is critical especially when it comes to contact tracing protocols instituted at the county level.

Implement an Emergency Action Plan (EAP).

Testing, Tracing, Isolation and Quarantine. If any cast or crew member becomes sick during production with one or more [CDC identified COVID-19 symptoms](#): Notify Production Management. If at work, that cast or crew member should be assessed by medical personnel and then go home, if appropriate.

If they go home and are tested for COVID-19 and the test is negative, the cast or crew member must remain home until they are well enough to come back to work.

Each county will have different "positive test" protocols. By way of example, in [Multnomah County](#), Crew members who test positive for COVID-19 must stay home until at least 10 days have passed since symptoms first appeared and their fever has been gone for at least 3 days without any medicine.

- Employees should **not** be required to show negative tests to return to work. [Guidance on Returning to Work from OSHA \(PDF\)](#).
- Encourage the employee to communicate and cooperate with contact tracers when called. This is our best strategy for stopping the spread.
- Resources for employees: [When to seek care](#), [protecting your household](#), [cleaning and disinfecting guidance](#), [preventing spread](#).
- COVID-19 positive results are automatically reported to the local public health system. The public health staff will immediately interview the infected person to identify possible worksite exposures.

If the production is in a remote location and/or any sick employee would not be able to go home, identify a place that will serve as an isolation space for sick employees, and prepare a plan for transport and/or housing of sick employees.

Ensure that everyone necessary on the production is aware of this EAP. Keep all personal medical information private and confidential at all times.

Maintaining 6' of distance at all times, even while wearing masks, is critical especially when it comes to contact tracing protocols instituted at the county level.

Pay Attention to Everyone's Mental Health.

Resuming production during this time may be highly stressful and cause anxiety. The implementation of mental health resources to support the wellness of those participating in a production may be necessary.

Options could include:

- Emotional support hotline
- Telemedical health and behavioral health resources
- Mindfulness training; and
- Provision of online tools and resources.

Quick-reference tools.

We have provided a two+ page “top-line” bullet point list of the most important protocols — both in the “Keeping the Workplace Safe From COVID” section immediately following, and as a [“Tearsheet”](#) linked in the Table of Contents.

Links to Federal and State guidelines & resources.

[CDC's Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019](#). [CDC's](#)

[COVID-19 Symptoms & CDC's "How COVID-19 Spreads"](#)

[CDC Activities and Initiatives Supporting the COVID-19 Response and for Opening America Up Again](#) CDC:

[Workplace Signage](#)

Gov. Brown's "[Social Distancing](#)" Restrictions for Oregon, [COVID-19 Resource Page](#) and [General Guidance for Employers](#). [Gov. Brown's 3](#)

[Phase Plan](#) for Reopening Oregon

Oregon Health Authority [COVID-19 Page](#).

EPA: [List of disinfectants to use against COVID-19](#) OSHA:

[Guidance on Preparing Workplaces for COVID-19](#) OSHA:

[COVID-19 Updated page](#)

OSHA: [Oregon COVID-19 Policy Resource page](#)

OSHA: [Revised Enforcement Guidance for Recording Cases of Coronavirus Disease 2019 \(COVID-19\)](#) OSHA: [Fact](#)

[sheet related to Voluntary Respirator Use in the workplace](#)

OSHA: [Consultation Service](#)

Local OSHA Outreach Specialist Available For Entertainment Industry Specific: Site Inspections, Job Hazard Analysis, and Health & Safety Plan Development/Review. Rickey Lepinski is a 25 year veteran of the Entertainment Industry. Besides his OSHA Outreach Specialist Certification he has extensive training in OSHA protocols and guidelines. He is available for in person, physically distanced, site inspections and for consultation and development of your production Health & Safety Plan as well as respirator training. Hourly fee is \$60 per hour and fees are on a sliding scale for non-profits and low budget productions. Please call or email for a free consultation to : rickeylepinski@comcast.net / (503) 943-9580

Occupational Safety and Health Administration laws assign employers a general duty to provide a safe and healthful workplace. This is the basis for the need for the adoption of COVID-19 policies by any film productions lucky enough to be moving forward during this pandemic.

Submit policy or compliance questions directly to Oregon OSHA's technical section at tech.web@oregon.gov or by calling 503-378-3272

ANTI-BODY TESTING: The Equal Employment Opportunity Commission (EEOC) has agreed that daily temperature screening can be one tool to help stop the spread of COVID-19, as can be testing for COVID-19 when the circumstances warrant a more aggressive approach. However, the EEOC has issued further guidance clarifying that while employers may continue to test for COVID-19 itself, employers may not test for COVID-19 antibodies. The guidance says that antibody tests are not "job related and consistent with business necessity," and therefore cannot be used as a basis for allowing employees to return to work or as a proxy for COVID-19 immunity.

Stay safe and be well.

Thank you for reviewing and adopting these guidelines as we get back to work!

KEEPING THE WORKPLACE SAFE FROM COVID

Remember, everyone will have a different pace, situation and approach to return to work. Empathy and accommodation will be needed. *Make your set an open forum for learning and sharing safety procedures. If anyone sees something that could be improved, they are encouraged to share it.*

Communication, transparency and visitors.

- **Publish protocols:** All Covid-19 protocols used by the production should be published, distributed and agreed to by all crew, cast and other personnel. [CDC signage](#) should be obtained and posted on all sets.
- **Anonymous reporting:** Production/Producers should establish an anonymous reporting mechanism (via email, phone or online form) that enables all personnel to report concerns about Covid protocols or other safety issues. [Here is an example](#) and a useable resource from Local 488.
- **No visitors:** Only essential cast and crew should be allowed on all production sites. Absolutely no non-essential personnel permitted on sets, production offices, stage, or construction mills.
- **Assign COVID-specific Personnel.** Every production should designate dedicated Covid-19-specific Health & Safety Personnel that manages and enforces the new production protocols required to keep crews safe in a post-pandemic world. In addition a written and agreed to Covid-19-specific health and safety policy needs to be in place on all shoots. This is a requirement for projects utilizing the state incentive programs and by some permitting agencies.

If you feel sick or have symptoms.

- **At home:** If you're feeling sick with fever, cough, muscle pain, sore throat or difficulty breathing, stay home and immediately inform your supervisor. Consider seeking immediate medical care. Before going to a doctor's office or emergency room, call and inform them of symptoms. If the symptoms persist, please do not report to work until the Production office clears you to be job-ready.
- **On the job:** Personnel who begin feeling sick with fever, cough or difficulty breathing while at work, should immediately inform their supervisor and the Covid-19 Coordinator, and leave the premises if possible. If unable to leave, the sick person should keep wearing their face mask and find an isolated place to wait/rest until the production can arrange transportation. Immediately send home any employee with COVID-19 like symptoms (cough, fever, shortness of breath, etc.). Enact the Emergency Action Plan (EAP, see above).

