



# **RECOMMENDED COVID-19 WORK PROCEDURES FOR COMMERCIAL PRODUCTION**

**Prepared for:**

**The Commercial Production Association  
of Western Canada (CPAWC)**

**By:**

**The Harwood Safety Group**

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:

<http://www.cpawc.com/covid19>

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# 1. WORKSAFE BC REQUIREMENTS

As employers, commercial producers are required to develop a COVID-19 Safety Plan that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission. This plan follows the six steps outlined below. Employers must involve frontline workers, joint health and safety committees, and supervisors in identifying protocols for their workplace. You do not need a formal plan in place to begin operation, but are expected to develop it while protecting the safety of your workers.

Employers are not required to submit plans to WorkSafeBC for approval, but in accordance with the order of the Provincial Health Officer, this plan must be posted at the worksite.

## **The six steps required for the WorkSafeBC plan are:**

1. Assess the risk at your workplace
2. Implement measures to reduce the risk
3. Develop policies
4. Develop communication plans and training
5. Monitor your workplace and update your plans as needed
6. Assess and address risks from resuming operations

## **The link to the COVID-19 Safety Plan at WorkSafeBC:**

<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

## **WorkSafeBC COVID-19 and Returning to Safe Operation:**

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

# 2. RESPONSIBILITIES AND ONGOING REVIEW

Employers, workers, owners, and other people at the workplace all have a

responsibility to prevent exposure to COVID-19 in the workplace.

Employers are responsible for the health and safety of their workers, and all other workers at their workplace. They are responsible for completing and posting the COVID-19 Safety Plan and to train and educate everyone at the workplace of the contents of that plan. Employers are also responsible for having a system in place to identify the hazards of COVID-19, control the risk, and monitor the effectiveness of the controls.

Workers are responsible for taking reasonable care to protect their own health and safety and the health and safety of other people at workplace. In the context of COVID-19, this means workers are responsible for their own personal self-care, which includes frequent hand washing and staying home when sick. Workers are also responsible for reporting unsafe conditions to their employer, and following the procedures put in place by the employer to control the risks associated with COVID-19.

General Protocols (including this document) and job specific protocols should be monitored and reviewed regularly in order to improve workplace safety where possible. CPAWC intends to revise the is document regularly in order to improve its processes, or to reflect changes in direction from the governing bodies (Provincial Health Office , WorkSafeBC or the BC Centre for Disease Control).

### **3. OHS TRAINING SUPERVISION**

It is recommended that the production have a plan to educate its workers with regards to COVID-19 best practices and procedures. Examples of this are online webinars specific to the film industry, documents, and websites. It is also recommended that more information about the nature of a given production be shared with workers in advance (the specific location and nature of the shoot, for example).

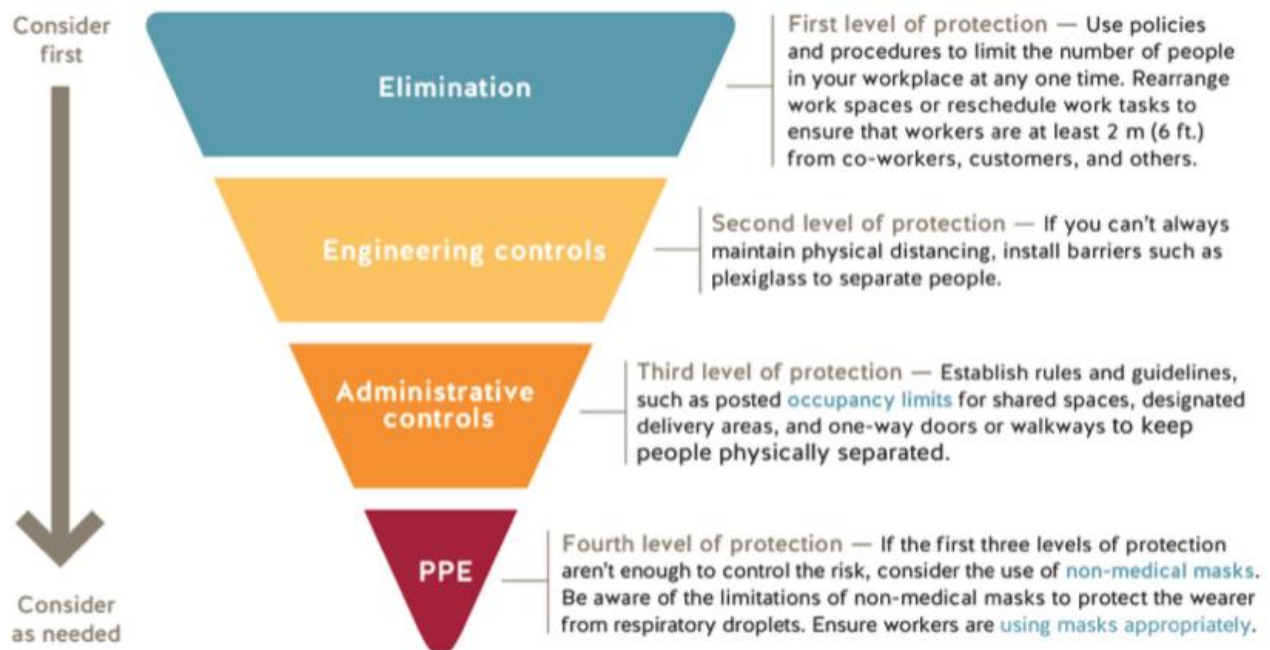
Due to the complex nature of a modern commercial film production, it is recommended that at least one individual be designated the role of supervisor for COVID-19 related Health and Safety. This individual is responsible for monitoring the safety of the workplace and communicating feedback to producers and heads of departments. In the initial back to work period of June 2020, this should be someone with expertise in COVID-19 Occupational Health and Safety and should be dedicated to this task.

