Dear industry professional,

Thank you for your interest in filming in Columbus and the central Ohio region. In these uncertain and unprecedented times, safety for you, your colleagues, and our community is our top priority. We have assembled these guidelines to help you stay safe!

I’d like to thank Steph Scupham from the Kansas City Film Commission and Eric Bowles, Environmental Hygienist at Children’s Hospital in Kansas City, for allowing us the use of their original study as the basis for these guidelines (used with permission). I’d also like to thank the Association of Film Commissioners International (AFCI) for convening film commissioners globally to discuss this very important and life-saving topic.

In my discussions with film commissioners from around the globe there is no shortage of protocols and guidelines. They will be different in each country, region, state, and even city. Our guidelines will continue to evolve and be updated for the foreseeable future. We ask that you take these recommendations and guidelines very seriously. Being in compliance with CDC, Department of Health and Human Services, OSHA, and the Ohio Department of Health should continue to be your goal. Remember, this is not only for your safety, but your families, your friends, your colleagues, and your community.

If you have any questions, please feel free to contact me. we'd be pleased to work with you in understanding how these guidelines should be put into effect.

Thank you again, stay safe, and be responsible.

Sincerely,

John Daugherty
Film Commissioner, Director, Greater Columbus Film Commission
john@filmcolumbus.com
614-221-8648
SIX MUST DO’S

1) Establish an Infection Prevention Compliance Supervisor Role
2) Provide personal protective equipment (PPE) to every person on-set
3) Demonstrate/practice routine cleaning and disinfection
4) Adjust timeframes and budgets to accommodate safety practices
5) Stagger call times, lunch, and wrap times
6) Record/log temperatures

REMEMBER

Always adhere to federal, state, local, tribal and/or territorial guidance on set. Please refer to the links at the end of this document where continuously updated information can be found from CDC, Department of Health and Human Services, OSHA, Ohio Department of Health, unions and guilds, et al.

1) **MAINTAIN** social distancing of at least 6ft.
2) **WASH** hands well (at least 20 seconds) and often using soap and water. Just using hand sanitizer is not a substitute.
3) **WEAR** personal protection equipment (PPE) whenever possible.
4) **AVOID** touching your eyes, nose, face.
5) **PRACTICE** respiratory etiquette – cover cough and sneezes
6) **STAY** home if you experience ANY symptoms

We recognize that many of the recommendations outlined in this document represent considerable changes in current workflows and processes. The recommendations will need to be tailored for specific circumstances and subsequent application will need to be flexible.
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SECTION ONE: SETTING EXPECTATIONS

Establish a New Role on the Team - Infection Prevention Compliance Supervisor (IPCS)

- Industry best practice includes establishing a dedicated Infection Prevention Compliance Supervisor (IPCS), a new and necessary role given authority to intervene when necessary to ensure the safest known practices are maintained throughout the day in every department. The IPCS is essential because Production Companies are not infection control specialists and have many other things to keep an eye on in the course of a job.

  - This role will enforce guidelines across all departments in addition to taking actions that support infection prevention. As certifications become available, this role ideally should be certified or be taken on by a health professional. Do the best you can here – there needs to be one person dedicated to this on every set until there is a vaccine and/or tests are more readily available.
  - The IPCS should participate in pre-pro to help Production Companies prepare appropriately. In addition, a log needs to be maintained (for at least 30 days) of all people who will be on set and their temperatures.

Budget / Time Planning

- Plan for and allow ample time for preproduction. Time and budget will need to be adjusted for updated and ongoing safety precautions and guidelines.

Medical Personnel / Set Medic

- Medical Personnel or Set Medic (as needed, not all sets require) in addition to regular duties should be asked to record temperatures of the cast and crew and be watchful for signs of illness in addition to their regular duties. Ohio is asking that all employees (in this case, cast/crew) be asked to take their temperature. Any fever above 100.4 should self-quarantine. Log needs to be maintained (for at least 30 days) of all people who will be on set and their temperatures.
  - This role could also act as the Infection Prevention Compliance Supervisor (IPCS) or work in partnership with that person. At the least an IPCS should be on the job.

Minimize People; Maximize Distance
• The number of crew on set should be kept to the minimum required [see Interior Shooting in Section 2]. As of May 22, 2020, in Ohio, for film and commercial filming purposes, gatherings are limited to no more than 10 people. For commercial projects, agencies and clients are likewise encouraged to send the fewest possible number of representatives.
• Don’t allow visitors and keep a minimum of 6 feet distance between people.

Young Talent

• If young talent is cast, consider making special arrangements for them if needed prior to production including PPE that fits a child.

Promoting Hygiene on Set

Hand hygiene is the best way of infection prevention and will need to be practiced widely in production work environments. Given the potential concern about transmission of COVID-19 via contact, enhanced hand hygiene measures are critical. Hand washing with soap and water is considered more effective than hand sanitizer in preventing the spread of COVID-19.

• At a minimum, ALL individuals on set are required to adhere to Federal, state, tribal, local, and/or territorial health guidance (whichever takes precedence) regarding personal hygiene and healthy practices which contain the spread of the disease.
• All persons on set should avoid touch their eyes, nose, and mouth.
• In areas where hand washing is not readily available, hand sanitizer (with at least 60% alcohol content) must be made available, especially at points of entry and common areas. Again, this is NOT a substitute for proper hand washing.
• Larger shoots, when possible, should supply hand washing stations. For shoots with no running water, hand washing stations should be installed.
• Information/signage should be posted around set: how to maintain proper hand hygiene supplied to all people present on set - both in the form of official print material(s) posted and in digital form from health authorities and as part of the morning safety briefing [see Stop the Spread of Germs: https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf].

Cleaning Requirements

• Production Companies with the help of their IPCS should be responsible for frequent cleaning of touched surfaces (or responsible for having these cleaned). High-touch
surfaces include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, sinks, faucets, any equipment handled by more than one person, etc.

- Any workstation or equipment used by more than one person needs to be cleaned between each user. Reduce or remove those items not needed within the shoot area or gathering areas, especially porous items, such as: upholstered surfaces or furniture, area rugs, etc.

Frequent cleaning does NOT mean using a wet-wipe and walking away. Below are some proper cleaning and disinfection methods:

**First, CLEAN** the surface or object with soap and water (in a pinch a wet wipe/baby wipe will suffice).

**Then, DISINFECT** using an EPA-approved/registered disinfectant (refer to https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2; or contact the local health department for more information, link below)

**FOLLOW** the instructions on the product label to ensure safe and effective use. Most products require:

- A certain amount of dwell, dry or contact time (see label)
- Safety precautions such as wearing gloves and providing good ventilation [refer to https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html]
- **NEVER** mix chemicals together especially throughout the cleaning process.

- Clean and disinfect high-touch areas once an hour. Clean and disinfect equipment at the beginning or end of a shoot day. Some equipment if touched by only one person, could be cleaned and sanitized between jobs.

### Regarding Illness / Symptoms

Anyone exhibiting mild or severe symptoms of COVID-19 SHALL NOT BE PERMITTED entry to set. As of the writing of this guidance, the CDC lists the following as main symptoms:

- Cough
- Shortness of breath or difficulty breathing, OR

At least two of these:
• Fever
• Chills
• Repeated shaking with chills
• Muscle pain
• Headache
• Sore throat
• New loss of taste or smell

Posting Information

• Information regarding the risk(s) of spreading COVID-19, and what behavior is expected from everyone on set is to be made visible in common areas. This includes members present from the agency and client.
• Information on proper hand hygiene is to be made visible in common areas. This includes members present from the agency and client.

Creative

• It should go without saying during this unprecedented time, that creative should take infection control into consideration when writing the script so it can be safely accomplished by production companies, crews and actors.

Travel

• Anyone travelling in from out of the area, consider these guidelines: https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html
• Ideally anyone travelling into the area at the least should be symptom free for 14 days before in-person meetings or going to set.

