



☑ CHECKLIST FOR MEDIA PRODUCTION

Effective June 3, 2020, on-set/on-location media production may operate provided they can ensure at least 6 feet social distancing while working and comply with other safety recommendations. All employees and customers must wear a face covering (over the nose and mouth) wherever it is not feasible to maintain six feet of social distancing from another individual not in the same household. Because of the proximity between individuals and the collaborative nature of media production, stringent compliance with these protocols is strongly recommended. Generally, if the activity is outside, follow these protocols. If the activity is inside, follow the employer protocols except as modified herein.

The following are the minimum recommended health protocols for media productions choosing to operate in Texas. Media productions may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees, crew, cast and independent contractors.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Media Productions should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Media productions are encouraged to complete the production registration form on the Texas Film Commission website, to ensure they will receive the most updated health and safety information and guidance. Media productions should also be mindful of federal and state employment and disability laws, workplace safety standards, and accessibility standards to address the needs of both employers and employees. Productions should also comply with any applicable municipal production permitting requirements.

Getting media productions, employees, crew, cast and contractors ready to open:

- ☐ Notify employees, crew, cast and contractors of all COVID-19 processes and procedures.
☐ Limit the number of individuals indoors at any time to 50% of the building's capacity; capacity for production outdoors is subject to the most recent applicable state and local gathering restrictions. To the extent feasible, maintain 6 feet spacing between individuals at all times.
☐ Production office staff not reporting to set should follow the Checklist for Office-Based Employees and Employers. Offices may operate with up to the greater of 10 individuals or 50% of the total office workforce provided the individuals in the office maintain appropriate social distancing.
☐ Productions utilizing a mill space for construction should follow the Checklist for Manufacturers.
☐ Provide health screenings for employees, crew, cast and contractors before coming into the production offices, mill and on-set each day. A medic or designated safety officer is strongly recommended.
☐ Send home any employee, crew member, cast or contractor who has any of the following new or worsening signs or symptoms of possible COVID-19:
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19



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- Do not allow employees, crew, cast or contractors with new or worsening signs or symptoms listed above to return to work until:
  - In the case of an employee or contractor who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has *improvement* in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed *since symptoms first appeared*; or
  - In the case of an employee or contractor who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
  - If the employee or contractor has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- Take the temperature of all staff upon arrival at the set or other location.
- Do not allow an employee or contractor with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14-day self-quarantine period from the last date of exposure.

### While in production:

- Close sets to all visitors, clients, office personnel, and other non-essential personnel.
- Provide resources and a work environment that promotes personal hygiene. For example, provide tissues, hand soap, alcohol-based hand sanitizers containing at least 60 percent alcohol, disinfectants, and disposable hand towels for employees, crew, cast and contractors to clean their work surfaces.
- Disinfectants should come from this list: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Provide hand sanitizer or a place to wash hands with both hot and cold water with hand soap, disposable towels, and a no-touch trash can.
- Individuals should, to the extent feasible, maintain social distancing of at least 6 feet from others.
- Consider placing [readily visible signage](#) at the entrance to the set, production office, and mill space with the phone number of the production's safety officer and or the employee in charge of supplies for sanitation, etc.
- When possible, pre-production, production, and post-production meetings, location and technical scouts, and conferences should occur virtually.
- Consider limiting daily hours worked to allow for crew rest and time for proper sanitation of work spaces, equipment, costumes, props, and set decoration.
- Remove all unnecessary items from set, limit personnel congregating, and do not store equipment in common areas. Consider quarantining costumes, props, and set decoration until needed.



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- Sanitize props and set dressing prior to filming use, during breaks, and upon completion and storage.
- Consider placing [readily visible signage](#) at each entrance and eye-level at stations notifying employees, crew, cast and contractors that people with symptoms of COVID-19 or who have recently been exposed to someone with symptoms must leave work immediately. Reminders to wash or sanitize hands and other safety practices should also be posted in common areas.
- When possible, crew members and contractors should not share equipment, and individuals should supply necessary tools from their personal kits. Any shared tools or equipment should be disinfected before and after use.
- Employees, crew, cast and contractors should wash or sanitize their hands upon entering the set or offices.
- Face masks or fabric face coverings should always be worn by employers, employees, crew, cast (when not on camera) and contractors when on-set even when individuals are practicing social distancing.
  - On camera talent, who are not able to wear a mask while performing, should wear a mask or face covering before and after they complete their performance. Performers may be subject to additional safety requirements pertaining to their trade organization or guild.
- If at any time an employee or contractor touches their face, nose, eyes, cell phone, door or any surface they have not sanitized, they should immediately rewash their hands with soap and water.
- Use disposable supplies to keep from having to handle and disinfect multi-use supplies.
- Use disposable towels when possible and dispose of them after use.

### Maintaining a healthy set:

- Wipe down all and disinfect surfaces daily and between use including computers, landline phones, etc.
- To minimize personnel on set, consider moving some departments off set to remote locations where they can still fulfill their functions.
- Fully sanitization workstations daily. This includes a complete wipe down with disinfectant cleaners or wipes of all surfaces touched and equipment used.
- Clean and disinfect shared equipment and tools before and after each use.
- Discard single-use equipment and tools after use.
- Wipe clean and disinfect electrical equipment that cannot be immersed in liquid before each use.
- Store all clean and disinfected tools, equipment, and materials, such as costumes, in a clean, dry, debris-free environment when not in use.
- Store clean and disinfected tools and materials separate from soiled tools and materials. Ultraviolet electrical sanitizers are acceptable for use as a dry storage container.
- Thoroughly clean floors each day.
- Empty all trash containers daily, and keep the containers clean by washing or using plastic liners.



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- Catering meals and craft service items should be individually packaged. Utensils should be single use.
- Individuals should eat separately and practice social distancing and when breaking for meals. Consider staggering meal breaks for crew and cast.

### **Additional items:**

- Productions should follow all required and applicable permitting guidelines.
- Additional health and safety requirements may be required by trade organizations, insurance providers, and location or property owners.
- Social distancing measures and other health and safety practices detailed above should be adhered to when filming at an outdoor location.