This person will be made known to all workers before the beginning of any work to facilitate any questions or concerns about ongoing work.

This role will be subject to review as crews become educated in best practices over time.

## 4. REDUCING THE RISK OF PERSON-TO-PERSON TRANSMISSION

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You might likely need to incorporate controls from various levels to address the risk at your workplace.





## 5. PRE-WORK SCREENING

The Employer may implement pre-work screening. A prework screening supports an employer's responsibility to provide a safe workplace while reminding a Worker of their responsibility to self-assess their health prior to commencing work. A screening questioning process would include the following:

1. **The Worker will be provided with information about the SARS-CoV-2/COVID-19 protocols that are in place in BC at this time.**
2. **The Worker will be asked the following questions.**
  - 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?”**

**Note:** Anyone experiencing these possible COVID-19-like symptoms such as a sore throat, fever, sneezing, or coughing will be advised that they must self-isolate at home for a minimum of 10 days from onset of symptoms, until their symptoms are completely resolved.

- 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)?”**

If the Worker answers “**NO**” to all the above, they may proceed to go to work using the required COVID-19 safe work procedures.

**Note:** If the monitoring of workers temperature is implemented, work procedures with associated temperature parameters will be developed prior to commencing

the program.

## 6. WHEN SOCIAL (PHYSICAL) DISTANCING CANNOT BE MAINTAINED

The PHO has issued guidance regarding the Compliance and Enforcement by Public Health Orders with respect to Physical Distancing during COVID-19. The guidance states in part that:

*“Where possible, Workers should maintain a distance of two metres apart from each other.”*

**The full document can be viewed at:**

[https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/compliance\\_and\\_enforcement\\_guidance\\_march\\_31\\_2020.pdf](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/compliance_and_enforcement_guidance_march_31_2020.pdf)

The following safe work procedure describes the best practices to be used to reduce the risk of transmission of the novel coronavirus SARS-CoV-2 where distancing is “momentarily” not practicable. As working under these procedures may constitute a breach of the PHO’s orders, the rationale using for this momentary practice must be planned and implemented only on a very infrequent basis and in accordance with this guidance.

### Initial Considerations:

If physical distancing is not possible while conducting momentary work tasks, risk of exposure to COVID-19 must be carefully managed and minimized. It must be considered as to whether the task is essential at this time and 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?*

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

## **Risk Reduction:**

### **Workers:**

This work should not be completed by Workers who are at 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.

Only Workers who meet the following criteria will be considered for the work:

- They have NOT had symptoms of COVID-19 in the past 10 days (cough, sneeze, sore throat, fever, difficulty breathing).
- They have NOT travelled outside of Canada within the previous 14 days.
- They have NOT been living with or had close contact to someone with COVID-19 (presumed or confirmed) within the past 14 days.

## **Supervision:**

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

- Best practices are followed.
- Physical distancing breaches are as brief and as rare as possible.
- Other safety considerations are not overlooked during physical distancing breaches.

## **Controls:**

### **Handwashing:**

- Provide a handwashing or hand sanitizing station that is easily accessible for the affected workers.
- Wash hands thoroughly at the end of the task, including after removal

of any gloves that are worn.

- Wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with bare or gloved hands.

#### **Cleaning/Disinfecting:**

- When the task is completed ensure that the tools that were used are cleaned and sanitized / disinfected.
- Clean and disinfect all high-touch surfaces in the area.

#### **Clothing:**

- Clothing should be changed at the end of the shift to reduce the risk of take-home exposure. Bring work clothing home in a plastic bag and wash work clothing daily.

## **7. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The procedures outlined above should be followed before the use of PPE is considered.

When the procedures above are followed the risk of disease transmission between Workers is low and PPE is not be required.

Where PPE is used during a work activity the following best practices must be followed.

#### **Face coverings (non-certified masks and face shields):**

Workers who may need to breach physical distancing cannot be exhibiting symptoms of COVID- 19; however, face coverings may reduce the risk of any asymptomatic virus transmission. These non-certified facial masks do not protect the wearer of the face covering, but they may reduce the spread of droplets from a 'potentially' infected individual.

**Note:** It is stressed that person(s) can only participate in this procedure if they are asymptomatic.

When face coverings are used in this procedure, they should be used by all Workers who are involved in physical distancing breaches.

Facial coverings (including plastic face shields and cloth face masks) may increase the frequency of hand-to-mouth contact and they need to be regularly cleaned and disinfected. Before and after use of facial coverings, hand washing/sanitization must occur.

### **Best practices for use of face coverings:**

- Avoid touching the face while wearing the face covering.
- Plastic face shields should be cleaned and disinfected between uses.
- Change the face covering only by touching the straps or ear loops.
- Do not share cloth face coverings between workers.
- Use a clean cloth mask at least daily, or whenever a mask becomes damp or soiled.
- 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.
- Do not place face coverings on any work surface, common area or equipment. Safety glasses can be used in conjunction with masks.
- If gloves are used, hands should be thoroughly washed after removing gloves.
- Safety glasses can be used in conjunction with masks.

**Note:** Certified respiratory protection (half-face respirators with P100 filters, or N95 masks) may be in short supply and are not required in most circumstances. These devices should be prioritized for workers who need to work in proximity to people who have symptoms of COVID- 19 (for example, first aid attendants treating people that have developed symptoms of COVID- 19 at work).

Further information on the use of cloth masks during the COVID-19 pandemic can be found on the following websites:

**BC Centre for Disease Control:**

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks>

**Health Canada at:**

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/how-put-remove-clean-non-medical-masks-face-coverings.html>

**WorkSafeBC - Selecting & Using masks:**

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/>

## 8. USE OF PERSONAL PROTECTIVE EQUIPMENT

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.

**Respirators** - Certified respiratory protection is not required for protection against COVID-19 exposure during work activities on a site (except for the first aid attendant). If respirators are worn, they must be certified as N-95 filtration or better and Workers must be trained to don and doff this equipment in accordance with the manufacturer's instructions. A training video for donning and doffing an N-95 disposable respirator can be found at this link:

<https://www.youtube.com/watch?v=aQfzdeNUZl4>

After removing the respirator, the Worker must sanitize their hands.

Non disposable elastomeric respirators must be disinfected after use and stored in an impervious polyethylene bag to prevent contamination. After cleaning the respirator, the Worker must sanitize their hands.

**Surgical and other Non-Certified Masks** - The use of non-certified surgical masks is not required on a site.

Workers choosing to wear a surgical mask must be trained to don and doff these masks to ensure their risk of exposure is not increased due to improper use and hand

contamination. A training video for donning and doffing a surgical mask can be found at:

<https://youtu.be/OABvzu9e-hw>

After removing the mask, the Worker must sanitize their hands.

**Disposable Gloves** - The use of disposable gloves must include training on removing the gloves without increasing the likelihood of spreading contamination. A training video for removing disposable gloves is found at:

[https://www.youtube.com/watch?v=kesQF\\_G3pQ8](https://www.youtube.com/watch?v=kesQF_G3pQ8)

After removing the gloves, the Worker must sanitize their hands. All disposable wipes and gloves used for cleaning must be disposed of in a plastic lined garbage can.

**Note:** Care must be taken to assume that all PPE is contaminated with the virus and removed in a manner to ensure the contamination is not spread by the Worker.

## 9. OFFICE WORK PROCEDURES (STUDIO / FACILITY / ON SITE)

### a. Office Work

Workers are to avoid the office and electronically communicate from home (or other safe locations) whenever possible. This protocol will eliminate direct person to person transmission of the virus at the office. If it is not practicable to work remotely, the following procedures will be used, as applicable.

**Full WorkSafeBC Office Procedures at avail at:**

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices>

## b. Elevator Use Protocols

Do not use an elevator when social physical distancing within the elevator is difficult to maintain. This may require waiting for several elevators.

Exit the elevator if it becomes overcrowded and social physical distancing cannot be maintained.

**Note:** The Province of BC recommends that no more than 4 persons occupy an elevator at one time (11).

## c. Office Entry (applicable for a building or a portable office)

1. 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 in accordance with the safe work procedures noted below.
2. There is no PPE required for office work; however, in the presence of other office Workers all social physical distancing rules must be used i.e. minimum distance between persons of 2 meters or 6.5 feet.
3. Workers in the office may be required to provide entry to other persons. Post signs on the office entry point(s) regarding the precautionary measures and the delivery instructions that are in place. The office door will be secured and when a Worker is required to open the door to let someone attend the office, the door will be unlocked from inside the office entry door. Prior to the door opening the Worker will retreat to ensure that adequate social physical distancing is maintained during the greeting process. There is to be no physical contact (do not shake hands).
4. For parcels delivered to the office:
  - The delivery person may place the parcel / envelop on a table located in the office near the entrance with any documentation requiring authorization / receipt.
  - The delivery person will then be required to retreat while a Worker reviews and assesses the parcel / envelope.
  - The Worker may wear disposable nitrile type gloves and use their own pen/pencil if signing for receipt of goods. An electronic signature will be used when possible.
  - Upon completion of signing, the documentation will stay on the table



and the Worker will retreat from the table as the delivery person collects required documentation and leaves.

- The Worker will then collect the parcel, deliver it, and then remove disposable gloves and sanitize/wash their hands.

**Note:** While wearing the gloves the Worker may wish to remove the outer wrapping and dispose of it.

5. 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. It is recommended that no Workers sit within 2 meters of the door unless the door is secured to prevent inadvertent entry. It is recommended that all areas and equipment touched during the meeting be wiped down with an approved sanitizing agent at completion of the meeting.

## 10. WASHROOM USE

The following procedure for washroom use (male and female) will be used by Workers at this time.

1. 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. The washroom(s) will only be used by one person at a time to ensure that correct social physical distancing is maintained at all times in both the male and female washrooms. If the washroom has a lockable access, the washroom may be locked while in use instead of using signage.
2. All standard hand washing protocols will be followed prior to leaving the washrooms. A hand washing poster will be posted in the washroom.
3. 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.
4. The Employer has employed trained personnel to ensure that all washrooms are effectively sanitized (using Health Canada approved cleaning agents designed to kill the Coronavirus) on a regular (at least daily) basis.

### **Worksafe BC Cleanings protocols:**

<https://www.worksafebc.com/>

**BCCDC Cleaning & Disinfecting protocols:**

<http://www.bccdc.ca/health-info>

## 11. KITCHEN USE AND FOOD SERVICES

1. Workers may use the onsite food services if provided. 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.
2. At all times during picking up food and consumption of food appropriate social physical distancing must always be maintained.
3. All plates, cups and cutlery will be disposable.
4. All waste eatery materials (e.g. disposable plates, cutlery, cups and food scraps) must be disposed of in a plastic lined waste bin.
5. 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.
6. 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.

## 12. COMPANY OR RENTAL VEHICLES

Company or rental vehicles must be sanitized prior to and after each use. A brief wipe using an approved disinfection cloth on vehicle touch points is required. Only one person per vehicle is permitted at this time (as practicable) to maintain an adequate social distance.

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
- Seat belt clips

The sanitizing wipe must be disposed on in a plastic lined garbage container.

Employers should assess the number of people being transported or sharing vehicles and employ measures to ensure at least 2 metres of distance between people is maintained. Measures that may be taken to ensure at least 2 metres of distance include the following:

- Have workers sit one to a seat
- Stagger riders to allow for maximum distance
- Adjust the number of workers per trip and the overall number of trips needed to transport workers to a worksite
- If possible, use larger vehicles or multiple vehicles
- Employers must also implement a process that allows for physical distancing when loading and unloading vehicles.
- Employers should have handwashing facilities or sanitizing stations available to workers as they enter and exit vehicles.
- Ensure that high contact surfaces within vehicles are routinely cleaned and disinfected. These include seatbelts, headrests, door handles, steering wheels, and hand holds.
- Incorporate end-of-shift vehicle wipe downs, include a method for tracking end of shift cleaning and provide workers with appropriate supplies, like soap and water, hand sanitizer, and disinfectant wipes.

## 13. **MOBILE EQUIPMENT (FORKLIFTS, ELEVATING WORK PLATFORMS)**

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. A brief wipe using an approved disinfection cloth on equipment touch points is required.

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)
- Seat belt clips (as applicable)
- Fall protection harnesses/lanyards (metal components only) as applicable.

**Note:** Ensure sanitizing solvents do not come into contact with fall protection synthetic materials (lanyard or harness) as they may void the equipment warranty.

The sanitizing wipe must be disposed on in a plastic lined garbage container.

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.

**Note:** 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.

## 14. SHARED HAND AND POWER TOOLS

It is preferable to restrict the use of all hand and power tools among Workers to eliminate the likelihood of cross contamination. As it is recognized that some tools are required to be shared, the following procedure is to be followed.

Prior to using the tool ensure that disinfecting wipes (approved by Health Canada for use with Coronavirus) are in proximity to the Worker. The Worker will wear work gloves unless the use of gloves may incur a greater hazard to the Worker (e.g. lathe or floor mounted drill press). The equipment is to be wiped with a disinfecting tissue prior to use only on areas approved by the manufacturer's instructions.

The Worker must then use the tool using appropriate work-use precautions including lockout as appropriate.

If the Worker continues to use the tool, and the tool is under the immediate care and control of the Worker, the tool does not need to be sanitized until the work is finished or another Worker is expected to use the tool.

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.

The disinfecting wipes will be disposed of in a plastic lined garbage container. Workers will wash or sanitize hands after completion of use.

## 15. SHARED CAMERAS AND SPECIALIZED EQUIPMENT

It is preferable to restrict the use of all cameras and high technology equipment among Workers to eliminate the likelihood of cross contamination. As it is recognized that some equipment may be required to be shared, the following procedure is to be followed.

Prior to using the equipment ensure that disinfecting wipes (approved by Health Canada for use with Coronavirus) are in proximity to the Worker. The Worker will wear gloves (disposable or work gloves) unless the use of these gloves may incur technical difficulties when using the equipment. The equipment is to be wiped clean with a disinfecting disposable tissue prior to use.

**Note:** The manufacturer may have specific requirements for solvents that must not be used on the equipment or parts of the equipment. It is incumbent on the operator to consult with the manufacturer to determine what approved sanitizing cleaners (effective for the SARS-CoV-2 virus) may be used on the equipment without damaging the equipment. The sanitizing agent may only be used on areas approved by the manufacturer's instructions.

The Worker may then use the equipment using appropriate work-use precautions.

If the Worker continues to use the equipment, and the equipment is under the immediate care and control of the Worker, the equipment does not need to be continually sanitized until the work is finished or another Worker is expected to use the equipment.

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

The disinfecting wipes will be disposed of in a plastic lined garbage container. Workers will wash or sanitize hands after completion of equipment use.

## **16. MATERIAL HANDLING**

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.

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).

Construction materials such as wood do not require sanitizing, as the virus, under ideal conditions, may only live on porous surfaces for up to 24 hours.

## **17. FABRICATION OF SETS – WORK PROCEDURES FOR RECEIPT OF COURIERED GOODS AND DELIVERY OF SUPPLIES & MATERIALS**

1. The fabrication warehouse or Set doors will remain closed and secured (the roll-up door may have warning barrier tape across the entrance if the door is required to be open for extended times). As delivery personnel may be required to access the shipping receiving area, signs indicating the precautionary procedures in place and the required 2-meter physical distancing between people must be posted.
2. There is no specific PPE required for the receiving of inventory and supplies; however, gloves may be worn by the workers if preferred. All recommended social physical distancing rules must be followed at all times maintaining a minimum distance between persons of 2 meters or 6.5 feet during the delivery or shipping of materials.
3. The fabrication warehouse door or Set door will be secured at most times and when a Worker is required to open the door to let someone attend the facility, the door will be unlocked from inside the facility entry door. Prior to the door opening, the Worker will retreat to ensure that adequate social physical distancing is maintained during a greeting. There is to be no physical contact (do not shake hands) between workers.

4. If a small parcel is to be received the following procedure must be followed:
- The delivery person may place the parcel / envelop on a table located in the facility near the entrance along with any documentation requiring authorization / receipt.
  - The delivery person will then be required to retreat while a Worker reviews and assesses the parcel / envelope.
  - The Worker will wear disposable nitrile type gloves or work gloves and use their own pen / pencil if signing for receipt of goods. If an electronic signature instead of physical signing can be used, it is preferable
  - Upon completion of signing, the documentation will stay on the table and the Worker will retreat from the table as the delivery person collects required documentation and leaves the site.
  - The Worker will then collect the parcel, deliver it, and then remove their gloves and sanitize / wash their hands.

**Note:** While wearing the gloves the Worker may wish to remove the outer wrapping of the package and dispose of it.

5. If a larger shipment is to be received, the following procedures must be followed:
- Delivery person must indicate the materials to be delivered and the process by which the materials can be delivered while maintaining required physical distancing.
  - If a forklift is required to remove materials, the delivery driver will remove the system securing the load to the truck and then step back 2 meters while the lift truck driver (Worker) retrieves the load.
  - The lift truck driver (Worker) will follow the mobile equipment decontamination procedure prior to use and post use and other safety requirements as applicable.
  - When the materials are unloaded, the Workers handling these materials will use work gloves.
  - If a signature on documentation for authorization / receipt of inventory is required, the delivery person will place the paperwork on a table (or equivalent) and then be required to retreat while the Worker reviews and assesses the paperwork.

- The Worker will wear disposable nitrile type gloves or work gloves and use their own pen / pencil when signing for receipt of goods. If the option of using an electronic signature is available, it is considered as preferable.
- Upon completion of signing, the documentation will stay on the table and the Worker will retreat from the table as the delivery person collects the required documentation and leaves the site.
- The Worker will then remove their gloves and sanitize / wash their hands.

**Note:** While wearing the gloves the Worker may wish to remove the outer wrapping of the materials and dispose of it.

A log of all material pick-ups and deliveries must be maintained to track locations and companies making deliveries.

6. For the pick-up of smaller inventory and deliverables, the following procedures must be followed:
  - The driver (Worker) will always maintain required physical distancing and observe all required protocols and practices while at the vendor's location.
  - Disposable gloves and disinfecting wipes must be carried by the Worker during the picking up or delivery of materials. The disposable gloves may be worn during pick up of inventory, but it is not required.
  - Upon returning to the vehicle after picking up materials, the Worker will sanitize their hands and vehicle touch points (including the outside handle) using an approved disinfection material. The Worker will conduct an assessment to determine if a sanitization / disinfection of the inventory item is required.

A log of all material pick-ups and deliveries must be maintained to track locations and companies visited for pick-ups.

## 18. LAUNDERING OF COSTUMES AND APPAREL

The Employer will provide services for the laundering of costumes and apparel.

All used laundry will be place in the provided plastic lined laundry carts / hampers by the actors for laundering. After the laundry is placed in the hamper, the worker that wore the articles of clothing must sanitize their hands immediately. The laundry will only be handled and laundered by approved workers wearing long sleeves and disposable gloves.



Workers assigned to care for laundry will finish bagging the laundry and seal the bag. The bag will be transported to the assigned laundry facility. The bag will be marked as laundry with low risk of contamination with the SARS-CoV-2 (COVID-19) virus. Any laundry facility will be informed of the laundry and the potential contamination prior to sending it to the laundry service. The laundry service must acknowledge that they are capable of receiving the laundry and that they have laundering procedures in place.

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.

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 nonporous surfaces for 3 days, and that the virus dies at an exponential rate after deposition.

The same study indicated that the virus has only been determined to be sustainable on porous (material) surfaces for 24 hours and dies at an exponential rate after deposition.

**Note:** In general terms, it is considered at this time that laundering in warm or hot water with detergent followed by a dryer cycle is effective in killing the virus. It is also noted that detergents with bleach may also be more effective in sanitizing. It is advised to discuss with the manufacturer of the clothing the appropriate laundering procedures.

## 19. HAIR AND MAKE-UP (PERSONAL SERVICES)

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.

Current grooming protocols from WorkSafeBC may be followed as part of overall job risk assessment by an employer (producer).

**WorkSafeBC protocols for Personal Services are at:**

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/personal-services>

## 20 . EMPLOYER PROVISION OF DISINFECTION SUPPLIES AND MATERIALS

The Employer has provided Workers access to and direction to use, disinfection gels and sanitizing wipes in the office, vehicles, and fabrication area(s) and the Set to assist with maintaining a disinfected workplace environment.

**Note:** All used disinfection materials are to be disposed of in plastic lined waste containers for janitorial services to remove on a daily basis.

## 21 . ADDITIONAL GENERAL ON SET MEASURES

### a. Limited access to communal work areas

Strictly one department at a time working within the physical constraints of a set at any one time. E.g. Art department complete dressing before Lighting department light a set. Physical distancing (2 meters) must always be maintained.

All work will be directed/supervised by relevant HOD with support from 1st AD

If dressing/lighting to camera, additional time will be allowed to set camera, and for camera team to move away to a safe distance before next department moves in.

When not working on the set, crew from other departments are to move back to their demarcated areas until required.

**Note:** This may slow down the preparation time on set. More time will need to be allowed to work safely in this manner.

## b. Build, Prep and Pre-light days

Where prep requires a wider use of the working space within a studio/location production they will endeavour to schedule enough days for departments to work alone, and to hand over the set between departments when necessary.

Time will 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 is to remain on set but must observe guidelines for physical distancing (2 meters) between departments. For example:

- Build Days
- Construction only on set
- Dress Days
- Art Department only on set / Minimal Construction Standby
- Pre-light Days
- Lighting team only on set / Minimal Construction and Art Standby
- End of Pre-light day/Evening prior to shoot
- Stage Mark-out and area demarcation
- Runners/AD only

## c. Keeping crew off set where possible

Any member of the crew must stay away from the working environment of the stage / set.

Production department is to remain off set and in production office always. Contact with the shooting crew is by radio only. A dedicated runner is to be allocated to production.

**Note:** Production runner must not physically interact with any member of shoot crew.

Makeup / Costume is to allocate dedicated onset standby artists who remain on set and assigned to limit movements of crew between offset areas and the stage.

## d. Access routes

Access routes within the set are to be kept clear and widened to 2 meters width

unless there is a physical restriction.

One-way system to be put in place where possible.

#### **e. Movement of Crew (Internal / External)**

Crew may be required to move regularly between the set and the outside world for the purpose of buying/hiring items for set. During these crew movements all crew will observe all distancing measures in place at other places of business visited.

If the social distancing and sanitization measures in place at other businesses are inadequate the crew will adopt the required CPAWC procedures in lieu of the businesses procedures. If minimum CPAWC procedures cannot be implemented, the crew will leave the place of business and inform their supervisor.

PPE is to be provided and will be available to be worn when moving between different areas. All used PPE will be disposed of in a plastic lined waste container and hands sanitized immediately.

A clear single point of contact with crew will be established on return.

Follow CPAWC disinfection procedures for materials coming onto set.

## **22. PRACTICAL LOCATION CONSIDERATIONS**

### **a. Identify areas likely for cross contamination:**

Any common high touchpoint areas subject to use by multiple and cross departmental members will be identified. Examples of high touch points are door handles, bannisters, craft service area, dining tables, etc.

### **b. Measures for disinfecting such areas:**

- Regular cleaning of high touch point areas using Health Canada approved disinfectants will be scheduled by the cleaning crew. The cleaning crew will be instructed in the correct use of these disinfectant including required contact times.
- A departmental crew will be allocated to maintain topical 'on demand' cleaning.
- Approved cleaning materials (antiviral wipes/sanitizing sprays etc.) will

be made available for any crew member to clean surfaces on demand.

- Hand sanitizer with a minimum alcohol content of 60% (w/w) will be made available to all crew at designated stations throughout the set for regular hand-cleaning.
- All crew will be encouraged to wash hands and sanitize regularly.
- Disposable gloves will be made available to all crew.
- Disposable masks will be made available to all crew
- Plastic lined waste containers will be made available throughout the set
- All crew members will be trained in the proper use of, and donning and doffing of all PPE. All used PPE will be disposed of in a plastic lined waste container and hands sanitized immediately.

### **c. Crew park and Shuttling:**

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

Where transportation is required, additional vehicles will be required to ensure distancing regulations are not compromised in transit.

Regular sanitizing of all high touch points in communal areas in transport to be undertaken both pre-use and post use.

Masks and Gloves will be available to be worn whenever using communal transport when social distancing cannot be maintained. Increased vehicle ventilation will be encouraged during use.

Individual cars will be used where safe and practicable and sanitization procedures will still be required.

### **d. Food Consumption Areas:**

Dining areas will be expanded in size to allow for adequate physical distancing measures. The number of persons using the dining area will be limited to ensure physical distancing can be maintained.

Building-based dining areas (halls, gyms, etc.) will offer a safe, controllable environment for required physical distancing regulations to be followed.

Lunch times may be staggered if there is insufficient space available for all crew to dine at once.

**e. Washroom Facilities:**

Washroom facilities will need to be increased on a per-person ratio as per WorkSafeBC OH&S Regulation 4.85 and the associated Guideline.

The limit to the number of people using a mobile washroom facility at any one time will be guided by the size and design of the facility. Physical distancing requirements will guide and limit the number of persons using the washroom simultaneously.

**f. Ventilation of spaces:**

The use of fans and increased airflow will assist with the dispersion of airborne respiratory microdroplets.

An assessment of the workspaces will occur to determine where or if increased ventilation may be required

**g. Holding areas:**

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

**h. Dressing Rooms:**

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.

**i. Makeup, Hair and Costume Facilities:**

Makeup/Hair/Costume facilities will need to be expanded to allow for adequate distancing measures.

Additional trucks may be needed or supplementary large, open plan interior spaces where available.

## **j. Truck Parking:**

The Tech parking areas at location will be isolated from any access by members of the public, and persons not engaged on the shoot as practicable.

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

PPE (Gloves and Masks etc.) may be used where more than one person is required to unload/carry equipment and a physical 2 meter separation may not be possible (see the CPAWC short duration safe work procedure for 'When Physical Distancing cannot be Maintained'). All used PPE will be disposed of in a plastic lined waste container and hands sanitized immediately.

Access routes which are shared by members of the public, or persons not engaged on the shoot, will be avoided, or exclusive use arranged.

One-way access routes into and out of locations will be arranged as practicable, to avoid crew crossing in restricted spaces or corridors.

## **23. EQUIPMENT HANDLING - GENERAL**

### **Disinfecting equipment coming into the stage/location:**

Equipment suppliers are responsible for ensuring that any equipment being sent out to a shoot is fully disinfected before loading. All staff loading/unloading and transporting equipment should always wear work gloves when handling equipment.

On arrival to studio/location all equipment will be loaded into the designated department area. All crew unloading equipment are provided with work gloves.

All equipment arriving to the designated department area will be further disinfected by trained allocated person/persons within that department before the equipment and materials are moved onto set.

Work gloves, disposable gloves, and suitable disinfection materials (approved by Health Canada for the disinfection of coronavirus) will be provided.

### **Equipment Handling by Designated Departments:**

To avoid potential cross contamination, any equipment is only to be handled by designated department members responsible for that equipment.

Runners cannot assist in carrying any equipment unless they are allocated directly to that department.

In situations where runners are required to assist with equipment handling, HODs is to provide gloves, masks, and hand sanitizer for any temporary help.

### **Kit that must cross between Departments:**

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

### **Crew Responsibilities:**

Crew must not touch, move, lean against, pick up or otherwise disturb any piece of equipment which is not directly under their purview.

## **24 . EQUIPMENT HANDLING – ART DEPT**

### **Additional Cleaning and Disinfection:**

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

### **Limited Equipment Handling:**

The number of persons who have contact with any key props will be limited. Props are only to be handled by the prop master and the relevant cast. No other departments are to handle props as practicable.

### **Pre-Rehearsal and Shooting:**

Before rehearsals and shooting, a final sterilization of any key props/surfaces will be undertaken by assigned, trained workers.



### **Art Department Responsibilities:**

The Art Dept can work alone on set until dressing is complete and before any other departments undertake their tasks.

### **Completion of Department Work:**

Whenever a department finishes its tasks on set, any shared areas will be sterilized prior to the next department commencing work.

### **Inspection / Approval of Props:**

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

### **Maintaining Required Physical Distancing:**

Interactions between the Art Director and other HODs will require consideration of physical distancing (2 meters) to be in place. A demarcation between the Art department and the rest of crew will be maintained.

## **25 . EQUIPMENT HANDLING – LIGHTING AND GRIP DEPT**

### **Lighting Equipment Handling:**

Only Qualified Lighting Technicians will handle any equipment including lighting stands and sandbags.

### **Grip Equipment Handling:**

Only Qualified Grip crew will handle any grip equipment.

### **When Social Distancing Cannot Be Maintained:**

There is an increased risk from standard working processes involving close contact such as heavy lifting, working in restricted spaces (such as scissor lifts, lighting grids), moving large lamps, textile tying, window gelling etc. When a 2 meter physical distancing cannot be maintained for short durations an increased need for PPE, sanitization, and additional time to review the working processes will be required. See further details in the Safe Work Procedure for when physical distancing cannot be maintained. All used PPE will be disposed of in a plastic lined waste container and hands sanitized immediately.

### **Lighting and Grip Team Work:**

Additional time and consideration will be allowed for Lighting and/or Grip team to work safely before, and alongside, other departments.

When practical, work that offers a clear pre-light day will be considered and utilized.

Lighting and/or Grip Dept will be allowed to work alone on set until lighting is complete and before any other departments undertake their tasks.

### **Local Power Requests:**

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

### **Lighting and Grip Staffing:**

Staffing levels of the lighting and grip departments will be considered to avoid the need for cross-departmental contact with lighting and grip equipment.

## **26 . EQUIPMENT HANDLING – CAMERA**

### **Camera Equipment Handling Requirements:**

Only Qualified Camera crew are to handle any camera equipment.

Safe measures will be put in place for the handling and sharing of camera cards with DIT. These safe handling measures will include working with gloves and wiping down cards and card cases with disinfection materials approved by Health Canada for killing the coronavirus and by the manufacturer of the camera

equipment for that purpose.

Safe measures will be put in place for the handling and sharing of camera gear between 1st AC and 2nd AC. These safe measures will include working with gloves and wiping down gear with disinfection materials approved by Health Canada for killing the coronavirus and by the manufacturer of the camera equipment for that purpose.

No direct handoff of camera equipment will occur. Camera equipment will be placed in an assigned intermediate area for pickup.

### **Camera Placement and Operation:**

Camera placement will be organised to ensure that no other department personnel are working in the proximity.

When the camera is safe and in position, the camera crew will return to the safe area while other departments work to adjust lighting/dressing as required.

Remote camera monitoring, remote focus, remote head, and other technologies allowing camera operations at distance will be used where practicable.

## **27. EQUIPMENT HANDLING SOUND**

### **Sound Equipment Handling Requirements:**

Only Qualified Sound crew will handle any sound equipment.

Safe measures will be put in place for the handling and sharing of rushes with DIT. Safe measures will include working with gloves and wiping down cards and card cases with disinfection materials approved by Health Canada for killing the coronavirus and by the manufacturer of the sound equipment for that purpose.

### **Close Contact with Cast:**

Close contact with the cast will be limited to a designated crew.

During the rigging of the radio microphones, disposable gloves and a facemask will be worn as the required physical distancing of 2 meters cannot be maintained. When 2meter physical distancing cannot be maintained for short durations an increased need for PPE, sanitization, and additional time to review the working

processes will be required. See further details in the Safe Work Procedure for when physical distancing cannot be maintained. All used PPE will be disposed of in a plastic lined waste container and hands sanitized immediately.

Any items which may come into contact with the cast must be disinfected with disinfection materials approved by Health Canada for killing the coronavirus and by the manufacturer of the sound equipment for that purpose before being allocated to another cast member.

## **28 . COSTUME & WARDROBE**

### **Costume and Wardrobe Fittings:**

Only essential costume crew and cast will be present at fittings (Designer/maker/dresser). Approvals via photos or video conferencing will be considered and implemented as practicable.

The Fittings and tests schedule will be extended over multiple days to avoid congestion and unnecessary overcrowding to maintain the required social distancing (2 meters) wherever practicable.

### **Costume Cleaning and Sanitizing:**

In the absence of other information at this time, the New England Journal of Medicine has published scientific documentation indicating that the corona virus may live on porous materials for up to 24 hours. When 24 hours cannot be maintained, washing costumes appropriately will provide effective cleaning / disinfection measures.

Further investigation into costume sanitizing will be required as many rented costumes (e.g. Hats, Shoes and Period costumes) may be over 100 years old. These sensitive materials cannot be dry cleaned or washed. An area assigned for costume quarantine referred to as a "hot box" vehicle may be utilized to hold any costumes for a documented quarantine period.

The government of the United Kingdom has advocated the use of steam for cleaning textiles when washing cannot be used. See associated link: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#how-long-the-virus-can-survive>

Any costumes which can be cleaned will be covered individually after cleaning. Plastic covers may be used temporarily despite not in keeping with current sustainable practices.

Whenever possible, cast will receive their costume in a screened off cubicle and dress without assistance.

### **The Process of Costume Fittings:**

The costumes will be provided in individually hung covers.

The cast members own clothes will be hung inside the same plastic cover to avoid any possible cross contamination with other clothes.

Physical contact between cast member and costume crew, while often necessary, will be minimized whenever possible. Where physical contact is necessary, all appropriate PPE will be worn. When 2meter physical distancing cannot be maintained for short durations an increased need for PPE, sanitization, and additional time to review the working processes will be required. See further details in the Safe Work Procedure for when physical distancing cannot be maintained. All used PPE will be disposed of in a plastic lined waste container and hands sanitized immediately.

## **29 . CAST**

### **Cast Action and Creative Requirements:**

Action and creative requirements for cast will be considered carefully and adapted to ensure current distancing regulations are being adhered to as practicable.

Where content is unavoidably in conflict with distancing regulations, and changes cannot be made, the process for shooting that scene will be amended to be compliant with regulations, e.g. shooting as multiple plates or using members of the same household in a scene. A dedicated Health & Safety / Covid19 Supervisor will be consulted.

### **Cast Areas and Transport:**

Designated and separate holding areas for cast will be provided.

Individual dressing rooms / trailer will be arranged for offset holding with the only

exception to this being if cast members are from the same household.

Cast will have exclusive use of the same dressing room/trailer from Start of Work to End of Work. No-one else will use this space on down days.

After cast member has completed shooting dressing room / trailer will be fully sanitized before allocated to another cast.

Where transport to set is required an individual vehicle will be provided, or a large enough shared vehicle will be provided to ensure adequate distancing.

Cast will only be on set only when required for their scene and to minimize any contact with other crew.

## **30 . CATERING – LUNCH SERVICE**

### **Dining Areas and Protocols:**

Required physical distancing (2 meters) will always be maintained during lunch unless additional engineering controls are installed (e.g. barriers).

Any dining areas will be set up to comply with physical distancing measures and this may include the physical marking of floors and areas.

Any queueing (lineup) system will have 2meter spacings clearly marked on floor.

A one-way travel system will be put in place, wherever practicable.

The numbers of people using dining areas at any one time will be limited.

Where practicable, crew will make use of their demarcated areas for dining rather than using the dining room areas.

### **Dining Room Disinfection Protocols:**

Surface cleaning and disinfection of dining areas will occur regularly.

Cleaning, and topical on-demand disinfection of dining areas will be scheduled by the trained cleaning crew.

Cleaning materials (wipes/disinfection sprays, etc. approved by Health Canada for disinfection of the coronavirus) will be made available for any trained crew member to clean surfaces on demand.

Hand sanitizer (with a minimum of 60% w/w alcohol content) will be made available to all crew at designated stations for regular hand-cleaning.

Sufficient Hand washing facilities will be made available and a map of these facilities will be posted on site.

All crew will be encouraged and required to wash hands regularly.

**WorkSafeBC Cleanings protocols:**

<https://www.worksafebc.com/>

**BCCDC Cleaning & Disinfecting protocols:**

<http://www.bccdc.ca/health-info>

## 31 . CRAFT SERVICE

### Provision of Craft Service:

The service provider for craft services will be required follow all requirements as provide by the BC Provincial Health Officer and WorkSafeBC.

One allocated assistant will be responsible for the craft service table.

The allocated assistant will be provided with disposable gloves, masks, and appropriate disinfection materials to avoid the risk of any personal transmission of the coronavirus.

Food will only be offered in single serve portions in individual packaging.

Only disposable cups will be used. While reusable cups are beneficial to waste reduction, they pose an increased risk of transmission in this scenario. The safest method is to use disposable cups only.

Food shall not be walked around set and offered up on trays, as this will increase cross-departmental physical interaction.

Reusable water bottles must not be brought to set at this time.

Non-touch water coolers will be made available; however, these are NOT to be used for refilling containers.

Single use compostable cups may be used.

Individual small water bottles must NOT be used.

## **Waste:**

The safe and proper disposal of waste must be planned for as part of the overall job plan. Identify who will be responsible for the disposal of waste, ensure that they have the proper training in the use of PPE to ensure their safety.

## **32. FIRST AID**

### **First Aid Protocols:**

PPE will be immediately available for the first aid attendant to allow for the administration of first aid in a safe manner. Disposable gloves, a fit tested N95 disposable respirator, masks / face shield and gown will be in place. See the first aid procedures for additional details.

All used PPE will be disposed of in a plastic lined waste container and hands sanitized immediately. All first aid equipment will be sanitized prior to use and post use.

First Aid attendants should review the WorkSafeBC guidelines for Occupational First Aid Attendant and COVID-19:

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic>