COVID-19 Film/Production Assessment

Production:		Assessor's Name:	
Address:		Date & Time:	

Instructions:

HUB International developed this checklist to assist film and production companies help control the spread of the Coronavirus and provide the safest environment possible for filming and production activities during the COVID-19 pandemic. This checklist was developed to be used in conjunction with the Back to Business Playbook: Compliance and Risk Management Considerations during the COVID-19 Pandemic developed by HUB International.

Every film and production project is unique and presents its own challenges. It is highly recommended that each production project has a COVID-19 Compliance Officer who will perform an assessment, help implement safety protocols, and train cast and crew. While this checklist is comprehensive, it is not exhaustive. Additional elements may be required by state, local and county jurisdictions.

Category 1 - COVID-19 Worksite Specific Plan

Category:	Elements:	Control Measures:	(Yes/No/NA)	Comments:
COVID-19 Plan Elements		A worksite specific plan has been developed which includes the following: 1. The person(s) responsible for implementing the plan. 2. A process for conducting a risk assessment and the measures that will be taken to prevent spread of the virus. 3. Training and communication requirements. 4. A process to check for compliance and to document and correct deficiencies. 5. A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.		

Category 2 - COVID-19 Compliance Officer

Category:	Elements:	Control Measures:	(Yes/No/NA)	Comments:
Designated COVID-19 Compliance Officer		A COVID-19 Compliance Officer(s) with specialized training and responsibility and authority for COVID-19 safety compliance and enforcement is present to address issues as they arise and to oversee implementation of the COVID-19 safety plan.		

Category 3 - COVID-19 Training for Cast/Crew/Visitors – General Requirements				
Category:	**Elements:**	**Control Measures:**	**(Yes/No/NA)**	**Comments:**
COVID-19 Training Elements		The following elements are covered during training for all individuals associated with the production including cast, crew, visitors, etc.: 1. Information on COVID-19, preventing spread, and who is especially vulnerable. 2. Self-screening at home, including temperature and/or symptom checks using CDC guidelines. 3. COVID-19 testing requirements, if any. 4. The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19. 5. When to seek medical attention. 6. The importance of hand washing. 7. The importance of physical distancing, both at work and off work time.		

Category 4 - Individual Control Measures and Screening - General Requirements				
Category:	**Elements:**	**Control Measures:**	**(Yes/No/NA)**	**Comments:**
Individual Control Methods and Screening		The following individual control methods and screening are performed: 1. Health screening questionnaires are filled out daily by all cast, crew, and visitors. 2. COVID testing is conducted for select individuals (i.e. individuals who cannot wear PPE and those who come into frequent contact with these individuals). 3. Symptom screenings and temperature checks are conducted. 4. Workers who are sick or exhibiting symptoms of COVID-19 are required to stay home. 5. Frequent handwashing and use of hand sanitizer is required. 6. Disposable gloves for workers using cleaners and disinfectants and who serve/prepare food are provided and required. 7. Cloth face covers are required except as detailed below 8. Physical distancing (>6 feet) is practiced.		

Category 5 - Cleaning and Disinfecting Protocols - General Requirements				
Category:	Elements:	Control Measures:	(Yes/No/NA)	Comments:
Cleaning and Disinfecting Protocols		The following cleaning and disinfecting protocols are followed: 1. Thorough cleaning in high traffic areas. 2. Frequently disinfect commonly used surfaces and personal work areas. 3. Clean and sanitize shared equipment between each use. 4. Clean touchable surfaces between shifts or between users, whichever is more frequent. 5. Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability. 6. Ensure that sanitary facilities stay operational and stocked at all times. 7. Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and state safety requirements. 8. Provide time for workers to implement cleaning practices before and after shifts and consider third-party cleaning companies. 9. Install hands-free devices if possible. 10. Consider upgrades to improve air filtration and ventilation.		

Category 6 - Physical Distancing - General Requirements				
Category:	Elements:	Control Measures:	(Yes/No/NA)	Comments:
Physical Distancing		The following physical distancing guidelines are in place: 1. Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate where workers should stand). 2. Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas. 3. Adjust in-person meetings, if they are necessary, to ensure physical distancing. 4. Stagger employee breaks in compliance with wage and hour regulations, if needed. 5. Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced. 6. Limit the number of individuals riding in an elevator and ensure the use of face covers. 7. Utilize work practices, when feasible and necessary, to limit the number of employees at the site at one time, such as telework and modified work schedules.		

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Category 7 - Engineering Controls

Category:	Elements:	Control Measures:	(Yes/No/NA)	Comments:
Office Areas	Doors	Automatic / no touch door opening devices are provided for doors. Disposable wipes are provided at doors.		
		"Enter only" and "exit only" points are used to maintain social distancing (greater than 6 feet) when possible.		
	Lobbies / Waiting Areas	All personnel are able to maintain social distancing in lobbies and waiting areas. 6ft spacing is delineated.		
	Reception	Plexiglas is installed between the reception and the guest.		
	Vendors / Deliveries	A delivery drop-off point has been designated.		
		Vendors/visitors are restricted from entering the facility.		
	Elevators	A maximum number of individuals per elevator car has been set. e.g. Limit 2 people.		
Restrooms		Bathroom fixtures have been closed off to allow for social distancing.		

Category 8 - Administrative Controls

Category:	Elements:	Control Measures:	(Yes/No/NA)	Comments:
Signage		Appropriate signage is posted addressing social distancing and PPE requirements. Locations should include: Main entrances, common alternate entrances, reception area, break rooms, etc.		
		Occupancy restrictions per area have been assessed and are posted.		
		Signage is posted at entrances stating no one with a fever or symptoms of COVID-19 is to be permitted on the premises.		
		The number of people allowed in break areas is posted and communicated.		

Category 9 - Equipment and Specialty Items

Category:	Elements:	Control Measures:	(Yes/No/NA)	Comments:
Personal Equipment	Tools, headsets, microphones and radios	Equipment is cleaned and disinfected before being issued and then at least once per day.		
	Radios/walkie-talkies	Equipment is issued to a single cast or crew member and used exclusively by that cast or crew member for the duration of production.		
	Shared equipment	Equipment is wiped down with disinfectant between use and hand hygiene is performed after handling.		
Vehicles		High-touch surfaces in vehicles (e.g., steering wheels, controls, seatbelts, door handles, arm rests, etc.) are cleaned at least once per day and prior to a change in operator or passenger.		
Paper		Use of paper is minimized.		
		When paper scripts are unavoidable, they are assigned to a specific individual, clearly labeled with their name, and not shared between others.		

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		Crew lists, call sheets, production reports and other similar documents are provided in electronic form whenever possible.		5
		When use of shared paperwork is required, such as blueprints or editing binders, hand hygiene before and after handling is performed.		

Category 10 - Food and Beverages				
Category:	**Elements:**	**Control Measures:**	**(Yes/No/NA)**	**Comments:**
Food and Beverage	Hygiene	Those responsible for preparing and distributing food wash hands with soap and water or hand sanitizer and wear gloves prior to beginning food preparation and/or distribution. Hand washing is performed regularly throughout the shift.		
		Handwashing facilities and/or hand sanitizer is readily accessible at the entrance of any designated eating area and used when entering and leaving the area.		
		Break areas, microwaves, and dishes require regular cleaning. All eating surfaces are cleaned and disinfected before and after use		
		Communal "buffet style" food service is prohibited. This includes salad bars, trays of food/ice, or any food service that requires sharing of utensils such as serving spoons or tongs.		
		Meals and snacks are served in individually packaged or wrapped portions. Shared communal trays or bowls are not used.		
		Eating utensils are disposable and individually wrapped. Single serve condiments are used		
		Drinks are individually packaged. If drinks are to be dispensed from a water station, soda fountain, coffee machine or similar equipment, receptacles don't come into contact with dispensers.		
	Physical Distancing	Meal times are staggered in a manner designed to avoid the gathering of large groups in the same location at the same time.		
		Cast and crew are prohibited from leaving the job site to obtain food during the course of the workday.		
		Adequate eating space is provided to ensure physical distancing can be maintained during meal periods.		
		Off-production offices, meeting rooms and other workspaces have infection control protocols for use, especially when used for providing impromptu meals, snacks and coffee.		

	Food Delivery	If food is to be delivered to the job site, designated individuals receive the delivery.			6
		Appropriate PPE is worn when interacting with the delivery person and hand hygiene performed after handling the delivery.			
		Cast and crew who bring their own food are encouraged to bring food that does not require refrigeration or heating/microwaving.			

Category 11 - Unique Production-Specific Concerns

Category:	Elements:	Control Measures:	(Yes/No/NA)	Comments:
Cast and Crew Working in Close Proximity to Performers	Hair stylists, make-up artists, costume designers, costumers, wardrobe department personnel, sound technicians, property persons, studio teachers and special effects technicians, etc.	Task-specific controls such as the following are in place: 1. Workspaces altered to permit physical distancing. 2. Entrants to trailers and other workspaces are controlled. 3. Sufficient work time is allowed to follow safety protocols. 4. Cast and crew in close proximity wear a face mask and/or face shield at all times and perform hand hygiene before and after performing the task.		
Special Considerations for Performers	Performers	Performers practice physical distancing and use PPE whenever possible.		
		When maintaining physical distancing is not possible and the performer cannot wear appropriate PPE, contact is kept to the shortest amount of time possible and the other cast or crew member wears appropriate PPE and observes hand hygiene practices.		
		The number of people involved in close proximity with a performer is kept to a minimum whenever possible.		
		Stand-ins wear face coverings.		
		Shooting schedules are adjusted to minimize the amount of travel needed by performers.		
		Visitors are limited unless their presence is absolutely necessary. If visitors must be present, they follow same guidance as cast and crew.		
Casting and Auditions		Casting is conducted virtually via self-tape, online video conference, or other applicable technology when possible.		
		When other calls or live sessions are necessary, there is sufficient space large enough to accommodate physical distancing in all directions.		
		If performers will not be wearing PPE during an audition, a Plexiglas partition or similar barrier between the performers and those observing the audition is provided and cleaned between performances along with any furniture, props, etc.		
		If no barrier is present, 6 feet of physical space is maintained between those observing to those auditioning.		

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Category:	Elements:	Control Measures:	(Yes/No/NA)	Comments:
		No more than one individual is auditioning at a time.		
Minors		Personnel on set with a minor are limited to a studio teacher and one guardian.		
		Physical distancing and face coverings are used at all times on set, including in school areas.		
		Teachers wear face coverings, practice frequent hand hygiene, and receive training on COVID-19 prevention. Remote schooling is made available when possible.		
		Face coverings are not expected for minors less than two years of age.		
Animal Performers		Animal handlers/trainers receive training on COVID-19 prevention and follow all rules regarding hand hygiene, physical distancing and PPE.		
		Animals are prohibited from being handled by others except by those necessary for shooting a scene. Hand hygiene is performed before and after handling animals.		
		Other animals not involved in production such as personal pets are kept off sets.		
Transportation		Private (i.e., self-drives) or production-provided transportation to and from sets, offices and locations is used instead of mass transit/public transportation whenever possible.		
		All drivers and passengers wear face coverings and maintain social distancing when possible.		
		High-touch surfaces in vehicles are cleaned and disinfected frequently throughout the day.		

Category 12 - Filming on Location				
Category:	Elements:	Control Measures:	(Yes/No/NA)	Comments:
Outdoor Locations		Locations are prioritized where access can be secured and members of the production can be kept away from the general public when possible.		
		The location provides sufficient space for performing planned production activities while adhering to physical distancing recommendations.		
		Access to hand-washing facilities and mobile hand hygiene stations is provided.		
		During inclement weather, adequate shelter facilities such as tents are provided to allow physical distancing of cast and crew.		
Indoor Locations		Locations are avoided that recently have been occupied or used by people who may have been infected with COVID-19 unless a "deep clean" has been performed.		
		If an occupied location is required for shooting, the occupants are asked about signs/ symptoms of COVID-19 and must vacate the premises for proper cleaning and sanitizing prior to occupancy by crew.		

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		Locations are selected that can be easily and effectively cleaned and large enough to provide physical distancing.		
		Hand-washing facilities are readily available.		
		Adequate ventilation of indoor locations is provided.		
Scouting		To the extent possible, virtual scouting is conducted.		
		Tech and director scouting is conducted in small groups that allow for physical distancing.		
		All individuals that provide assessments of scouting locations and location teams are trained in appropriate PPE use and provided sufficient PPE.		
		Locations are prioritized that allow complete control of the site		

Resources

- Alliance of Motion Picture and Television Producers (2020). *White Paper - Proposed Health and Safety Guidelines for Motion Picture, Television, and Streaming Productions during the COVID-19 Pandemic* https://pmcdeadline2.files.wordpress.com/2020/06/iwlmsc-task-force-white-paper-6-1-20.pdf
- DGA, SAG-AFTRA, IATSE AND Teamsters' Committees for COVID-19 Safety Guidelines (2020) *The Safe Way Forward* https://www.sagaftra.org/files/sa_documents/ProductionSafetyGuidelines_June2020.pdf
- Cal/OSHA, California Department of Public Health (2020). *COVID-19 General Checklist* https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf
- HUB International (2020), *Back to Business Playbook: Compliance and Risk Management Considerations during the COVID-19 Pandemic.* https://www.hubinternational.com/blog/2020/05/back-to-business-playbook-ebook/

Get the latest information, guidance and resources on Coronavirus (COVID-19) to help you protect what matters most at hubinternational.com/coronavirus. For additional support, please reach out to your local HUB office.