Screening and testing.

- **Screening:** All crew members should be screened prior to access to set, trucks, load-in or off-set work. If the answer is YES to any of these questions, they will be ineligible to work and MUST STAYHOME:
 - Are you experiencing any flu like symptoms such as fever, cough, muscle pain, sore throat or difficulty breathing?
 - Have you been exposed to anyone with Covid-19?
 - Do you feel sick in any way?
- **Testing:** Strategic testing for the presence of COVID-19 is critical for a safe return to work. Production will

make testing available to crew and cast when/if/how that's possible.

- **Hold daily safety meetings** which specifically discuss COVID-19 issues, along with any other safety discussions scheduled for that day.

- **Utilize contact tracing** in a responsible manner upon notice of an outbreak. Utilizing a “pod” system is designed to facilitate contact tracing.

Social distancing and personal hygiene.

- **Six-foot rule:** Crew and cast will remain six feet away from other people at all times until social distancing restrictions have been lifted. Maintaining 6’ of distance at all times, even while wearing masks, is critical especially when it comes to contact tracing protocols instituted at the county level.
- **Work ‘pods’ of small numbers:** Crews should be minimal in size, function as department cohorts or ‘pods’ and maintain continuity of personnel whenever possible.
- **Workflow:** For camera or lighting resets “working pods” should alternate onset work and not crossover.
- **Protect cast members:** increase physical space between CAST and other personnel. Only personnel designated by Production should work in close proximity with cast members (i.e. Hair and Make-up). All personnel who work near cast should be masked and wear gloves.
- **Physical contact:** Avoid any unnecessary physical contact and touching your face.
- **Shared equipment:** Avoid using other people’s phones or personal work tools. Any shared tools must be sanitized prior to their hand off to another crew member.
- **Viewing monitors:** Multiple monitors should be made available to allow people to review footage while maintaining a safe distance.

PPE and equipment and materials sanitizing.

- **Protective gear:** Crew should wear protective gear provided by the employer, including face covering, with preference to N95 face masks as long as supplies last. Training and fitting of masks/ respiratory devices and all PPE must be provided for proper use per OSHA standards. Per [Gov. Brown’s Executive Order](#), masks are required in all public indoor spaces and outdoors where 6’ distancing cannot be maintained. Any encroachment within a 6’ distance between people automatically triggers the need for an N95 or better respiratory mask protection. Crew working within 6’ of on-camera actors should wear both a mask and a shield.
- **PPE reserves:** Extra gloves & masks (at least x3 per crew member), hand sanitizer (including pocket- sized for personal use) and sani-wipes will be provided by production and on-hand at all times.
- **Audio gear:** Use boom microphones instead of neck/Lav microphones in order to maintain social distancing requirements. Lav mics can be used if sanitized prior to hand off and talent mic’s themselves.
- **Sanitize equipment:** All equipment should be sanitized before and after each individual use. Only department members should handle their own gear.
- **Sanitize props:** All props, set dressing and set pieces should be sanitized if they have or will come in physical contact with the cast.
- **Off-set editing:** Any editing and post-production should be done remotely in order to limit number of personnel on production sites.

- **Catering & craft services:** Food should be provided as single serve meals with individual utensils, brought to set from Crafts Services or Catering by designated individuals, and delivered to individuals for their own consumption and not shared with others.

Requirements specific to location.

- **Disinfect interiors:** Disinfect location locations prior to shoot day and let sit sealed and empty for a proscribed period of time before occupation and then again after shooting prior to returning to the owner. Use HEPA filters for air circulation wherever possible.
- **Limit access:** Limit personnel access inside all locations (i.e. maintain “closed sets” at all times); let crew work in shifts on set and then completely disinfect all areas of locations after completion of photography and before handing over the location to the owners/site representative.
- **Limit personnel on location:** Based on available space inside a location, put a limit on the number of crew members allowed inside the location at any given time to protect adequate social distancing areas.

TRAINING

Training should be included in the employer’s COVID-19 plan to reduce infection risk and be mandatory on or before the first day of employment.

All employees should be educated about the signs and symptoms of COVID-19 as part of their training. People with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Signs and symptoms include the following:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills o Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

All employees should receive dedicated training on the following topics:

- PPE, with a focus on safe donning and doffing
- Hand washing, including proper techniques
- Environmental cleaning and disinfection, including high-touch wipe down
- Policies and procedures related to COVID-19 on set or in offices
- Psychological impact of the crisis
- Protecting yourself at home
- Preventing cross-contamination

Post signage in all production workspaces where production activities occur, reinforcing training principles.

Other suggestions for training:

[Safe Sets International COVID-19 \(Level A\) Certificate OSHA](#)

[- 10](#)

[OSHA - 30](#)

[Rightway Consulting](#)

[Global Film Solutions](#)

OSHA PPE Training Videos

VIDEO: Putting on and Taking off a Mask	https://www.youtube.com/watch?v=oU4stQgCtV8
VIDEO: Don't Share the Virus	https://www.youtube.com/watch?v=g-SJwEFR8pw
VIDEO: Handwashing Practices to Keep Workers Safe	https://www.youtube.com/watch?v=lvT-HAVJPVA

VIDEO: Use the Right Tools to Clean Your Workplace	https://www.youtube.com/watch?v=GCgImnV-3M0
VIDEO: Higher Risk Jobs Need Extra Protection to Keep Workers Safety	https://www.youtube.com/watch?v=flxts7nOEOM

MINIMIZING PERSON-TO-PERSON TRANSMISSION

1. Production will provide appropriate PPE:
 - Gloves and Masks to be made available to all persons at all times.
 - All crew are required to wear appropriate PPE, whether in studio or on location.
2. Limit general interactions between people on set.
 - Essential interaction between people on set should follow safe distancing guidelines as set out by the government, currently 6’.
3. Designated Areas for each Department.
 - Each department will be allocated a designated area on the studio floor or location for 1) all equipment not being used on set and 2) as standby area for department crew members.
 - Required areas include (but not limited to): Director/1st AD/Script Supervisor; Electric; Camera; Grip; Art/Property/Set Dressing; Playback/DIT; Costume and Hair/Makeup Standby etc.
 - Any department which can remain on standby outside the studio/location, should do so. This could include any cast holding areas, DIT, Standby Riggers and Construction.
4. Use of Radios and other comms.
 - Use of radio communication to be employed to limit close personal contact.
 - Clear line of communication to be established from Director or 1st AD > Dept. Head > Department members.
 - Dept. Heads or nominated persons to be supplied with open comms style headsets to enable quiet, detailed conversation without the need for close contact or a huddle. Onward instructions to be carried out by walkie-talkie.
5. Limited access to communal work areas.
 - Strictly one department “pod” at a time working within the physical constraints of a set — e.g. Camera establishes positions after rehearsal then exits; Grip & Lighting department light the set, then exit; followed by Set Dressing & Property department, etc.). All work to be directed/supervised by relevant Dept. Heads with support from 1st AD.
 - If dressing/lighting to camera, time will be allowed to set camera, and for camera team to move away to a safe distance before the next department moves in.

- When not working on the set, crew from other departments should move back to their demarcated areas until required.
- Look for opportunities to move more tasks away from set (i.e., stepping off actor to have a mic repositioned)
- *Note: These protocols will slow down prep time on set and mean more time will need to be allotted to allow for this safe workflow.*

6. Build, Prep and Pre-light days.

- Where prep requires a wider use of the working space within a studio/location, production should endeavor to schedule enough days for departments to work alone and to hand over the set between departments when necessary.
- Time should be allowed to physically mark out the stage for each departmental area prior to the shoot day. Posts/Tape can be used to mark out areas.
- If standby support is required between departments, minimal standby crew to remain on set but must observe guidelines for distancing between departments.

7. Keeping crew off set where possible.

- Wherever possible any member of the crew should stay away from the on-set working environment
- Production office department to remain off set in production office at all times. Contact with the shooting crew should be by radio, text, phone and email. Production should determine protocols for all call sheets, reports, and time sheets, etc. to go digital to eliminate the need for paper to be sent between the offices and set.
- H/MU/Costume to allocate dedicated on-set standby artists who remain on set in order to limit movements of crew between off-set areas and the stage.

8. Remote monitoring for Producers/Execs/Writers (TV/Film) and Agency/Client (Commercials), Standby and Departments.

- Producers/Execs/Writers and Agency/Client stakeholders are encouraged NOT to travel to studio and to make use of remote video conferencing technology if possible.
- If their travel to the studio is unavoidable, Production should provide a room or area, off stage and isolated from the rest of the crew. A production team representative should, in this case, be dedicated to them, and follow the same isolation arrangement.
- Set up a wireless monitoring server on the studio floor to allow all departments to individually monitor the playback on their own devices. Consider allowing closed-network streaming to iPads, iPhones and android devices.

- Set up a secure remote server to provide the same playback footage to stakeholders in a remote locations that have internet access. Log-in codes can be provided.
 - Sync on set software can be used to enable remote working for some crew who would normally need to be on set.
9. Access routes and Fire Lanes within a stage to be kept clear and widened to 6' width wherever possible. One-way system to be put in place where possible.
 10. Hand sanitizer available to each department/crew member, as well as hand washing facilities.
 11. Where minivan or shared transport is required to set, vehicles should be allocated and engineered to provide social distancing.
 12. Where certain crew are required to move regularly between set and the outside world for the purpose of buying/hiring items for set.
 - Observe all distancing measures at other places of business visited.
 - PPE to be worn when moving between different areas.
 - Establish clear single point of contact with the crew on their return.
 - Follow disinfection procedures for anything coming onto set.

Here is a [list from the EPA](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) of disinfectants to use against C-19: [www.epa.gov/ pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

MINIMIZING SURFACE-TO-PERSON TRANSMISSION

1. Identify areas likely for cross-contamination
 - Any areas which have interaction with multiple and cross departmental members to be identified. Examples of such areas are door handles, bannisters, table areas, dining tables, bathrooms, .
2. Establish measures for disinfecting areas of likely cross contamination
 - Regular cleaning of such areas to be scheduled by the cleaning crew.
 - Set Services or other crew to be allocated to maintain topical on-demand cleaning.
 - Cleaning materials (wipes/antibacterial spray, etc) to be made available for any crew member to clean surfaces on demand.
 - Hand sanitizer to be made available to all crew or at designated stations for regular hand-cleaning.
 - All crew to be encouraged to wash hands regularly.
 - Disposable gloves to be made available to all crew.
3. Specific departmental considerations to be taken into account separately – see links below for more details.
4. Use HEPA filters to protect any airflow from spreading infection.
5. Here is a [list from the EPA](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) of disinfectants to use against C-19: [www.epa.gov/ pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

EQUIPMENT

GENERAL HEALTH & SAFETY PROTOCOLS

1. Disinfect all equipment *before* delivery to the stage/location.
 - Rental companies should ensure that any equipment delivered to a shoot should be fully disinfected before loading, and that all staff handling the equipment should wear gloves at all times when handling equipment.
 - Upon arrival to studio/location, all equipment to be loaded directly to its designated department area.
 - Production should establish additional protocols if rental equipment is to be further disinfected by allocated personnel before being moved onto set.
 - Gloves and suitable disinfection materials to be provided.
2. To avoid any potential cross-contamination, equipment should be handled **ONLY** by department members responsible for that equipment. In practice this means that no one may assist in carrying any equipment unless they are allocated directly to that department. Where this is unavoidable, production is to provide gloves, masks and hand sanitizer as needed to any temporary help.
3. Production protocols should be established for any equipment or materials which by necessity must cross between departments.
4. Hand sanitizer must be made available to each department/crew member, as well as hand washing facilities.
5. Crew must not touch, move, lean against, sit on, pick up or otherwise disturb any piece of equipment which is not directly under their purview.
6. Consider using UV light cleaners where possible and where they can be **safely operated**.
7. Here is a [list from the EPA](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) of disinfectants to use against C-19: www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
8. CDC General Business FAQs - <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>

LOCATIONS

GENERAL HEALTH & SAFETY PROTOCOLS

1. **Base Camp** to be situated within walking distance of location, whenever possible.
2. **Safe distancing during transit:** when equipment and personnel transportation is required, additional vehicles to be provided to ensure safe distancing is not compromised in transit.
3. **Sanitizing during transit:** Production will provide cleaning of communal areas in transport. Consider providing a cleaning unit to be on hand at all times to constantly sanitize, as well as dedicated “cleaning valet” at honey wagon or other portable bathrooms to clean each bathroom between uses.
4. **Masks and Gloves** to be worn whenever using communal transport. Training should be provided to all crew members in how to use and remove gloves, masks and other PPE and calculating measured social distancing
5. **Individual private vehicles** to be used ONLY where safe and practicable.
6. **Dining areas** to be expanded in size to allow for adequate distancing measures. Building-based dining areas (halls, gyms, etc) offer much safer environments to ensure safe distancing. Sterilization of dining areas should be performed at least 1 day ahead of use and at least one day ahead of returning to owners.
7. **Toilet facilities** to be increased on a per-person ratio. Due to their restricted size, a limit to the number of people using a mobile toilet facility at any one time should be considered, depending on the size/design of the facility. A cleaning valet should be assigned to clean after each use.
8. **Ventilation of spaces** – The risk of spreading the virus that causes COVID-19 through ventilation systems has not been fully studied, but is likely low. Routine HVAC maintenance is recommended. Although it is never the first line of prevention, consider general ventilation adjustments in your workplace, such as increasing ventilation and increasing the amount of outdoor air used by the system. Maintain the indoor air temperature and humidity at comfortable levels for building occupants. Research the use of fans – airflow can help with dispersal of micro-droplets while it can also be shown to spread the micro-droplets. Consider the effects within buildings with enclosed air systems like hotels, restaurants, church halls, etc. The key seems to be ventilation with filtration:
 - <https://www.ashrae.org/technical-resources/resources>

- <https://www.achrnews.com/articles/143102-hvac-systems-should-be-checked-before-buildings-reopen-due-to-covid-19>
9. **Cast holding areas** should be expanded in size to allow for adequate distancing measures. Sterilization of holding areas should be performed at least 1 day ahead of use and at least one day ahead of returning to owners. Ventilation (see above).
 10. Where **dressing rooms** are provided, these rooms/trailers shall be offered on a strict single-occupancy basis, unless provided to members of the same household
 11. **Makeup/Hair/Costume facilities** will need to be expanded to allow for adequate distancing measures. Additional trailers may be needed or supplementary large, open plan interior spaces where available
 12. Where possible production **parking areas at location** should be isolated from any access by members of the public, or persons not engaged on the shoot.
 13. Additional consideration should be given to space between working trucks/ vehicles to allow for safe distancing guidelines to be observed during loading/unloading/working processes.
 14. Appropriate PPE, as determined by the job hazards assessment, is to be used where more than one person is required to unload/carry equipment and 6' distancing is not possible.
 15. Where possible, access routes should not be shared by members of the public, or persons not engaged on the shoot. Try to arrange exclusive use of access points for cast and crew to all locations to minimize third party contact.
 16. Where it is possible attempt to create one-way access routes into and out of locations to avoid crew crossing in confined spaces/corridors.
 17. Here is a [list from the EPA](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) of disinfectants to use against C-19: www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
 18. CDC General Business FAQs - <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>

ADDENDUMS *(PDFs via Embedded Links)*

[New COVID Related Positions \(General\)](#)

[New COVID Related Positions \(Unions & Guilds\)](#)

[Protocol Tearsheet](#)

[AMPTP Task Force White Paper](#)

Departments *(Collected from Community Members and Other Sources)*

[Animal Trainers](#)

[Art](#)

[Assistant Directors - Production Camera](#)

[Cast](#) (Principals and Background)

[Casting](#)

[Catering & Craft Service Construction](#)

(Paint, Greens, Etc) **[Electric](#)**

[Grip](#)

[Locations](#)

[Make-Up & Hair](#)

[Medics](#)

[Production Company - Producers](#)

[Production Office](#)

[Property](#)

[Script Supervision Set](#)

[Dressing](#)

[Set Service](#)

[Sound](#)

[Transportation](#)

[Vendors](#)

[Video Assist Wardrobe](#)

[- Costume](#)

Oregon Governor's Office [Reopening Oregon: Phases County Status Chart](#)

Business Oregon

[PPE Supply Connector](#) [PPE Sources](#)

[Small Business Navigator](#)

Joint Guilds & Unions Protocols (DGA, SAG, IATSE, Teamsters)

[Production Safety Guidelines](#)

IATSE Guidelines

[COVID Tip Sheet](#)

[COVID Job Hazard Analysis](#) [Guidelines for Controlling COVID](#) [Returning to Work](#)

AICP GUIDELINES

PRODUCTION EQUIPMENT RENTAL GROUP

[Return to Work Guidelines](#)

OFF CAMPUS CREW COUNT

Base Camp

- 2nd AD
- 2nd 2nd AD
- Basecamp PA
- First Team PA
- Set PA
- Cast Trailers
- Cast

Costumes

- Costume Designer
- Co-Assistant Designer
- Costume Supervisor
- Costume Buyer
- Costumer
- Set Costumer x2
- Costume PA x4

Transpo

- Transportation Coordinator
- DOT Admin
- Transportation Captain x2
- Transportation Co-Captain
- Pass Van Driver x6
- Driver x2

See attached PDF for Floor plans of offices and stages.

interacts with cast less than 6'
 on set with cast socially distanced
 can go to set when there is no cast
 staggered pre-production pods - on set when no one else is
 Basecamp Only (never go to set)
 White - Never go to set only in their work space
 Work from Home

ISOLATED WORK SPACE (not in production office or virtually)

Producer/Director

1st AD

Shooting Director

STAGE/SET CREW					FLOATERS	OFF SET CREW
SHOOTING CREW	BASE CAMP	BLOCKING	LIGHTING	SHOOTING	(only on set when needed)	
TOTALS: 70+	59+	34+	44+	35+	12+	98+
+ floaters as approved' + Cast	+ floaters as approved' + Cast	+ floaters as approved' + Cast	+ floaters as approved'	+ floaters as approved' + Cast		
PRODUCTION MGMT 1 David Cress	PRODUCTION MGMT 1 David Cress	PRODUCTION MGMT 1 David Cress	PRODUCTION MGMT 1 David Cress	PRODUCTION MGMT 1 David Cress	1 Covid-19 Manager (Goes between Base Camp and Set) 2 Covid-19 Assistant (clears next location) 3 Covid-19 PPE Coordinator	PRODUCTION 1 David Cress 2 UPM 3 Production Coordinator 4 Line Producer's Assistant 5 Facility Manager 6 Travel Coordinator 7 APOC 8 Production Secretary 9 Office PA #1 10 Office PA #2
Director/Creative 2 Director 3 All Rushfield 4 Lindy West 5 Writer's Asst. 6 Aidy Bryant 7 Asst. to Aidy Bryant 8 Sudi Green 9 Alice Mathias	Director/Creative 2 All Rushfield 3 Set Writing EP	Director/Creative 2 All Rushfield 3 Set Writing EP	Director/Creative 2 All Rushfield 3 Set Writing EP	Director/Creative 2 All Rushfield 3 Set Writing EP		LOCATIONS 56 Location Supervisor 57 LM #1 (shooting) 58 LM #2 (prepping) 59 Location Scouts 60 LPA 61 Prep LPA 62 ALM #1 (shooting) 63 ALM #2 (prepping) 64 ALM #3
ASSISTANT DIRECTORS 10 1st AD#1 11 Key 2nd AD 12 2nd 2nd AD 13 Add'l 2nd AD 14 Key Set PA 15 Set PA (First Team) 16 Set PA (Background) 17 Set PA (Walkie) 18 Set Pa (Basecamp) 19 Medic	ASSISTANT DIRECTORS 4 1st AD#1 5 2nd AD#1 6 2nd 2nd AD	ASSISTANT DIRECTORS 5 1st AD#1 6 2nd 2nd AD	ASSISTANT DIRECTORS 2 1st AD#1 3 2nd 2nd AD	ASSISTANT DIRECTORS 5 1st AD#1 6 2nd 2nd AD 7 Set PA #1 (walk cast) 8 Set PA#2		PROPS 65 Props Master 66 Props Buyer 67 Props Buyer 68 Prop Assistant
CAMERA 18 DP #1	CAMERA 9 A - 1st AC 10 B - 1st AC 11 A - 2nd AC 12 B - 2nd AC 13 DIT 14 Utility 15 Utility 2 16 On Set Photographer	CAMERA 8 DP #1	CAMERA 7 DP #1	CAMERA 9 DP #1 10 A Op 11 B Op 12 A - 1st AC 13 B - 1st AC 14 A - 2nd AC 15 B - 2nd AC 16 DIT 17 Utility	CAMERA 9 DP #1 10 A Op 11 B Op 12 A - 1st AC 13 B - 1st AC 14 A - 2nd AC 15 B - 2nd AC 16 DIT 17 Utility	SET DEC 69 Set Decorator 70 Asst. Set Decorator 71 Buyer #1 72 Buyer #2 73 Leadman 74 Swing Gang 75 Driver 1
CONSTRUCTION/PAINT 19 Key Scenic 20 On Set Greens 21 1st Greens	CONSTRUCTION/PAINT 16 On Set Carp 17 On Set Painter	CONSTRUCTION/PAINT	CONSTRUCTION/PAINT 16 On Set Carp 17 On Set Painter	CONSTRUCTION/PAINT	CONSTRUCTION/PAINT 19 Construction Coordinator 20 Construction Team 21 Paint Team 22 Key Scenic 23 Medic - Construction 24 Construction Tracker (CDN)	TRANSPORT 77 Transport Coordinator 78 Driver (Prep) 79 Construction Driver #1 80 Construction Driver #2
COSTUMES 28 Set Costumer 29 Set Costumer 30 Costumer 31 Costume Designer 32 Co-Asst Designer 33 Co-Asst Designer 34 Costumer Supervisor	COSTUMES	COSTUMES	COSTUMES	COSTUMES 17 Set Supervisor 18 Set Supervisor 19 Set Supervisor	COSTUMES 4 BG Coordinator	WRITERS OFFICE 81 EP/Showrunner 82 Writers 83 EP Assistant 84 Script Coordinator 85 Writers Assistant 86 Writers' PA
ELECTRICS 35 Gaffer 36 BB 37 Electrician #1 38 Electrician #2 39 Electrician #3 40 Genny Op 41 LX Driver 42 Board Op (Shoot)	ELECTRICS 18 Gaffer 19 BB LX 20 Lead LX 21 LX 22 Genny Op 23 LX Driver 24 Board Op (Shoot)	ELECTRICS 18 Gaffer	ELECTRICS 19 Gaffer 20 BB LX 21 Lead LX 22 LX	ELECTRICS 19 Gaffer 20 BB LX 21 Lead LX 22 LX	ELECTRICS 19 Gaffer	MUSIC 97 Composer 98 Music Supervisor
GRIPS 40 Key Grip 41 BB Grip 42 A Dolly Grip 43 B Dolly Grip 44 Company Grip 45 Company Grip	GRIPS 25 Key Grip 26 BB Grip 27 A Dolly Grip 28 B Dolly Grip 29 Grips	GRIPS 20 Key Grip	GRIPS 24 A Dolly Grip 25 B Dolly Grip 26 Grips	GRIPS 24 A Dolly Grip 25 B Dolly Grip 26 Grips	GRIPS 21 Key Grip	ART DEPARTMENT 26 Production Designer 27 Art Director 28 Set Designer 29 Art Dept. Coordinator 30 Graphics 31 Art Dept. PA 32 Art Dept. PA 33 Clearance Coordinator
					STUNTS 6 Stunt Coordinator	ANIMAL WRANGLER 7 Animal Wrangler

46	HAIR	27	21	A Dolly Grip	26	22	A Dolly Grip
	Hair HOD	28	22	B Dolly Grip	27	23	B Dolly Grip
	Hair Assist #1	29					
	Hair Assist #2						
		30		Grip Driver			
	HAIR		HAIR		HAIR		HAIR
	Hair HOD	31					
	Hair Assist #1						
	Hair Assist #2						
47		32	23	Hair Assist #1	29	24	Hair Assist #1
48		33					
	Make Up		Make Up		Make Up		Make Up
49	Make Up HOD	34					
50	MU Assist #1	35	24	MU Assist #1	30	25	MU Assist #1
51	MU Assist #2	36					
	LOCATIONS		LOCATIONS		LOCATIONS		LOCATIONS
	Location Supervisor	37					
	LM #1 (shooting)	38			31		LM #1 (shooting)
	LM #2 (prepping)	39			32		ALM #1 (shooting)
					33		LPA

ELECTRICS
35 Rigging Gaffer
36 BB Rig LX

37 Rig LX
38 Rig LX
39 Rigging LX Driver

GRIPS
40
41
42 Key Rigging Grip
43 BB Rigging Grip
44 Rigging Grip
Rigging Grip
Rigging Grip Driver

COSTUMES
45 Costume Designer
46 Asst. Costume Designer

Location Scout	40	Location Scout
Location Scout	41	Location Scout
Prep LPA	42	Prep LPA
ALM #1 (shooting)	43	ALM #1 (shooting)
ALM #2 (prepping)	44	ALM #2 (prepping)
ALM #3	45	ALM #3
LPA	46	LPA

47	Office Supervisor
48	Tracker (CDN)
49	Breakdown Artist
50	Buyer
51	Wardrobe Assist
52	Wardrobe Assist
53	Wardrobe Truck
54	Costumer
55	Seamstress/Tailor

		PROPS	PROPS	PROPS	PROPS	PROPS			
52	Assistant Prop Master	25	On Set Key Props	34	On Set Key Props	26	On Set Key Props	8	Prop Assistant
53	Prop Assistant #1								
54	Prop Master	47	Prop Assistant						
55	Prop Assitant #2	48	Prop Assitant Runner						

		SET DEC	SET DEC	SET DEC	SET DEC	SET DEC	
56	On Set Dresser	26	On Set Dresser	35	On Set Dresser	27	On Set Dresser
57	Leadman			36	On Set Dresser		
58	Set Dresser						

		SFX	SFX	SFX	SFX	SFX	SPFX				
59	SFX Key	49	SFX Key	27	SFX Key	37	SFX Key	28	SFX Key	9	SPFX Coordinator

		TRANSPORT	TRANSPORT	TRANSPORT	TRANSPORT	TRANSPORT
60	Picture Cars					
	Captain	50	Captain			
	Co-Captain	51	Co-Captain			
	Drivers	52	Drivers			

		SOUND	SOUND	SOUND	SOUND	SOUND	PICTURE CARS				
61	Sound Mixer	53	Sound Mixer	28	Sound Mixer	38	Sound Mixer	29	Sound Mixer	10	Picture Car Coordinator
62	Boom Operator			29	Boom Operator	39	Boom Operator	30	Boom Operator	11	Picture Car Captain
	Cable Person	54	Cable Person	30	Cable Person	40	Cable Person	31	Cable Person		

		SCRIPT SUPER	SCRIPT SUPER	SCRIPT SUPER	SCRIPT SUPER	SCRIPT SUPER		
63	Script Supervisor		31	Script Supervisor	41	Script Supervisor	32	Script Supervisor

		CRAFT	CRAFT	CRAFT	CRAFT	CRAFT	CRAFT		
64	Key Craft Server	55	Key Craft Server	32	Key Craft Server	42	Key Craft Server	33	Key Craft Server
65	Asst. Craft Server #1	56	Asst. Craft Server #1	33	Asst. Craft Server #1	43	Asst. Craft Server #1	34	Asst. Craft Server #1
66	Asst. Craft Server #2	57	Asst. Craft Server #2	34	Asst. Craft Server #2	44	Asst. Craft Server #2	35	Asst. Craft Server #2

		CATERING	CATERING	CATERING	CATERING	CATERING
	Catering Team	58	Catering Team			

		STAND INS	STAND INS	STAND INS	STAND INS	STAND INS			
67	Stand Ins	59	Stand Ins	35	Stand Ins	45	Stand Ins	36	Stand Ins

		TEACHER	TEACHER	
68	Teacher/WW		12	Teacher/Welfare Worker

SHRILL 20-21 (HULU - s3)

8 eps • 11D xboards • start 10/12

post days schedule #0.90W

5.5D

spec binge release as early as 5/21

production: **8 episodes • 11D crossboarded pairs • US holidays • start 10/12 • prod hiatus 11/4-10**

air: **speculative binge release possible as soon as 5/21/21**

acceleration: **speculative domestic post + 5W Hulu QC • delivery dates discussed with show post producer**

writers prep week 1	5/18/20 Mon	5/22/20 Fri	
writers prep week 2	5/25/20 Mon	5/29/20 Fri	
writers prep week 3	6/1/20 Mon	6/5/20 Fri	
writers prep week 4	6/8/20 Mon	6/12/20 Fri	
writers prep week 5	6/15/20 Mon	6/19/20 Fri	
writers prep week 6	6/22/20 Mon	6/26/20 Fri	
writers prep week 7	6/29/20 Mon	7/3/20 Fri	
writers prep week 8	7/6/20 Mon	7/10/20 Fri	
writers prep week 9	7/13/20 Mon	7/17/20 Fri	
writers prep week 10	7/20/20 Mon	7/24/20 Fri	
writers prep week 11	7/27/20 Mon	7/31/20 Fri	
writers prep week 12	8/3/20 Mon	8/7/20 Fri	writers room closes 8/7
	8/10/20 Mon	8/14/20 Fri	
	8/17/20 Mon	8/21/20 Fri	
	8/24/20 Mon	8/28/20 Fri	
production prep week 1	8/31/20 Mon	9/4/20 Fri	
production prep week 2	9/7/20 Mon	9/11/20 Fri	
production prep week 3	9/14/20 Mon	9/18/20 Fri	
production prep week 4	9/21/20 Mon	9/25/20 Fri	
production prep week 5	9/28/20 Mon	10/2/20 Fri	SNL Premiere Week - Aidy to NYC
production prep week 6	10/5/20 Mon	10/9/20 Fri	

Episode #	Title	Prep 8 days	Shoot Start	Shoot End	Delivery Date	Post Days 1D prior • wkdays only	Total Days incl. wkends/holidays	Release Date	Acceleration Estimate
301		9/30 - 10/9	10/12/20 Mon	10/26/20 Mon	2/26/21 Fri	74	119	5/21/21 Fri	\$0
302		9/30 - 10/9	10/12/20 Mon	10/26/20 Mon	3/5/21 Fri	79	126	5/21/21 Fri	\$0
303		10/15 - 10/26	10/27/20 Tue	11/10/20 Tue	3/12/21 Fri	73	118	5/21/21 Fri	\$0
304		10/15 - 10/26	10/27/20 Tue	11/10/20 Tue	3/19/21 Fri	78	125	5/21/21 Fri	\$0
1W HIATUS: 11/11 - 11/17									
305		11/6 - 11/17	11/18/20 Wed	12/4/20 Fri	3/26/21 Fri	67	108	5/21/21 Fri	\$0
306		11/6 - 11/17	11/18/20 Wed	12/4/20 Fri	4/1/21 Thu	71	114	5/21/21 Fri	\$0
Thanksgiving 11/26-11/27									
307		11/23 - 12/4	12/7/20 Mon	12/21/20 Mon	4/9/21 Fri	65	105	5/21/21 Fri	\$0
308		11/23 - 12/4	12/7/20 Mon	12/21/20 Mon	4/16/21 Fri	70	112	5/21/21 Fri	\$0
WINTER BREAK: 12/22 - 1/1 • Post returns to work 1/4									
acceleration estimate • eps 301-308 • not including VFX									\$0

Episode #308 delivery by 4/16/21

5W QC: speculative Hulu binge release possible as soon as 5/21/21

OFF CAMPUS
***List attached**
Base Camp
Costumes
Transpo

OREGON HIGHWAY 212

ADDITIONAL PARKING (Monthly)

EVACUATION & SAFE ASSEMBLY AREA

ADDITIONAL PARKING (Monthly)

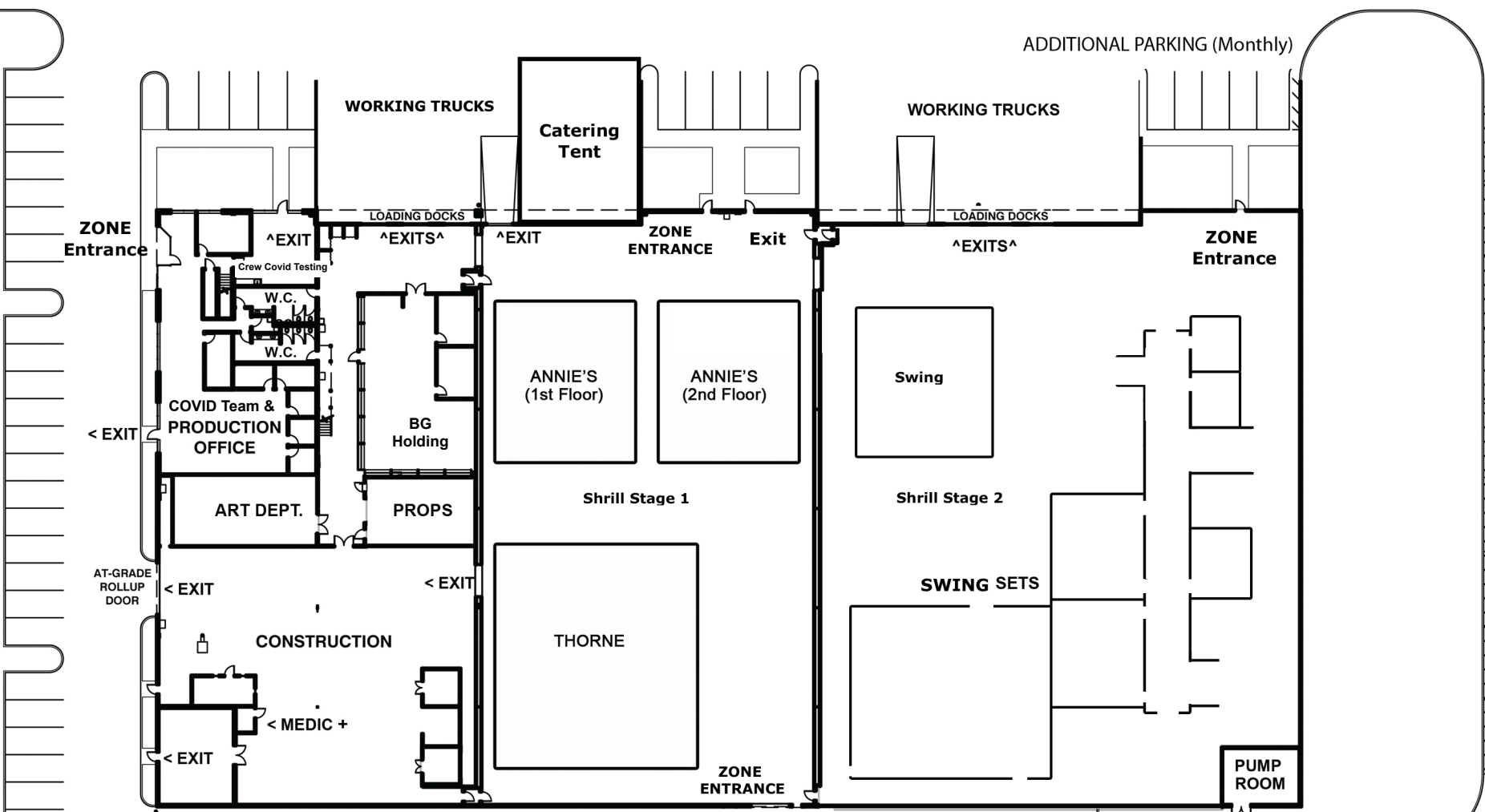
ADDITIONAL PARKING (Monthly)

NO CREW PARKING IN THIS AREA

NO CREW PARKING IN THIS AREA

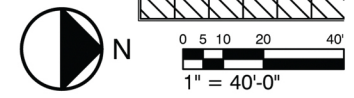
NO CREW PARKING IN THIS AREA

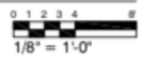
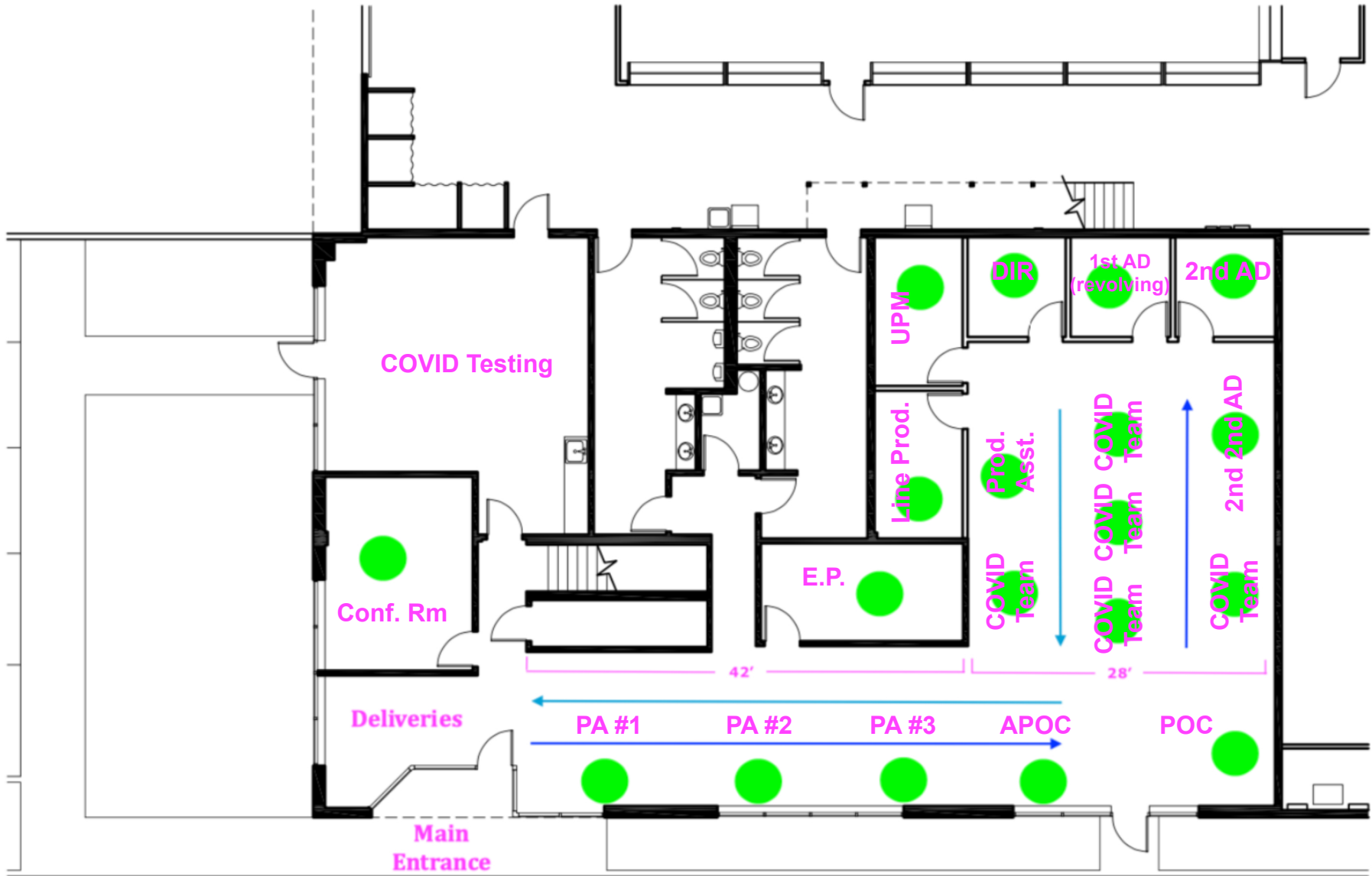
NO CREW PARKING IN THIS AREA

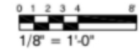


DUMPSTERS

DUMPSTERS







DUTY OF HEALTH & SAFETY

The following has been instituted to ensure a safe environment in BLS vehicles for company-owned locations and with our affiliate partners worldwide.

Dr. Ravi Kamepalli MD, FIDSA, CWSP, a Board-Certified Infectious Disease physician and Epidemiologist, is advising BLS on all matters relating to COVID-19 and CDC guidelines for passenger and employee safety.

For further guidance, please visit:

[CDC DRIVER-FOR-HIRE WEBSITE](#)

CHAUFFEURS ARE PRE-SCREENED & DECONTAMINATED

Decontamination are being used to disinfect chauffeurs before their shift begins and when it ends We have implemented a protocol which includes a recommendation to our chauffeurs to get COVID-19 tested every two weeks. In addition, chauffeurs are assessed for the following symptoms prior to beginning their shift and monitored in between rides via survey:



FEVER



COUGH



SHORTNESS OF BREATH

A CLEAN AND SAFE RIDE



Chauffeurs wear cloth masks and latex gloves

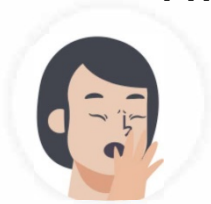
Chauffeurs will have extra face masks and carry hand sanitizer for passenger use. Vehicles will have a Ionizer HEPA Filter device installed. The vehicles ventilation system will be used to bring in fresh air.



Vehicles are sanitized with disinfectant

Vehicles are sprayed with Electrostatic Devices filled with Vital Oxide. In addition chauffeurs sanitize the vehicle in-between rides. Passenger windows are recommended to be cracked open for ventilation purposes.

ONLY TRAVEL WHEN NECESSARY AND TAKE STEPS TO PHYSICALLY DISTANCE



Luggage will only be handled upon the passengers request All items have been removed from the back of the vehicle.

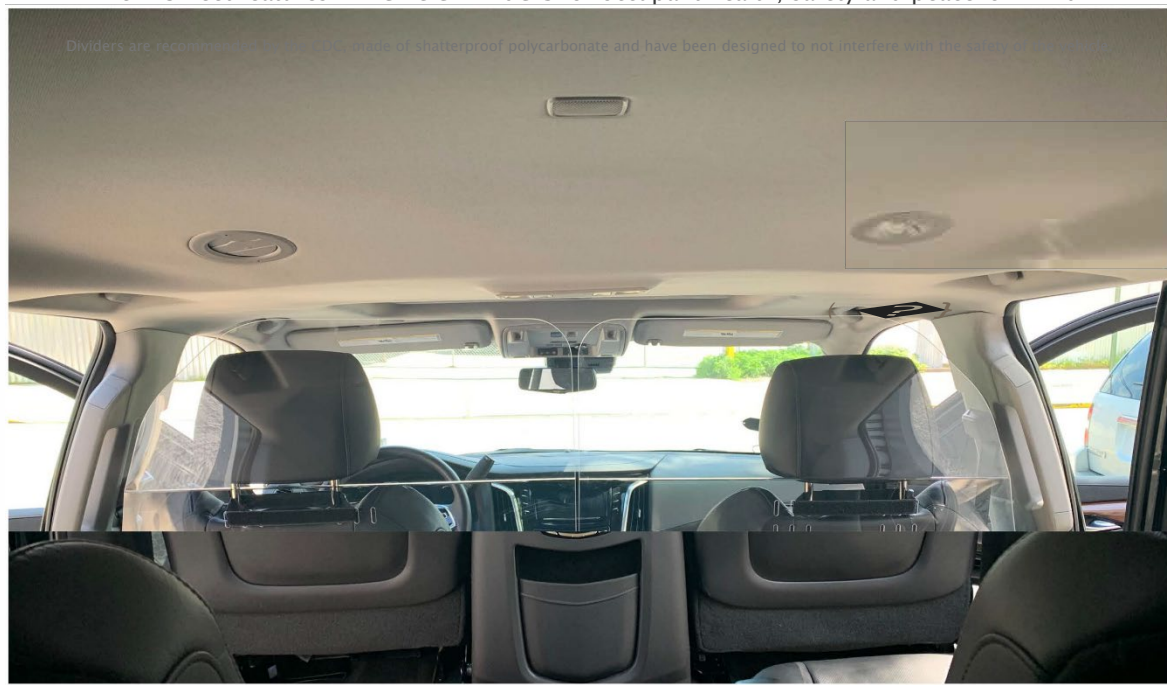


Ride behind the passenger seat or the 3rd row when available. Sprinters and coaches will only be filled to 40%-45% occupancy

IN-VEHICLE SAFETY DIVIDER

The BLS fleet features In-Vehicle Dividers for occupant health, safety and peace-of-mind.

Dividers are recommended to be made of shatterproof polycarbonate and have been designed to not interfere with the safety of the vehicle.



STILL HAVE QUESTIONS?

[CDC DRIVER-FOR-HIRE WEBSITE](#)