COVID-19 GUIDELINES FOR HEALTH & SAFETY

DISCLAIMER

We encourage individuals to take personal responsibility and take an active role in maintaining a clean and healthy set. The suggestions include the following but are not limited to the recommendations below. Guilds, Unions, Production Companies, and Studios may also have regulations. Be sure to consult local officials to ensure you are following any other mandates. These recommendations are not intended to be the only possible recommendations for this situation or even a complete list. These recommendations are not intended to be medical advice. There is no data or guarantee that any of our areas or amenities are free of COVID-19 or that other persons using the areas and amenities are not carrying COVID-19. The use of common areas and amenities involve a certain risk of injury and illness, including the risk of contracting COVID-19. By participating, the participant acknowledges that no preventive measure, or any combination of measures, could possibly remove all risk of contracting COVID-19. By making the voluntary decision to participate, you agree to take full responsibility for and assume all risk of injury or illness associated with participation.

PREVENTIVE MEASURES TO BE TAKEN AGAINST COVID-19

- Frequent hand washing will be mandatory, and hydroalcoholic gels will be made available throughout Davisson Entertainment studios, production offices, workspaces or filming locations.
- Workers should utilize appropriate Personal Protective Equipment (PPE), including but not limited to goggles, face shields, and masks that cover the nose and mouth.
- Disposable face masks should be disposed of in closed bin receptacles.
- Control sneezing and coughing.
- Cover your nose and mouth when you cough and sneeze using a tissue, throw it away immediately afterwards, and then wash your hands. If this is not possible, cover the sneeze or cough with the inside part of your elbow and wash your hands and arms immediately afterwards.
- Avoid touching body parts such as eyes, nose and mouth.
- Avoid any hand contact with the eyes, nose or mouth to avoid possible infection. Sharing objects such as mobile phones, computers, pens, work tools, etc. of another person should be avoided.
- We will utilize digital call sheets, production reports and contracts when possible.
- Avoid handshakes, kisses, hugs and actions that encourage physical contact between people.
- The use of private and individual transportation should be encouraged. In case of use of public or shared transport, masks must be worn, and social distancing requirements should be adhered to as much as possible. We encourage you to open windows as much as possible.

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GUIDELINES FOR PRODUCTION OFFICES, LOCATIONS, AND OTHER JOB FUNCTIONS

- Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in households and community settings.
- Facilities should be disinfected in accordance with the procedures advised by the CDC.
- Surfaces frequently touched (tables, chairs, doorknobs, surfaces of the toilet and bathroom, taps, keyboards, telephones, etc.) should be cleaned with disposable material and disinfected daily with a household disinfectant containing diluted commercial bleach prepared on the day of use.
- For electronics, follow the manufacturer's instructions for all cleaning and disinfection products. Consider using wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to disinfect touch screens.
- Dry surfaces thoroughly to avoid pooling of liquids.
- The frequency of cleaning of the production office should be increased, with emphasis on areas of common use. In addition, an adequate supply of cleaning materials should be maintained in order to carry out sanitation tasks.
- Hydroalcoholic gel dispensers should be properly marked and replenished with sufficient frequency to ensure supply. In addition, disposable tissues should be made available along with marked containers for the purpose of disposing of them.
- Adequate ventilation of workplaces should also be ensured.
- Avoid manually opening and closing doors on the premises: whenever possible, doors or accesses should be left open to avoid the need to open them.
- Allowing outside personnel into the production office should be avoided as much as possible. We limit the number of people in all areas to essential personnel only.
- The arrangement of the workplaces should ensure that safety distances of 6 feet are maintained. If it is not possible to maintain this distance, the use of masks will be mandatory.
- When handling packages or items that come from outside the workplace, hands should be washed or cleaned with disinfectant gel before and after handling the package.
- It is recommended for large projects to set up shipment points dedicated for suppliers outside the set to provide an opportunity of disinfecting transported material.

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AT THE SHOOTING LOCATION

- At Davisson Entertainment Studios there be personnel assigned specific health & safety tasks. This person will verify that all the protocols and actions set out in this document are complied with, as well as compile and control all the documentation derived from the management of occupational risk prevention.
- Depending on the size of the shooting, this role may be adapted to the needs of the production company.
- Every member will undergo pre-health screenings & questionnaires as well as temperature measurement with a contactless thermometer before the start of the shooting day and before entering the shooting location.
- Any new incoming subcontractors will undergo temperature measurement upon arrival. Human body temperature limits must be with accordance to the CDC specific health regulations. In the case of a temperature higher than 100.4, the participant shall be sent home or to a health center to be diagnosed with the origin of the fever.
- The Health & Safety Associate is also responsible for setting up the systems for checking the temperature of all team members and keeping a record of these checks, which shall be carried out before the start of the day. These checks should be carried out daily prior to entering the set to ensure that no professional enters with potential symptoms. It would be recommended that these records collect the information provided by the team prior to their incorporation about possible contacts, ailments, etc., in order to bring them to the attention of the doctors of the company's occupational risk prevention service. In this regard, appropriate processing of personal data must be taken into consideration. In the case of presenting symptomatology associated with the COVID-19 (fever, general malaise, cough, etc.), the worker should inform his/her corresponding superior and production should isolate and send the person home with a recommendation that they contact their medical provider.

ON-SET PROTOCOL

• Departments should sequester in department pods.
• Eliminate crossing pods as much as possible.
• Each department should individually set up the filming area and leave sequentially, so as not to cross-contaminate personnel crew.

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ORGANIZATION OF THE STUDIO SPACE

- The recording area should be marked to ensure that only permitted personnel has access. Access to the shooting space shall have a defined entrance and exit area, and there shall be a designated person to control such access.
- Differentiated and adequately signposted entry and exit areas shall be established in order to prevent people from crossing over.
- The number of people who will have access to the shooting space will be minimized to only 5 persons.
- Hand washing stations should be made available throughout the studio space.
- Signs indicating the obligation to wash hands after each use will be placed in all restrooms.

TALENT

- It is always recommended that a mask be worn as much as possible.
- If it is not possible to maintain at least 6’ distance, a record should be kept of the interactions between the actors so that possible contacts can be identified if someone were to contract the virus.
- Clear face shields may be worn while establishing marks and positions.
- Masks or clear face shields may be removed at the last moment before filming occurs, but must be quickly restored during any cuts or breaks.
- We will be implementing alternate shot set-ups, camera angles, lenses, etc. to allow for greater distance between actors.

WARDROBE DEPARTMENT

- When possible, actors should arrive to set in their own wardrobe.
- Physical contact should be kept at a minimum and parties involved should use PPE.
- Costumes and outfits should be bagged up individually, per performer.
- Costumes that cannot be cleaned, such as period costumes, should be quarantined.
- Wardrobe planning should be done ahead of shopping and pulling from rental houses.
- Only the wardrobe department should touch clothing, etc. until it's decided what the actor will actually try on.
- Use gloves and masks when looking through garments in rental houses and retail stores.
- Book talent as early as possible, and get sizes as early as possible.
- Disinfect jewelry and glasses in between use.

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ART DEPARTMENT

- Art department crew should be allowed additional time to sanitize props, furniture, and set dressings that come into contact with cast and crew.
- The handling of key props should be limited to the relevant actors.
- Encourage location owners to reduce personal items until after wrap.
- Consider reducing the number of prep and strike days or try to combine these days with location cleaning times.

ELECTRIC, GRIP DEPARTMENTS

- Departments should only handle only their own equipment.
- We have taken into consideration that more gear may be required to ensure people are not sharing equipment.

HAIR AND MAKE-UP

- When possible, actors should arrive having done their own make-up/hair- avoid touch-ups unless necessary.
- Avoid providing hair and make-up for background actors if possible.
- PPE should be worn for the duration of person-to-person contact.
- Make-up or hair stations should be spaced at least 6 feet apart.
- Talent and make-up artists should wash their hands before and after each session.
- Use disposable make-up kits and brushes when possible.
- Products should be sealed and disinfected with appropriate disinfecting solutions when not in use.

CAMERA DEPARTMENT

- Cases should be wiped down before loading into a vehicle.
- Only camera personnel should handle camera gear including carts, cases, tape, etc.
- Each camera person should have his/her own non-shared camera kit.
- Personal equipment should be wiped down upon arrival and before departure each day.

SOUND DEPARTMENT

- PPE should be worn for the duration of person-to-person contact.
- All equipment, such as mics and transmitters will be disinfected before and after each use. Mics should be labeled with the name of the user.
- Utilize boom-only audio as much as possible.

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ON-SET COMMUNICATION

- In order to facilitate communication between team members while respecting the recommended safety distance of 6 feet, devices such as walkies and mobile technology, Bluetooth and Wi-Fi should be used.
- These devices should be for individual use only and should be disinfected before and after each day.
- Devices and replacement batteries should be individually bagged and handed to the user in its bag.

GENERAL RECOMMENDATIONS

• All cast, crew, staff, talent, and/or anyone else in the studios will be asked to fill out health questionnaires to determine if they could have been exposed to illness recently.
• All cast and crew members will get their temperature taken at the beginning of each day. For multi-day shoots, a chart should be kept to monitor changes in cast and crew temperature.
• Incorporate pertinent COVID-19 considerations into Daily Safety Meetings.
• Maintain social distancing of no less than 6 feet whenever possible.
• Make 6-foot distance markings on the floor in environments where people need to line up.
• Require frequent hand washing by all on-set personnel.
• If soap and water are not available, use alcohol-based hand sanitizer or sanitizing wipes.
• Require anyone who is sick to stay home.
• Provide hand sanitizing stations and/or hand-washing stations throughout the set area.
• Include additional PAs dedicated to assisting with sanitizing, possibly assigning PAs per department to manage.
• Self-monitor for signs or symptoms of illness and report if you are feeling ill.
• Eliminate handshakes, hugs and kisses to say hello.
• Crew must wear masks and should be worn at all times on set (Production and/or individuals need to provide).
• Crew must wear gloves and change gloves repeatedly during the day (Production and/or individuals need to provide).
• Divide up studio space and/or on-location areas into sections with production teams isolated from each other.
• When possible, have one department at a time in a work area.
• Cover your mouth (not with hand) for coughs and sneezes.
• Utilize appropriate Personal Protective Equipment (PPE), including but not limited to gloves, goggles, face shields, masks that cover the nose and mouth, finger cots (good for finger-only touch-points such as copier, microwave).
• Do not use other people's phones or personal work tools.
• Frequently clean and disinfect surfaces, equipment, and other elements of the work environment using alcohol-based sanitizing wipes.

DAVISSON entertainment

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• Assign one individual per department to be responsible for constant wipe-downs of surfaces.
• Identify who may effectively be able to work from home for prep, shoot, wrap.
• Assign office supplies (pens, pencils, staplers, paper clips, etc.).
• Once production starts, the director should limit takes to make sets more efficient and result in less standing around/congregating time.
• Consider sequestering cast and crew in hotels to control the environment and avoid bringing illness to and from set.
• When filming in-doors, limit those on set to essential personnel only.

PRODUCTION OFFICE / TRAILER / TENTS

• Consider utilizing larger tents with portable A/C or heat in lieu of trailers/motorhomes.
• Avoid having more than 5 people in trailers at one time.
• Keep windows and doors open to increase ventilation.
• Deliveries should be handled outside of an office or any closed space and wiped down/sprayed with sanitizing solutions.
• When possible use disposable, ecologically friendly flatware, plates, and cups.
• Place sanitizing wipes at printer station if there is a community printer/copier.
• Continuously disinfect remote controls, light switches, etc.

HANDLING OF EQUIPMENT

• Use gloves and change regularly.
• Members of each department should disinfect gear during breaks in activity.
• Minimize the number of people having to touch the same items. This may require additional gear.
• Strive for consistency regarding which pieces of equipment are handled by whom.
• All crew that requires tools should bring their own and not allow sharing.

STAFFING

• Anticipate inefficiencies due to new procedures.
• When possible, call times should be staggered to avoid large groups converging on a single area at one time.
• Consider whether a prep or pre-light day will be required to lessen the amount of crew on shoot day.
• Be prepared with a back up crew in case of illness during filming.