SECTION TWO: PRODUCTION GUIDELINES

Individual Responsibility
The Infection Prevention Compliance Supervisor (IPCS) and everybody on set has an individual responsibility to prevent transmission of COVID-19 by doing the following:

REFER to Stop the Spread of Germs:
Locations

- If the scene is being filmed in a small space (< 75 sq ft) only essential crew should be allowed: Camera Operator, Focus Puller (although remote may be an option), Sound recordist, etc.
- Production companies must provide remote viewing capabilities for all other people (script supervisor included).
- Appropriate Personal Protective Equipment (PPE) should be provided (i.e., masks, faceshields, etc.) in all locations where people are present.
- Location scouts and managers will need ample time to secure locations, and support to educate location owners of the Production Company’s safety and infection prevention playbook. Disinfection budgets will likely be necessary as a part of this reassurance for location owners. A location owner could approve an “On-Site Manager” (possibly a member of their family, friend or health official) to be present for the entirety of filming at the location.
- Likewise, for wrapping a location, there will need to be time to clean and disinfect a location properly before turning it over to the owners. This will likely take more time and budget than usual.

Director’s Scout / Tech Scout

- Whenever possible do a virtual streaming tour.
- Keep numbers to a minimum with social distancing in mind.
- Individuals should drive separately when possible, otherwise keep passengers to a minimum and always wear PPE.
- Keep conversation outdoors where there is airflow.

Stagger Arrivals and Entry to Set

- Call times should be staggered so that each department is given access at timed intervals, to prevent crowding upon arrival to set. Limit set access to essential personnel only.
- We highly recommend a check-in area with the Infection Prevention Compliance Supervisor (IPCS) for crew and cast to receive/verify their safety equipment for the shoot day, fill out a check-in form (temperature, symptoms in the last 14 days, travel
outside of the Metro, etc.) and a waiver/signed statement from the production companies if applicable.

- We recommend obtaining some kind of signed statement or waiver from talent and crew for your documentation. Check with your local union(s) or guild(s) for recommended language as needed. You are prohibited from asking individuals about their specific health condition(s). This statement could include verification of no symptoms in last 14 days or any previous travel to COVID hot spots.

Optimizing Workflow

- To the extent possible, work should be coordinated in such a way that a minimum number of people are given access to a space at any one time. For example – Grip & Electric should not start work until the Art Department is finished and has exited, so forth and so on. This applies to meals and breaks as well.
- It is recommended that departments or clusters of departments stay in the same group throughout the production – call time, lunch time, wrap – in order to limit cross-contamination and so that if an infection arises it can be easily traced/tracked.
- Time matters. Directors need to make sure every shot is planned carefully ahead of time minimizing the number of takes to save time. If you worked on a set where film was loaded into a camera, then you will remember this well!
- An 8 to 10 hour corporate or 10 to 12 hour TV/film workday should be adhered to. Things can get sloppy when people are tired, and we need everyone on top of their game to act with care for infection prevention. This may mean additional shoot days will be required.

Interior Shoots

- People should still maintain a social distance of 6 feet while working on the job whenever possible – this includes breaks and/or meals.
- In Ohio groups of more than 10 people are currently prohibited. All people must adhere to social distancing guidelines.

Communications

- We recommend individual crew members purchase their own headsets. When this is not possible, walkie talkies and headsets should be cleaned, disinfected, labeled and bagged daily for use by assigned crew person.
• Sanitize replacement batteries in between uses. No one should carry replacement batteries for others.

Scene Restrictions

• ALL of the following should be considered carefully on a case-by-case occurrence. Social distancing should be adhered to and practiced as much as possible.
• At this time, it is irresponsible to shoot a large group scene based on the risk of exposure. For example, scenes in or at: a bar, crowd, sporting event, political rally, etc. A small group scene may be permitted with reasonable distance between actors.
• Scenes requiring a larger number of people, whether interior and exterior scenes, may be permitted if social distancing can be maintained – extras in the background, etc.
• Should physical contact between principle talent be required, good hand hygiene should be maintained – hand washing and hand sanitizing throughout the scene. More than light physical contact is strongly discouraged (i.e., kissing, hugging, sexual encounters, etc.). If physical contact is required, participating actors must be tested for COVID before engaging in scenes.

