

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

Date: May 7, 2020

with revisions thru August 27, 2021

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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.

Oregon was declared “open” on June 30, 2021 but [a statewide indoor mask mandate](#) was announced on August 11, 2021 and [an outdoor mask mandate for public places where physical distancing is not possible](#) was enacted on August 27. In addition, the [SAG-AFTRA, IATSE, Teamsters and DGA “Return to Work” Agreement](#) was also modified on July 20, 2021. Federal restrictions have also been recently relaxed. However it is our intention to create guidelines that can be applied to traditional productions that minimize the risk of transmission of COVID-19 — while allowing work to continue under *any* federal, state, local or union/guild restrictions and distancing measures that may still be in place.

For many film and television productions guidelines and restrictions may still be in place from studios, guilds and unions. Producers will need to resource these details according to the agreements and jurisdictions that apply to their productions. We have linked to many of these agreements, including the “Return to Work” Joint Guilds & Unions Protocols that apply to productions operating under a DGA, SAG-AFTRA, IATSE and/or Teamsters agreements.

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 also reference guidelines offered by sources like [Joint Unions](#) (IATSE, DGA, SAG-AFTRA, Teamsters) 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.

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 COVID-19 Compliance 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.

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.

LINKS TO FEDERAL AND STATE GUIDELINES AND RESOURCES

CDC's COVID19 Symptoms & CDC's "How COVID-19 Spreads"

CDC: [Workplace Signage](#)

OHA: [Interim Guidance for Fully Vaccinated Individuals](#)

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](#)

Stay safe and be well.

Thank you for reviewing and adopting these guidelines.

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.*

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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.
- **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 STAY HOME:
 - 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 should 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 cross-over.
- **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.
- **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.

ADDENDUMS *(PDFs via Embedded Links)*

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

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

[**OHA Interim Guidelines for Fully Vaccinated Individuals**](#)

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