

CPAWC: COVID-19 COMMERCIAL FILM WORKFLOW SAFETY PROTOCOLS

These protocols have been developed in response to the COVID-19 pandemic and its threat in Western Canada. They will continue to be revised as new information becomes available.

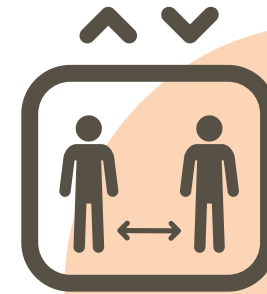


The latest published version can be found at
www.cpawc.com/covid19

This version is current as of June 2, 2020

1. Office and Remote Prep

Workers are to avoid the office and electronically communicate from home (or other safe locations) whenever possible.



2.

Elevator Use

Do not use an elevator when social physical distancing within the elevator is difficult to maintain. The Province of BC recommends that no more than 4 persons occupy an elevator at one time (11).

3.

Office Entry

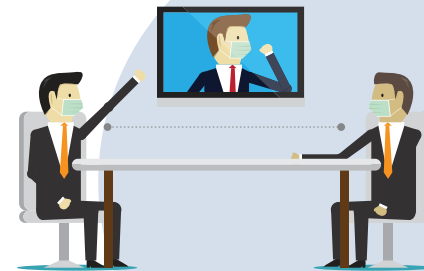


The outside office door will remain closed and secured. Access to the office will be by use of a key, or a Worker allowing a person's entrance.

4.

Parcels

Parcels to be accepted using Safe Protocol - Maintain distancing, open package with disposable gloves, sign with own pen, wash hands after completion.



5.

Meetings

Office meetings will be held outside as practicable. If an inside office meeting is required, the number of Workers will be maintained at a minimum and meetings will occur in the largest meeting room to allow for adequate social physical distancing to be maintained during the meeting.

Risk Assessment and Job Planning

6. Full risk assessment will be carried out by a Health and Safety Consultant / qualified risk assessor during prep to advise of any “flash points”.



7. Health and Safety Consultant / qualified risk assessor to attend tech scout and consult at the prep stage.



8. CPAWC recommends self grooming for actors in order to ensure physical distancing during our initial return to work. Full grooming protocols to follow with “Phase 3” of BC's Restart Plan, expected mid to late June, 2020.



9. Good hand hygiene, cough and sneeze etiquette to be noted on all production paperwork, and posted around set.

Pre-Work Screening

10.

Workers will be provided with information about the SARS-CoV-2 / COVID-19 protocols that are in place in BC at this time.



11.

Workers may be screened on set by a health professional.



12.

All Workers will be asked:

- a) “Are you experiencing, or have you experienced in the last 10 days, any of the following:
- Fever
 - Sore Throat
 - Coughing
 - Sneezing (runny nose)
 - Difficulty in breathing?”
- b) “Have you travelled to any countries outside Canada (including the United States) within the last 14 days?”

- c) “Have you provided care, or have you had close contact with a person with COVID- 19 (probable or confirmed) while they were ill (cough, fever, sneezing, or sore throat)?”
- d) “Have you had close contact with a person who travelled outside of Canada in the last 14 days who has become ill (cough, fever, sneezing, or sore throat)?”

Washroom Use

13.

An 'in use' sign (or equivalent) will be posted on the door of any washroom configured such that multiple workers could physically use the facility simultaneously.



14.

All standard hand washing protocols will be followed prior to leaving the washrooms. A hand washing poster will be posted in the washroom.

15.



Upon returning to work activities after leaving the washroom it is recommended that the Worker use hand sanitizer to ensure that their hands have been effectively cleaned.



16.

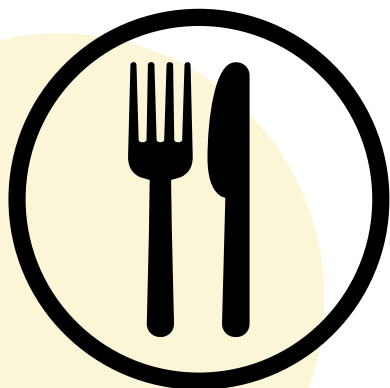
Washrooms will be effectively sanitized (using Health Canada approved cleaning agents designed to kill the Coronavirus) on a regular (at least daily) basis.

Kitchen Use and Food Services

17.

Any company(s) contracted to serve food regardless of location must meet all requirements of the Provincial Health Officer of BC. The company will be restricted to single portion plates, no communal food or condiments, etc will be available.

19.



All plates, cups and cutlery will be disposable.



18.

At all times during food pick up and consumption, appropriate social physical distancing must always be maintained. One-way travel systems should be put in place wherever possible.

20.

All waste eatery materials (e.g. disposable plates, cutlery, cups and food scraps) must be disposed of in a plastic lined waste bin.

Kitchen Use and Food Services Cont.

21.

The food service area accessed by Workers, including the microwave if available, must be wiped down with an approved sanitizing agent prior to Workers eating and post-consumption of food.



22.

The Employer has employed a contractor to ensure that the eating area(s) are effectively sanitized (using Health Canada approved cleaning agents designed to kill the Coronavirus) on a regular (at least daily) basis.

S O C I A L D I S T A N C I N G

23.

Limit the numbers of people using dining areas at any one time. Where possible, crew should make use of their demarcated areas for dining rather than dining room areas.



24.

One allocated assistant to be responsible for craft service table. Food shall not be walked around set and offered up on trays.

Company or Rental Vehicles

25.

Company or rental vehicles must be sanitized prior to and after each use. A brief clean using an approved disinfection wipe on vehicle touch points is required



26.

Common vehicle touch points include (but are not restricted to):

- Door handles (inside and outside)
- Turn indicators
- Steering wheel
- Transmission selector
- Radio/Entertainment knobs
- Rear view mirror
- Seatbelt clips



27.

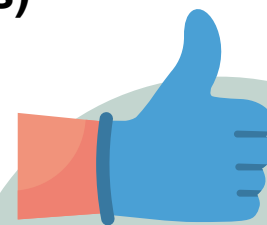
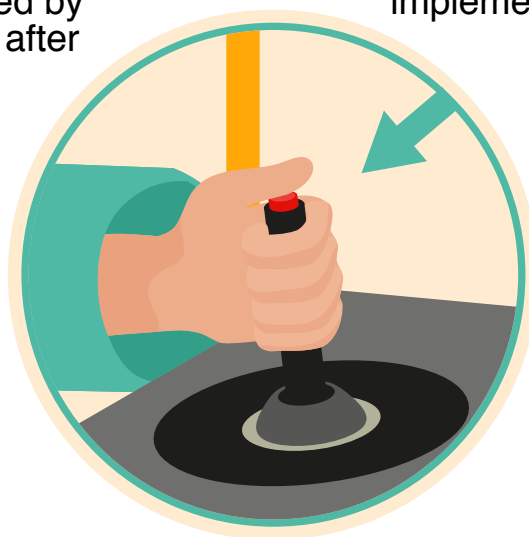
If more than one persons are required in a single vehicle, then they will be positioned to maximize physical distancing (ideally 2m between passengers). Schedule extra time for entering and exiting the vehicle to ensure workers can practice physical distancing measures. Handwashing facilities or sanitizer must be made available at the departure point and at the destination. Where possible, the windows will be at least partially opened to increase the flow of air within the vehicle.



Mobile Equipment (Forklifts / Elevating Work Platforms)

28.

Mobile equipment such as forklifts and elevating work platforms (such as scissor lifts and boom mounted work platforms) used by Workers must be sanitized prior to and after each use.



29.

Gloves should be worn when handling and filling out daily use logs / pre-shift inspection checklists. Workers must use their own writing implement when completing logs and not share pens or pencils.

30.

Common equipment touch points include (but are not restricted to):

- Steering wheel or toggles as applicable
- Transmission selector
- Operational hand controls (tilt back, tilt forward, lift / descend, hand controls for direction)
- Rear view mirror (as applicable)
- Seatbelt clips (as applicable)
- Fall protection harnesses / lanyards (metal components only) as applicable



31.

Only one person is permitted to be on elevating work platform equipment at a time (as practicable) to maintain an adequate social distance of 2 meters.

A larger scissor lift may allow for two-person use if the required 2 meters distance can be maintained.

Shared Hand and Power Tools / Material Handling

32.

It is preferable to restrict the communal use of all hand and power tools amongst Workers to eliminate the likelihood of cross-contamination.



34.

Upon completion of use, the Worker will wipe down the tool using a new disinfecting wipe. During the tool decontamination process the focus will be on 'high touch points' such as handles, triggers, on-off switches and areas acceptable to the manufacturer.

35.

During the handling of all construction related materials (electrical, wood, painting supplies, etc), all Workers are required to wear work gloves. These gloves must be identified and not shared with other Workers.



33.

The equipment is to be wiped with a disinfecting wipe prior to use, and only on areas approved by the manufacturer's instructions. The tool does not need to be sanitized until the work is finished or another Worker is expected to use the tool.



36.

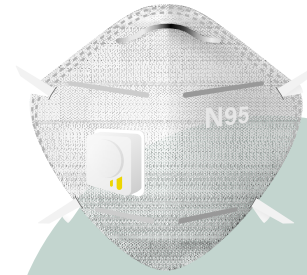
Each time a Worker removes their gloves, they must immediately sanitize or wash their hands effectively with soap and water. The Employer will ensure that supply of work gloves is readily available and are laundered occasionally (at least daily).



Use of Personal Protective Equipment

37.

It is important that all Workers understand that PPE may not be shared and, that by wearing PPE, Workers may increase their risk of exposure to COVID-19 if training and proper protocols are not followed during donning and doffing the equipment.



38.

Respirators - Certified respiratory protection (e.g. N-95 Masks) is not required for protection against COVID-19 exposure during work activities on a site (except for the first aid attendant).

39.

Surgical or Cloth Masks - The use of non-certified surgical masks is not required on a site by WorkSafeBC. Workers choosing to wear a surgical or cloth mask must be trained to don and doff these masks to ensure their risk of exposure is not increased due to improper use / hand contamination.

40.



Disposable Gloves – The use of disposable gloves is recommended for some tasks at sites. The use of disposable gloves must include training on removing the gloves without increasing the likelihood of spreading contamination.

41.

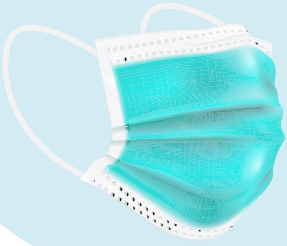


Use a clean cloth mask at least daily, or whenever a mask becomes damp or soiled.

Use of Personal Protective Equipment Cont.

42.

Change the face covering only by touching the straps or ear loops.



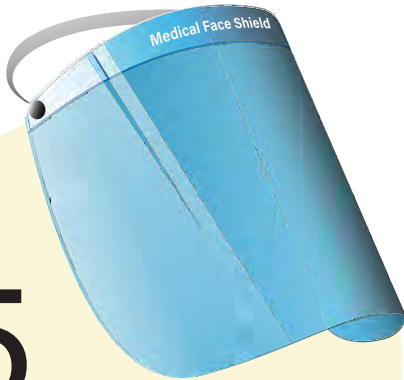
43.

After use, place cloth masks into a bag that can be emptied into a washing machine. Launder cloth masks with other items using a hot cycle and dry thoroughly.

44.

Do not place face coverings on any work surface, common area or equipment. Safety glasses can be used in conjunction with masks.

45.



Plastic face shields should be cleaned and disinfected between uses.



46.

If gloves are used, hands should be thoroughly washed after removing gloves.

When Social (Physical) Distancing Cannot Be Maintained

47.

For tasks where social distancing cannot be maintained, it must be considered if the task is essential at this time. Considerations need to include:

- Can the task be delayed?
- Can it be safely done in another way?
- Can the number of Workers involved be reduced?



49.

It is recommended that any work that breaches physical distancing requirements be monitored by a designated observer with health and safety training or experience.



48.

Any physical distancing breaches must be brief and rare. Do not neglect other safety procedures during physical distancing breaches.



51.

Facial coverings (including plastic face shields and cloth face masks) may reduce the risk of asymptomatic virus transmission. They should be used by all Workers who are involved in physical distancing breaches. Avoid touching the face while wearing the face covering.

50.



Any tasks breaching social distancing should not be undertaken by Workers that are susceptible to a higher risk of complications due to COVID-19. This includes:

- Workers who are over the age of 60.
- Workers with chronic health conditions including diabetes, heart disease and lung disease.
- Workers who are immunocompromised.

52.

Wash hands thoroughly at the end of the task, including after removal of any gloves that are worn. When the task is completed ensure that the tools that were used are cleaned and sanitized / disinfected.

Working on Set

53.



Safety announcement at the beginning of each shoot day will outline increased sanitation requirements and improved hygiene procedures.

55.



Whenever a department finishes its tasks on set, any shared areas to be sterilized before next department commences work.

56.

During the filming of a take, it is recommended that all non-essential personnel step away from the area immediately around camera. Whenever possible, the safest place to be on standby is outdoors.



54.

It is recommended that only one department work within the physical constraints of a set at any given time.

2m



57.

Access routes within the set to be kept clear and widened to 2m width wherever possible. One-way system to be put in place where possible.

Radios

58.

Radios should be signed out the day before where possible for quick distribution on the shoot day.

59.

No sharing of radios.

60.



Radios should be individually sanitized, bagged and handed to the user in its bag.

61.

Replacement batteries must be disinfected in between uses, bagged and handed to crew as needed.



62.

Communal (shared) headsets will not be available from radio rental houses.

Location Considerations

63.

Cleaning companies to be employed prior to, and immediately after filming.



65.

Regular cleaning of such areas to be scheduled by cleaning crew.

64.

Identify areas likely for cross-contamination. Any areas which have interaction with multiple and cross-departmental members to be identified.



67.

Hand wash stations and / or hand sanitizer to be made available to all crew or at designated stations for regular hand cleaning. Soap and water are preferable and should be provided on site whenever possible.

66.



Cleaning materials (wipes, antiviral spray, etc) to be made available for any crew member to clean surfaces on demand.

68.

Wherever possible, one-way access routes into and out of locations should be arranged to avoid crew crossing in confined spaces / corridors.

Location Considerations Cont.

69.

The use of fans for the ventilation of interior spaces is recommended where possible, as this can help with the dispersal of microdroplets.

The fans must not be directed towards any persons.

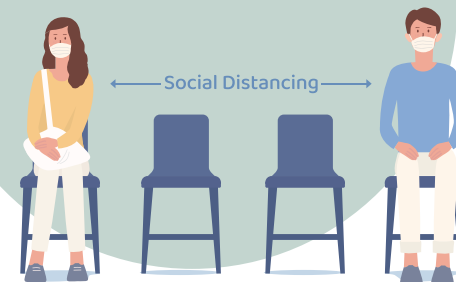
71.



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.

70.

Holding areas to be expanded in size to allow for adequate distancing measures.



72.



Truck parking areas at location should be isolated from any access by members of the public, or persons not engaged on the shoot.

73.

Additional consideration should be given to space between vehicles to allow for safe distancing guidelines to be observed during loading / unloading / working processes.

74.

Wherever possible Unit base to be situated within walking distance of location.

Equipment Handling - General

75.

Equipment suppliers should take care to ensure that any equipment being sent out to a shoot is fully disinfected before loading, and all staff loading, unloading and transporting equipment should wear gloves at all times when handling equipment.

77.

Any piece of equipment, which by necessity crosses between departments, must be handled with gloves and sanitized whenever possible.



76.

Designated department members responsible for their own equipment, and should be the only ones to handle it to avoid any potential cross-contamination.



78.

Additional time will be added to the shoot day(s) to allow for regular cleaning of camera and other equipment where there is close and regular contact.

Equipment Handling - Art Dept

79.



Additional cleaning and disinfection of key props / furniture / set dressing which have interactions with cast or crew members.

80.

No other department to handle props or set dec items. Limit persons who have contact with any key props (to be handled only by Prop Master and relevant cast).



81.



Art Dept to be allowed to work alone on set until dressing is complete before any other departments undertake their on-set tasks.

82.



Inspection / approval of props at prop tables to be undertaken at distance, by photograph or at a dedicated table separate from the main props storage area.

Equipment Handling - Lighting & Grip Dept

83.

Only qualified Lighting Technicians to handle any lighting equipment including lighting stands and sand-bags. Only qualified Grip crew to handle any grip equipment.



84.

Time and consideration to be allowed for Lighting and / or Grip team to work safely before, and alongside, other departments. The simplest way for this to work is to offer a clear pre-light day wherever practical.



85.

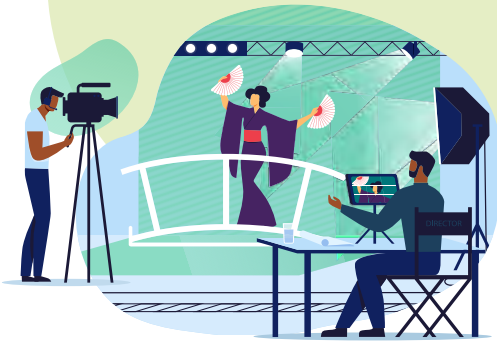
Any local power requests such as power for urns / heaters / laptops, etc to be discussed in advance and laid in on pre-light wherever possible.



Equipment Handling - Camera

86.

It is recommended that camera be positioned a minimum of 2 metres from Talent at all times. If this is not possible, a specific camera disinfection protocol should be developed and followed for the crew executing the shot.



88.

Safe measure to be put in place for handling and sharing of camera cards with DIT, to include working with gloves and wiping down cards and card cases.

89.



Safe measures to be put in place for handling and sharing of camera gear between 1st AC and 2nd AC to include working with gloves and wiping down gear. Direct handoff should be avoided wherever possible; gear should be placed in intermediate area for pickup.

87.

Only qualified Camera crew to handle any camera equipment.



90.

Camera placement to be organised without any other department working in close proximity. Once camera is safe and in position, camera crew to return to safe area while other departments work to adjust lighting / dressing as required.

91.

Where practical, remote monitoring, remote focus, remote head and other technologies allowing operating at distance should be used.

Equipment Handling - Sound

92.

Safe measures to be put in place for handling and sharing of rushes with DIT, to include working with gloves and wiping down cards and card cases.



93.

During rigging of radio mic, gloves and facemask to be worn.

94.



Any items which come into contact with cast must be disinfected before being re-allocated to another cast member.



Costume and Apparel Handling – Wardrobe Dept

95.

Where possible, existing Talent-owned wardrobe to be used.



96.

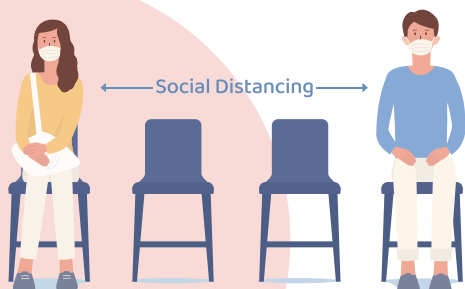
Only essential Costume crew and cast to be present at fittings (designer / maker / dresser). Approvals to take place via photos or video conferencing.



97.

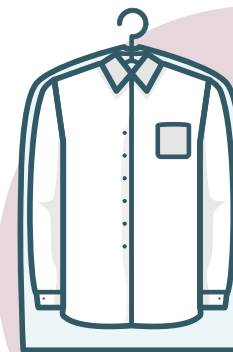
Physical contact between cast member and Costume crew, while often necessary, should be minimised whenever possible. Where physical contact is necessary, all appropriate PPE should be worn.

98.



Fittings and tests schedule to be extended over multiple days to avoid congestion and unnecessary overcrowding.

99.



Any costumes which can be cleaned should be covered / bagged individually after cleaning.

Costume and Apparel Handling – Wardrobe Dept Cont.

100.

Wherever possible, cast should receive their costume in a screened-off cubicle and dress without assistance.

101.

All used laundry to be placed by cast in the provided plastic-lined laundry carts / hampers for laundering.



102.

The laundry will only be handled and laundered by approved Workers wearing long sleeves and disposable gloves.

103.



All non-clothing apparel (e.g. jewelry, glasses) will be collected in a plastic lined vessel and sanitized in an effective manner with a sanitizing agent that does not affect the quality of the materials being sanitized.

104.

If it is considered that the materials are too sensitive / delicate for sanitizing, current research as published by the New England Journal of Medicine indicates that the SARS-CoV-2 virus is only viable (under laboratory conditions) on hard non-porous surfaces for 3 days, and that the virus dies at an exponential rate after deposition.

CPAWC

The Commercial Production Association of Western Canada

The Commercial Production Association of Western Canada
is working to make shooting in Western Canada better for productions,
better for industry professionals, and better for the local community.



**COMMERCIAL PRODUCTION
ASSOCIATION OF WESTERN CANADA**

PO Box 20033 Fairview PO
Vancouver, BC V5Z 0C1