

POLICIES AND PROCEDURES : COVID COMPLIANCE

GENERAL INFO

- COVID Compliance Officer on site
- PPE provided daily
- Face coverings that covers the nose and mouth are required at all times
- Crew are trained in the use of PPE and social distancing
- Daily attendance log of all personnel is maintained
- A copy of the county of Los Angeles department of public health orders are distributed
- Secure jobsite to prevent access by the public

COVID COMPLIANCE OFFICER MUST

- Send electronic protocols ahead of time
- Collect a one-time liability waiver from each person
- Conduct daily screening of all personnel who enter the site
 - Temperatures 100.4 or higher are of concern
 - On hot days, if someone has a high temperature, individuals can isolate in their cars to be re-tested 10 minutes later. If they do not have a car, they can isolate in a designated area
- Prohibit personnel who do not pass screening from entering set
- Report personnel who fail screening to management
- Take remedial measures if any person on set becomes symptomatic
- Retain all attendance and screening results in separate file, maintaining privacy
- Ensure proper ventilation – Outside camps whenever possible
- Ensure implementation of all recommended safety and sanitation requirements
- Notify production lead if anyone is not complying

SOCIAL DISTANCING POLICIES

- Stagger call times to reduce quantity of workers checking in at one time
- A minimum of 6 feet distance between each person
- Distance markers on the ground
- A minimum of 8 feet distancing for music related production (singers, etc.)
- Prohibits gatherings except for safety meetings and to carry out necessary tasks associated with the project
- Minimize interactions and maintain social distancing of delivery workers and 3rd party staff
- Prohibit staff from using other people's personal equipment
- Work tools are disinfected regularly and in between use if multiple people are using the same tool
 - Assign walkies pp to keep for the duration of the event. Switch out and clean batteries.
- Room capacities are posted
- Use directional arrows when necessary

HAND WASHING / SANITIZING POLICIES

- Hand washing stations or hand sanitizers are at the entrance and multiple locations throughout
- Individual hand sanitizers are provided when necessary

CLEANING AND DISINFECTING POLICIES

- Wear appropriate PPE
- Cleaning and disinfecting done frequently of all high traffic/high touch point areas including meeting areas, lunch and break areas, trailers, entrances and exits, hand-wash areas, tools, equipment, counter tops, desks, tabletops, restroom fixtures, doorknobs, light switches
- Cleaning and decontamination are accomplished with good ventilation
- Daily professional clean
- Adequate time in the workday to allow for proper cleaning and decontamination provided
- Disinfectant should be on EPA List N to assure protection against COVID-19
- Trucks and vans are disinfected after each use
- Leave all equipment on site

CRAFT SERVICES AND CATERING

- All food and drink must be in single serving containers
- No buffets
- Food and drink consumed only in designated spaces
- Coffee in traveler, served by one person wearing PPE
- No coolers if possible. If not possible, no lids
- All additional Public Health Requirements to be followed

TRANSPORTATION

- Use high capacity vehicles (12-15 passenger). Operate at 50% Capacity.
- Make more trips or if budget allows to have more vehicles
- Mark capacity on the outside of the vehicle
- Disinfect in between each trip
- Windows open
- Offer self-drive option

POSTED SIGNS

- Personnel with signs/symptoms of COVID-19, and those who are quarantined, are not allowed on set — **POSTED AT:** Public entrance, Check In
- Face Covering — **POSTED AT:** Check in, Food and Beverage, Production Areas
- Wash hands for 20 seconds with soap and water or rub on hand sanitizer for 20 seconds — **POSTED AT:** Restrooms, Food and Beverage
- Maintain minimum of 6 feet distancing at all times — **POSTED AT:** Public Entrance, Check in, Restrooms, Food and Beverage, Production Areas
- Screening protocol — **POSTED AT:** Check In
- Room capacities— **POSTED AT:** Restroom, Food and Beverage, Production Areas
- Smaller signs if necessary
 - Do not touch face with unwashed hands or gloves
 - Cover mouth and nose with tissue when coughing or sneezing or use crook of elbow or sleeve

POSITIVE SCREENING ACTION

- Use discretion when relaying a failed screening to the production lead to avoid rumors
- Have that individual immediately leave site, quarantine and schedule a COVID test
- Let remaining team members know they may have been exposed and to call their health providers
 - Do not have to give name of individual who tested positive
- Must notify local health department if 3+ cases arise
- Close set for 24 hours and deep clean

RETURNING TO WORK

- Consult local, state and CDC guidelines
- No fever for 24 hours without medication (Tylenol / Advil)
- Minimum 10 days without any symptoms
- Get tested prior to coming back to work
- In severe cases a doctor's note

FOLLOW THE LA COUNTY GUIDELINES

- [Appendix A Social Distancing](#)
- [Appendix D Office Based Worksites](#)
- [Appendix J Repopening Music TV and Film](#)
- [Appendix P Hotels Lodging and Short Term Rentals](#)
- [Reopening Vehicle Based Parade](#)

KIT AND SUPPLIES

- Wristbands (1pp, per day)
- Surgical / KN95 Masks (2pp, per day)
- Nitrile Gloves (2pp, per day)
- Sanitizer: 60% Alcohol or more
- Infrared Thermometer (Minimum 2)
- Signage
- Social Distancing Markers
- Disinfecting Wipes
- Lidded trashcans with foot pedal
- Portable hand washing stations
- Admin supplies (folders, clipboards, pens, etc.)