On Screen Talent

• At this time, casting should be conducted remotely via video conferencing or like means.
• If a family is required for a scene, consider casting a “real” family or members of the same household to restrict any physical contact to within that family unit.
• At this time, anyone within a high-risk category should not be cast until specific health restrictions are lifted by Federal, state, tribal, local or territory authorities. Those at highest risk are people: > 65 years of age, nursing home or long-term care residents or those suffering from chronic lung disease, asthma, heart conditions, immunocompromised, with severe obesity, diabetes, kidney disease, or liver disease. Note: the ADA places restrictions on employers when it comes to asking job applicants to answer medical questions, take a medical exam, or identify a disability. https://www.eeoc.gov/pre-employment-inquiries-and-medical-questions-examinations
• When casting, you may want to have backup talent on hold for principal roles. Work with the casting director with this in mind – cast a role + backup.

Hair and Make-Up

• If required by creative, Hair and Make-up should be reserved for principle talent only. By its nature, Hair and Make-up’s job requires very close proximity to another individual.
Therefore, masks, face shields and gloves should be worn diligently. Talent can wear a mask through much of their hair and makeup application and should do so.

- Before and after hair and make-up applications, both talent and the make-up artist are required to wash or sanitize their hands.
- Any type of applicator (i.e. sponge, Q-Tips, mascara wand, lipstick, etc.) must be discarded after each make-up session. Make-up artists must take care to plan accordingly. A dedicated set of brushes and combs for each principle talent should be considered.
- If principle talent can do their own make up, Hair and Makeup are encouraged to have a video conference with them prior to the shoot.
- All background talent should be asked to come to set “make-up ready.”
- Workstations must be cleaned between each user and spaced a minimum of 6 feet apart.

**Wardrobe**

- Assisted styling is allowed for principle talent only. Before and after styling, both talent and stylist are required to wash or sanitize their hands.
- When possible, all background talent should arrive on set wearing their own clothes. If this is not possible, Production Companies should provide dressing facilities where social distancing measures can be upheld.
- As an extra precaution, all talent may want to consider changing in and out of their travelling clothes on set in a dressing facility.
- Wardrobe may need extra time and support to ship clothing items to talent for fittings prior to the shoot. Wardrobe is encouraged to do video conferencing for fittings with talent.
- Seek permission from Clients to allow actors to keep purchased wardrobe.

**Sound Department**

- PPE must be worn when in the presence of others and especially when in close contact placing mics. Face shields are highly recommended.
- Clean and disinfect equipment before and after each use. Consider using boom audio whenever possible.
- If using lav mics, make sure each is dedicated to a specific talent and labeled as such.
- Disinfect Comteks (or other monitoring device) before and after each use and individually label these as well.
VTR and Digital Imaging Technicians

- VTR & Digital Imaging Technicians will be more important than ever. The number of monitors on set will need to increase for key crew.
- Budgets need to consider prep/testing day for these roles especially adding in the remote/live stream viewing element needed to keep agency & clients away from set.

Video Village

- Encourage the use of a remote video village whenever possible. If not remote, the Video Village should be set up outside or at least in a separate area within the facility to maintain social distance. Keep the area ventilated.
- To the extent possible, interactions between agency/client and crew should be kept to a minimum with dedicated “runners” reserved for this purpose. Notes and comments will need to be given to a dedicated runner who can deliver it to the AD who can then deliver it to the Director for consideration. Or even better, text, email or use another non-contact method of sending the information.
- Chairs in all areas, including client areas, should have easy-to-clean, non-porous surfaces such as plastic or metal chairs.

Holding and Common Areas

- If possible, all common areas and holding for talent should be set up outside or at least in a separate area within the facility to maintain social distance.
- Seating should be arranged in such a way as to promote distancing. Consider assigned seats to help maintain and minimize social interaction between departments. This will help limit individuals to their respective work group during breaks.
- Chairs in all areas should have easy-to-clean, non-porous surfaces such as plastic or metal chairs.

Craft and Catering

- Buffet-style operations should not be permitted. All snacks and meals must be packaged or prepackaged off-site. Nothing can be prepared on-site. These items should be served in a way to avoid surface- and/or cross-contamination.
- ALL drinks must be in single serving containers (bottles, cans, etc.) and served to crew by one craft service person.
- All utensils should be disposable and individually wrapped.
• Common areas in a serving area are not permitted:
  o Coffee station with self-service
  o Snack bowls or unpackaged foods
  o Fruit that is not individually packaged
• Mealtimes should alternate in shifts and social distancing should be maintained.
• Any individual involved in the handling of the food or drinks should thoroughly wash their hands before wearing single-service gloves, change gloves between tasks, and repeat these steps until service is complete. Consult Federal or local food code regulations for more information.

Grip & Electric

• Gear and equipment should be cleaned and sanitized prior to every job. This should be done by a rental house for any equipment rented. But confirm on your own as well. Clean and disinfect gear before or after EVERY workday. If equipment is handled by only one person, you could consider cleaning and disinfecting between jobs.
• Reduce the number of people touching equipment and/or have people assigned to touch specific equipment within the department.

Camera Department

• Camera equipment should be cleaned and sanitized prior to a job. This may be done by a rental house for any equipment rented but make sure on your own as well. Clean and disinfect before or after the workday. If equipment is handled by only one person, you can consider cleaning and disinfecting between jobs.
• Reduce the number of people touching equipment and/or have people assigned to touch specific equipment within the department.

Art Department

• Keep in mind porous materials are not as easy to clean as other material. As much as possible use easy-to-clean items.
• Allow the appropriate amount of time to achieve pickups and drop-offs.
• Make decisions on the tech scout and get approvals from the Agency / Client as early as possible.
• Consider potential value of prep and strike days. This may be combined with location cleaning requirements.
• Allow for time to switch out and sanitize props when necessary. [see CDC link below]
• Coordinate between Art and Wardrobe departments regarding the handling of jewelry, bags, etc.

Production Office

• Limit the Production Office to essential personnel only. Limit the number of people in the office at any one time. Ask yourself, can any of this work be done from home or remotely?
• Keep the space properly ventilated, to help reduce or remove airborne particles.
• When using a shared printer make sure to use gloves or finger caps and clean the areas you touched after use with soap and water or a baby wipe. It should be cleaned and disinfected at the beginning and end of each day. Regularly clean and disinfect keyboards, phones, monitors and office supplies. Remember to clean high-touch areas (doorknobs, light switches, toilets, etc.) well and often.
• Ask deliveries to drop at the door or text upon arrival and then meet you outside of the Production Office.

Paperwork, Timecards and Money

• It is time to go paperless for timecard payroll if you have not already! If you need resources for this, let us know at Film Columbus.
• Minimize the use of paper products as much as possible.
• Where paperwork is needed, everyone should do as much paperwork offsite as possible.
• Where paper scripts are unavoidable they should be assigned to specific individuals clearly labeled with their name, and should not be shared.
• Contactless payment is preferred over cash going forward – using Venmo, PayPal or prepaid debit/credit cards. Consider giving departments that need to make purchases their own credit card or prepaid/reloadable debit card.
• As much as possible, use digital forms and email to transfer documents.
• Be very mindful with handling paper, mail, packages, etc.

Transportation

• If needing to transport multiple people, consider small busses.
• Assign individual drivers to each vehicle and keep the windows open for air flow.
• With less people to a vehicle, expect multiple trips.
• High-touch surfaces in vehicles (steering wheels, door handles, locks, etc) should be wiped clean after every group being transported and after every change of driver as well as at least once per day.

Animals / Animal Wrangling

• Even though rare for humans to contract COVID-19 from animals, it can spread on an animal’s fur.
• Any actor interfacing with an animal needs to be evaluated and should be overseen by an Animal Safety Monitor and the IPCS.

SECTION THREE: PRECAUTIONARY MEASURES
In addition to the health recommendations and requirements to limit the spread of COVID-19, we have provided the following information to further reduce the risk of exposure for those on set.

Masks, Face Shields, and Gloves

• For purchasing PPE in Columbus please contact us at Film Columbus.
• As of this writing, face shields are highly recommended.
• Production Company will provide masks for all people on set (paper or cloth – refer to: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html). We strongly recommend their use while working inside and whenever other people are present. Likewise, production companies should provide single-use, latex or nitrile gloves for essential crew.
• We recognize that there may be a temptation to reduce social distance when wearing a mask and gloves, but distancing will be enforced by IPCS and the Production Company. Refer to the Face Coverings document for proper wear and removal of masks.
• Please do not provide N95 masks as they are in short supply and should be reserved for frontline workers. If an individual already has their own N95 mask, that may be permitted. The CDC currently advises against use of surgical masks or N-95 respirators for COVID-19 protection by anyone other than healthcare workers and other medical first responders.
• Although we discourage this, we understand some Production Companies will allow crew to bring their own PPE (masks, gloves, face shields, etc.). These masks must be clean and must cover the nose, mouth and chin. Note: Production Companies will still need to have PPE on hand.
• Production Companies should take the cost of PPE and the time it takes to acquire PPE into consideration when budgeting and planning.
• Make sure that PPE is properly worn, regularly inspected, maintained, and replaced, as necessary. Refer to Face Coverings document.
• Plan for masks to be replaced as they can get dirty/wet over the course a 10-12 hour day.

Physical Contact

• Physical contact should be avoided. This includes shaking hands, high-fives, fist and elbow bumps, and hugging. Contact between actors is referenced above under Scene Restrictions.

Ventilation

• Indoor air circulation is an important measure in reducing airborne particles. When possible, increase ventilation within the facility by opening windows/doors, using portable fans, running the HVAC system, etc.

Sun and Temperature

• Warmer temperatures and exposure to sunlight can help reduce the time the virus survives on a surface. When possible consider bringing materials outside for exposure to sunlight.

Staffing/Hiring Talent

• Consider hiring cast and crew who have not travelled outside of the Metro Columbus area in the last 14 days. As much as possible keep the same people on the entire job.
• Keep backups in mind or on hold for talent and crew in the case that someone falls ill or has a sudden need to be quarantined.
This document will continue to evolve and update in the coming months. Below is the list of latest update date:

- Version 01 – 5/27/20
SECTION FOUR: LINKS AND REFERENCES

Ohio Links and Resources

COVID-19 Update: Ohioans Protecting Ohioans Urgent Health Advisory:

Responsible Restart Ohio:

Ohio Department of Health, COVID-19:
https://coronavirus.ohio.gov

Federal

Guidelines for Opening Up America Again:

U.S. Department of Health and Human Services:
https://www.hhs.gov/
https://www.coronavirus.gov

United States Department of Labor: Occupational Safety and Health Administration (OSHA):

Centers for Disease Control and Prevention (CDC):

Environmental Protection Agency (EPA) - List N: Products with Emerging Viral Pathogens AND Human Coronavirus claims for use against SARS-CoV-2 (Human coronavirus begins on p. 10 of list):
https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Centers for Disease Control and Prevention (CDC) - Reopening Guidance:
COVID-19 Guidance for the Construction Workforce:
https://www.osha.gov/Publications/OSHA4000.pdf

Interim Infection Prevention and Control Guidance for Veterinary Clinics Treating Companion Animals During the COVID-19 Response:

COVID-19 and Animals (CDC):

AICP Guidelines and Best Practices:

The New Rulebook: Guidelines for Film Production companies of Sweden & Denmark, Norwegian Association of Producers:
http://nordicfilmguide.com/thenewrulebook/?fbclid=IwAR3nupmi8pLjQxWz_JgrRiFQiir8sjZvNHNX4dC kgytPVuUjr31231Iezs

Additional Links

Association of Film Commissioners International:
https://afci.org/global-production-alert/

SAG-AFTRA:

Teamsters:
https://teamster.org/covid-19

Directors Guild of America:
https://www.dga.org/The-Guild/Coronavirus-Resources-and-Updates

IATSE:
https://iatsecare.org/resources/
Documents

Stop the Spread of Germs:

How to Protect Yourself and Others:

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19: