

# SCREEN NOVA SCOTIA

## Screen Nova Scotia: Departmental Appendices to COVID-19 Related Health & Safety Guidelines for the Screen Industry

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### **INTRODUCTION:**

Policies are changing as we compile these appendices to the Screen Nova Scotia COVID-19 Related Health & Safety Guidelines for the Screen Industry, and we all have to be prepared for ongoing changes until there is a vaccine.

These appendices are guidelines for productions and departments. They have been compiled by the Screen Nova Scotia Health & Safety Committee through consultation with the membership of DGC-ARC, I.A.T.S.E. Locals 849 and 667, and ACTRA Maritimes. Additional content was sourced from local, national and international documents to help producers, cast, and crew navigate while

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working under COVID-19 conditions. Because certain departments\* are more or less affected, this guidance document does not address every possible departmental scenario.

Any references to staff, cast and crew are deemed to include all personnel who may be present on a shoot at any given time. In addition to typical technicians, “crew” includes but is not limited to directors, producers (line, executive, associate etc.), interns, trainees, tutors, etc. and any third party services hired to supplement (flaggers/safety services etc.).

Due to significant variations in budget, length, format, etc. individual productions should plan to address with crew the best solutions to adhere to physical distancing at all times and locations. This will impact how crews interact between departments and work spaces.

Many documents reference *zones*, *pods* or *bubbles*. Productions should create systems that address who has direct access to cast, and who will not always be able to rely on PPE as protection.

Systems may necessitate:

- ❑ Limited and / or controlled movement within the larger crew workplace
- ❑ Some crew always adhering to distance and PPE protocols due to necessary interaction between cast and other departments
- ❑ Crew not requiring cast interaction keeping within their work area
- ❑ Some crew using electronic interaction exclusively with other departments
- ❑ Limited socializing between departments.

**Here are some universal recommendations that are common to all departments:**

**Starting work:**

- ❑ All productions should provide information about their COVID-19 protocols before crew start working to allow time to familiarize themselves with the new protocols. It is recommended to consult with the relevant departments on those protocols and the potential effect on staffing requirements and other resources. There will likely be a need for adjustments and adaptations, especially where budgets and script requirements will vary.
- ❑ Production should involve key crew early in the preparation of show-specific protocols to give them confidence and reassurance that their health and safety is important.
- ❑ Note that some unions and guilds may require confirmation that production-specific protocols are in place prior to the engagement of their members. It's a good idea to check on this before getting too far into pre-production.

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Working with an appointed COVID-19 Health & Safety Coordinator: It is recommended that all productions establish a designated, autonomous Health & Safety Coordinator to consult on and manage production-related COVID-19 questions, concerns, and practices.

## The COVID-19 Health & Safety Coordinator should:

- ❑ Meet with all departments during pre-production and establish a checklist of COVID-19 safety measures. This would include, but not be limited to, ensuring that all work places are set up to be in compliance with provincial regulations around social distancing.
- ❑ Be trained to recognize symptoms of COVID-19 and have knowledge of current government mandated procedures in response to the same.
- ❑ If qualified, administer and confirm compliance with testing protocols (if testing is available and deemed necessary), as set out in Screen Nova Scotia's COVID-19 Related Health & Safety Guidelines for the Screen Industry.
- ❑ Recommend, source, confirm, and manage all sanitation services and PPE; manage supplies, supervise holding areas and cleanliness. The Health & Safety Coordinator should have sufficient resources to effectively monitor all work sites.
- ❑ Manage the daily screening questionnaire at all sites, including studio, production, basecamp, carp shop, set dec lock up etc. See sample of a questionnaire [HERE](#).
- ❑ Manage and advise on usage of a visitor log/registration system for contact tracing at all sites: studio, production, basecamp, carp shop, set-dec, lock-up, etc.
- ❑ Current First Aid practices should be addressed with production. The number and location of first aid kits and trained first aid attendants should be reviewed.
- ❑ Be the primary COVID-19 related safety liaison for external vendors and personnel.
- ❑ Ensure that daily start-of-day briefings are conducted at all sites.
- ❑ Ensure up-to-date protocols are published on daily call-sheet

## Personal Protective Equipment:

- ❑ Plan for a system by which all crew are trained on the proper use of personal protective equipment (PPE) relevant to their department's needs. Training should include use, disposal, and choice of appropriate PPE for the task at hand. Training may be provided by the Health and Safety Coordinator or by viewing The Public Health Agency of Canada's instructions available online [HERE](#).
- ❑ Whenever possible keep 2 metres (6 feet) apart, and wash hands in soap and water as often as possible. Productions should provide hand soap, hot running water, and sanitary paper towels where possible.
- ❑ Production will provide cast, crew and visitors with appropriate PPE when deemed necessary by government guidelines [HERE](#).
- ❑ The Health & Safety Coordinator should provide guidelines on best practices with PPE in extreme heat and/or wet weather conditions.

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## Personal health and responsibilities:

- ❑ Self-monitor for signs or symptoms of COVID-19 and report to the Health & Safety Coordinator or your department head if you are sick or experiencing symptoms.
- ❑ Anyone who is sick or has any COVID-19 symptoms as outlined in the Public Health guidelines should not come to work and should stay at home.
- ❑ If a crew member exhibits symptoms of COVID-19 while at work, compassion must be shown. The individual should be immediately isolated. It should promptly be reported to the Health & Safety Coordinator and production. The individual should contact 811. Public Health will determine the next steps.
- ❑ The goal is to create a non-risk environment where cast and crew can feel safe and comfortable during production. This means each of us has a personal responsibility for our own safety and the safety of our colleagues. Consideration for others should become second nature.
- ❑ The wearing of PPE will lead to an increased need for hydration, ensuring distancing requirements are maintained.
- ❑ All cast and crew should be encouraged to take regular breaks (preferably outside) for physical and mental health.
- ❑ Working during the current health crisis may cause unanticipated stress and anxiety for some. No-cost 24/7 mental health support and resources can be found online at [“Wellness Together Canada”](#). Crew working under a union or guild contract should check on access to their Employee Assistance Program (EAP).
- ❑ Health Canada, in partnership with Thrive Health, has created the Canada COVID-19 app. This app is a central resource for accessing personalized, trusted, evidence-based information about the COVID-19 pandemic. Access this app [HERE](#).
- ❑ For questions about the Labour Standards Code, taking leave, or being laid off, contact the Labour Standards Division at 1-888-952-2687.
- ❑ For safety concerns, talk to your immediate supervisor, the Health & Safety Coordinator, your union/guild rep, and/or call the Safety Branch at 1-800-952-2687.

## Getting to work:

- ❑ Private transportation is safest, and the latest provincial recommendations on group gathering should be taken into consideration when travelling.
- ❑ If taking public transit, it is recommended to avoid peak hours, if possible.
- ❑ When travelling in personal vehicles or on public transit it is recommended to wear a mask, maintain distance, and keep personal vehicle high touch surfaces clean.

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## Working day-to-day:

- ❑ Nova Scotia Public Health recommends use of a logging system to assist with contact tracing. Productions should consider a daily screening questionnaire as a suitable logging method. This should be implemented for all cast, crew, staff, and any visitors at all sites.
- ❑ Consider if anyone in any department can work remotely at any stage of production.
- ❑ Departments are encouraged to set up their work areas and arrange workflow in such a way as to minimize inter-departmental contact where possible.
- ❑ Consider the benefits of additional departmental staff for the duration of production to ensure continuity of safe practises, and to avoid high daily turn-over.
- ❑ Personal data plans might be affected by increased technology requirements introduced for distancing measures. Individual crew should discuss compensation for data usage. Producers should anticipate higher cell phone allowances to reimburse crew.
- ❑ Production should provide available and adequate wi-fi access at all set locations to accommodate the digital, hands-free systems likely to be implemented.
- ❑ Encourage limited gatherings around “video village” to Director, 1st AD, DOP, and Script Supervisor. Establish satellite options, which could include technologies to enable remote monitoring for others whose roles require this viewing access.
- ❑ Regular surface cleaning is recommended in several sections of this document. For information on appropriate disinfectants and methods, refer to the Public Health Agency of Canada’s document [HERE](#). A list of hard-surface disinfectants and hand sanitizers with evidence for use against COVID-19 can be found [HERE](#).
- ❑ At this time there is no definitive advice on the virus’ viability on various surfaces. The Province of Nova Scotia provided the following statement regarding queries on recommendations for UV equipment, handling of paper, and quarantining wardrobe, props, set dec items, locations etc. It is important to remember that much of the data is based on controlled and/or laboratory conditions and may not reflect everyday scenarios. *“It is difficult to provide concise responses to the specific questions posed below as there is little evidence available regarding survival of the virus that causes COVID-19 on these surfaces. COVID-19 is mainly spread person to person through close contact (some people without symptoms may also be able to spread the virus). Studies have shown that the COVID-19 virus can survive for up to 72 hours on plastic and stainless steel, less than 4 hours on copper and less than 24 hours on cardboard. Data indicates there is a low risk of COVID-19 transmission through the handling papers, newspaper or mail. The evidence continues to evolve in these areas.”*
- ❑ A person may become ill with COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. It is important to monitor for symptoms and stay home if feeling ill, maintain physical distance of 6 feet / 2 metres where possible (when not possible, use of a non-medical mask is strongly

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recommended), maintain good respiratory etiquette/hand hygiene and ensure frequent environmental cleaning.

## **ACCOUNTING:**

To avoid possible cross contamination from handling paper, many operations for this department and related departments should be electronic. Accounting protocols and systems should be defined for crew and vendors in writing at the beginning of the project.

- Recommend establishing a central email and/or production portal to accounting.
- Clear information about the purchasing and sign-off approval system should be communicated to all departments.
- Recommend that productions have an electronic approval process.
- Recommend using electronic signatures if this is a viable option for a production.
- There may be an increased need for individual printers/scanners.

These new recommended procedures may increase the time required for the Accounting department to process requests.

## **Payroll – It is recommended that:**

- Electronic submission of DTRs at end of day.
- Electronic deal memo packages or contracts required by the studio/production.
- Crew time-sheets should be scanned weekly from set and off-set departments to accounting for payroll processing.
- Time sheets should be processed then scanned for approval process.
- Direct deposit for pay-checks should be considered. Banking standards may cause delays to the usual anticipated payday. This should be communicated to the crew in advance. As Unions and Guilds have time-specified stipulations for payroll delivery, it is advisable to determine what adjustments may be required to agreements or contracts
- It is recommended that department heads and/or individual crew members keep a copy of all time sheets and DTRs submitted electronically to accounting as a back-up. Dealing with payroll discrepancies may require the creation of an electronic form.

## **Accounts Payable – It is recommended that electronic procedures should be created for:**

- Review of ARH or wire payments to vendors.
- Provide electronic cheque requisitions, invoices, and PO approvals through email or production portal. Create systems for the approval process and confirmations back to the

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crew.

- Revise or create forms to include bank details for companies or crew for electronic payment.
- Review the process for HOD/PM/Line Producer approval and counter-signature. Note that cheques may be delayed due to processing time

**Petty Cash** – This should be managed by electronic means or with loaded “CASHét™” or “PCard” cards where possible. Some departments may still require cash for certain vendors.

- Crew should not be expected to manage large petty cash cheques for deposit to their personal bank accounts.
- Crew should submit petty cash receipts digitally with a scanned top sheet to be processed and approved electronically.

## **ASSISTANT DIRECTORS:**

This department should establish early contact with the designated COVID-19 Health & Safety Coordinator to ensure all scheduling and planning allows adequate time for required protocols when implemented on a daily basis.

- New COVID-19 health and safety protocols must be considered when scheduling and working with each department.
- Regular meetings and briefings should be planned to consider COVID-19 safety issues as they evolve during a production.
- Production should consider that days will likely need to be scheduled to allow for longer scene/shot set-up times, and extra time should be considered to allow departments to prep, set-up and re-set.
- Additional scheduling time may be required for rehearsals and/or blocking due to PPE and their impact on hair/make-up/costume.
- When possible, review call-times to allow departments access to studio, set, or location at timed intervals. Attention should be taken to prevent crowding on arrival to set.
- AD generated paperwork such as prep schedules, one-liners, DooDs, etc. should be distributed electronically.
- It is recommended that accounting paperwork should be submitted electronically directly from each department and not require physical collection by the AD Department. This includes, but is not limited to DTRs, DPRs, Deal Memos, Work Permits, ACTRA/SAG paperwork including BG Performer paperwork, and Accident reports. Copies of the DTRs and DPRs should also be submitted electronically to the 2nd Assistant Director. If actors

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or crew need a script or sides they should be individually labelled or watermarked for personal use only (and printed by the individual as possible).

- ❑ Encourage limited gatherings around “video village” to Director, 1st AD, DOP, and Script Supervisor and establish satellite options which could include remote technologies. Social distancing regulations to be adhered to at video village.
- ❑ At the start of a show walkies, batteries, headsets, and chargers should arrive sanitized by the supplier, and the AD team should bag and distribute to each department with ideally their own charging station for the entirety of the show. Colour coding or labelling may help to differentiate departments to aid in ownership, responsibility and prevent sharing. Departments should be responsible for their own walkies and batteries throughout the show, and sanitize them at the end of the show for collection by the AD team.
- ❑ There should be an established on-set area for the storage of ADs, BG, and cast personal gear. It is suggested these items may be plastic bagged.

## **ART DEPARTMENT:**

- ❑ Consider if anyone in this department can work remotely at any stage of production.
- ❑ The Art Department should have its own designated space with limited access. Safe distancing of work stations separated with screen guards, if deemed necessary.
- ❑ Institute entry/exit protocols with appropriate hand hygiene stations available at each entry/exit point.
- ❑ This department is ideally suited to stagger start/finish/meal times.
- ❑ Ideally there should be an area for meetings/display/assembly that allows for physical distancing when groups are larger than are mandated to gather.
- ❑ The department should research and enact methods of sharing, reviewing, and approvals of work electronically when possible.
- ❑ All meetings should be via conference/video calls/zoom where possible.
- ❑ The department should sanitize items on receipt and prior to delivery. Special sanitizing may be required for electronic equipment.
- ❑ Recommend that no equipment be removed from the Art Department office until completion of project with the possible exception of personal laptops with appropriate cleaning protocols being adhered to.
- ❑ Depending on the size, scope and requirements of the production, the following considerations would aid in reducing person-to-person contact and help mitigate possible spread:
  - ❑ One person designated to receive and deliver supplies, etc.
  - ❑ Consider providing an in-house colour photocopier/printer and a vinyl cutter to cut down on outsourcing graphics.



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## **Shared for Art, Construction, Props, Scenic, Set Dec:**

- ❑ Design information and location photos should be distributed as soon as possible to allow for the additional time that departments will need to do their work.
- ❑ Crew should not share personal equipment and tools. If sharing is unavoidable, it must be cleaned after each team member has used it.
- ❑ It is recommended that production provides a networked printer/photocopier per department, in order to reduce traffic at a single location and between departments.
- ❑ Establish separate receiving areas for Set Dec, Construction, Scenic and Props where deliveries can be cleaned or sanitized.
- ❑ When sharing vehicles between departments all high touch surfaces should be cleaned between use.
- ❑ When working on-location where owners are present minimum physical distancing with any occupants should be strictly enforced in conjunction with the Locations Department.
- ❑ Hands and tools should be cleaned before entering and after leaving a location.
- ❑ Craft service provisions should be discussed with production and the Health & Safety Coordinator. In the event there is a shared craft service area, one member from these departments should be assigned to ensure that standards of cleanliness and sanitation are maintained.

## **CAMERA:**

This document outlines the concerns and considerations required for return-to-work best practices during and post COVID-19 pandemic for IATSE 667/671 member categories. The document has been created with the input of each department within IATSE 667/671, through working groups and member discussions. It is intended to be a starting point for discussion between productions and camera crews on departmental protocols as fits the needs of each Production. Click [HERE](#) to access the document.

## **CAST (ACTRA Maritimes)**

### **Auditions:**

- ❑ Self-taped or virtual audition methods are to be used whenever possible.
- ❑ If in-person auditions or callbacks are required, performers are to be staggered so that social distancing can be maintained in the waiting area.
- ❑ Handwashing facilities or hand sanitizer to be provided by production.
- ❑ In the event the performer does not have their own mask, a mask is to be provided to the performer to be used when the performer is not auditioning.

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- ❑ Minimum social distancing is to be maintained in the audition room and all present in the room, except the performer, are required to wear masks during the audition.
- ❑ Production COVID-19 protocols to be provided to cast and background performers at the time of booking.

## Quarantine:

- ❑ Cast entering from outside the Atlantic provinces must abide by Nova Scotia quarantine restrictions in place at the time of production.
- ❑ In the event any cast member from outside of Nova Scotia contracts COVID-19, they will remain in Nova Scotia until cleared for travel.
- ❑ Government quarantine/self-isolation orders include restrictions on travel. They may not leave their quarantine accommodations for rehearsals, wardrobe fittings, makeup/hair tests, etc., and may not go to restaurants or other public areas until their quarantine is over.
- ❑ For current information on travel alerts and notices, click [HERE](#).
- ❑ For current information on self-isolation guidelines for travellers arriving in Nova Scotia, click [HERE](#).

## At Work:

- ❑ Production will provide cast, including background performers, with appropriate PPE.
- ❑ There should be designated washrooms for cast/background performer use only.
- ❑ Hand sanitizer is to be provided in every trailer that does not have running water.
- ❑ Pens provided to performers to sign production paperwork, including but not limited to, work reports, background vouchers, and contracts, to be sanitized before and after each use.
- ❑ It is recommended that performers use personal transportation for travel to set. Production shall ensure there are adequate parking areas for all cast and background performers.
- ❑ Production must provide performers with a work environment with adequate COVID-19 safety protocols. Performers should be made aware of how to contact the COVID-19 Health & Safety Coordinator, and feel comfortable voicing their concerns about health and safety standards. Production should make best efforts to resolve any issues.
- ❑ The measures in the Screen Nova Scotia COVID-19 Related Health & Safety Guidelines for the Screen Industry are supplemental to the health, safety, and working provisions contained within ACTRA's collective agreements
- ❑ There should be no reprisal against a performer who refuses a booking or leaves work due to health or safety concerns.

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## **Notification:**

- To ensure all relevant Government authorizations and best practice guidelines are in place, production must inform ACTRA Maritimes of any intended work with performers during the COVID-19 crisis a minimum of twenty-four (24) hours before the call time for any work (i.e. auditions, rehearsals, recording, etc.).
- This may take the form of a call sheet for shows in production. Notification must include, but is not limited to:
  - Name of project
  - Name of performer(s)
  - Date
  - Time
  - Location of the set/studio
  - Number of crew required/to be present
  - Any other pertinent information that should be considered.

## **CATERING & CRAFT:**

- Non-departmental personnel should not be on craft trucks, catering trucks, or other food prep areas unless specifically assigned or designated.
- Hand wash stations and/or sanitizer dispensers should be placed at the entrances to all eating and food service areas.
- All substantials should be individually packaged and handed out in a central area with a hand wash station available. It is recommended that each department assign one individual to pick up the substantials for their department and return them to that departmental muster area for consumption. No food should be taken or consumed on the set.
- All provided disposable cutlery to be individually wrapped.
- Due to increased necessity for disposable and individually packaged products, additional storage space should be provided by production to store required containers and bulk purchases. This is to ensure that supply can be guaranteed for the run of the show.
- There should be no self-serve food stations or buffet lines.
- If there is an on-set craft table it should be staffed by a member of the craft service team at all times and should have minimal prepackaged food.
- There should be sufficient space for crew members to physically distance based on current Public Health recommendations.
- The craft area should be laid out in such a way as to allow the craft service person to provide individual refreshment and/or substantials in a contactless way.
- All beverages should also be handed out by a craft service person, there should be no communal coolers.
- Menus should be minimized to streamline processes.

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- ❑ The highest standards of nutrition must be maintained.
- ❑ Provincial guidelines (found [HERE](#)) must be followed in regard to food safety training for workers.
- ❑ Due to requirements for enhanced cleaning during COVID-19, additional time for the sanitizing of food preparation or service facilities at the end of the department's work day should be considered.
- ❑ One craft department person should be assigned as the designated driver of each vehicle. If it is necessary for another craft person to use the same vehicle, the interior of the vehicle must be sanitized in accordance with the transport department protocol.
- ❑ It is recommended that one individual from the department be assigned as the shopper to minimize interaction with the general public.
- ❑ On larger studio-based shows contactless delivery of bulk food and supplies to craft and/or catering departments could be considered.
- ❑ In order to accommodate the need for additional packaging, distribution of food and enhanced cleaning/sanitizing requirements, it may be necessary to stagger call times to fill different roles at different times.

## **CONSTRUCTION / SCENIC:**

- ❑ Layout of the shop should allow for physical distancing between tables, and in aisles connecting to tool storage, breakroom, bathrooms etc. when crew number exceeds mandated gathering restrictions.
- ❑ These departments are recommended to stagger lunch and breaks.
- ❑ Craft service provisions should be discussed with production and the Health & Safety Coordinator. In the event there is a shared craft service area, one member from these departments should be assigned to ensure that standards of cleanliness and sanitization are maintained.
- ❑ Construction Coordinator and Key Scenic should have access to wifi and a printer/copier for remote delivery of drawings, and remote communication with Accounting.
- ❑ Buyers/runners should have limited access to the shop.
- ❑ When possible, a separate area of the shop should be created for each department exclusively for drop off (and disinfection where necessary) of materials purchased.
- ❑ Consideration should be given to having a dedicated stand-by carpenter(s) and/or scenic with the shooting crew to prevent possibility of spread.
- ❑ When working on location, adequate facilities should be provided by production to ensure hygiene protocols can be met.

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## COSTUME:

- ❑ Early consultation is recommended between costume designer, Health & Safety Coordinator, and production to determine safety measures (and costs) needed to ensure workroom safety, costume truck safety, and set safety.
- ❑ Additional space for offices, sewing, and fitting rooms may be required to maintain safe distances.
- ❑ A space should be considered to quarantine items that cannot be cleaned, or for costume pieces in transition (new from store, returns, rentals, etc).
- ❑ A heat chamber (hot box) could be used to speed quarantine time if determined medically necessary to kill the virus.
- ❑ Digital software platforms should be used where possible to reduce in-person meetings, and there should be adequate access to wifi to support these platforms.
- ❑ Shoppers should follow provincially recommended guidelines and take extra care while in retail establishments by wearing masks, using hand sanitizer, and practicing social distancing.
- ❑ The process of shopping/returns may be impacted by COVID-19 protocols in place at stores.
- ❑ Additional time should be allowed for ordering and shipping under these new circumstances.
- ❑ On-set changes will be extremely difficult for the costume department to accommodate in light of new safety protocols, and it is recommended they be avoided.
- ❑ A designated costume support area on-set (rack, table, etc.) is suggested for the Set Supervisor to place an actor's accessories or warm-up supports (which may include coats, towels, glasses and other personal items worn close to the face). It will be important to keep these closely worn items physically separate from another actor's items.
- ❑ Under direction of the Sound Department, the costume and/or hair departments should assist actors with wig mics/mic cables and positioning of wireless packs prior to set. Final adjustments will be completed by the sound department on set.
- ❑ Stunts/special effects/props doubles/rigging squibs - costume items shared between these departments may need extra time and designated space for handling.
- ❑ Actors should place worn costumes in a provided garment bag for costumers to collect.
- ❑ Worn costumes will be kept separate from unworn costumes for a recommended period of time or until they can be cleaned and costumes will be stored and bagged according to actor character as usual.
- ❑ Costumes should be cleaned according to recommended health guidelines at the time of production, and/or otherwise cleaned in the usual manner. The Health & Safety Coordinator should confirm best practices when handling and cleaning different kinds of costumes to ensure actors' safety.

## **Fittings:**

- Appropriate PPE to be worn by cast and crew as deemed necessary at fittings if there will be close contact with the actor.
- The Health & Safety Coordinator could be present to advise or reassure during these fittings, if specifically requested.
- Only essential costume crew should be present at fittings.
- Proper hand hygiene should be practised before and after each fitting, and space should be cleaned between each fitting.
- Fittings should take place outside of the costume truck to avoid congestion. Costume offices and fitting rooms should be located close to the shooting area, when possible.
- Fittings and camera tests often involve multiple departments and personnel. Consultation should be undertaken early in prep to mitigate this issue.

## **Truck:**

- There should be controlled and limited access to the truck. The number of costumers working on the truck will depend on the size of the show and truck while maintaining physical distancing.
- Access to hot and cold running water to be available on the costume truck when possible.
- To reduce the potential of cross contamination between spaces, hand sanitizing should be done between the setting and wrapping of each costume in an actor's trailer. It is recommended that the truck costumer minimize trips inside the actor's trailer or space.
- Ventilation and physical barriers between work areas should be reviewed.

## **Background Performers:**

- Fittings should be done ahead of time for specialized clothing to avoid lengthy processing and congestion on the shooting day.
- If possible, when wearing their own clothes as costume, Background Performers should provide options electronically for pre-selection in advance of shooting.
- On the shooting day, background performers should arrive in their preselected costume if practical, and place all additional personal clothing in a separate garment bag.
- Dressing rooms should be cleaned between each use.
- Costume changes during the day should be kept to a minimum.

## DIRECTORS:

- ❑ The Director should be consulted about on-set aspects of COVID-19 safety compliance, with a view to creating and maintaining a workplace that is both safe and creative.
- ❑ It is recommended that there be discussion between the Producer, Director, and Health & Safety Coordinator to review the number of shoot days and prep time and how that might be affected by COVID-19 safety protocols.
- ❑ The concept of location scouting being limited and often virtual should be supported, but with the understanding that there will be a need for the Director to ultimately be in the physical space to make final decisions.
- ❑ It is recommended that meetings should take place virtually as much as possible. Essential in-person meetings will require the provision of a space that is large enough to meet the requirements for gathering and physical distancing. (e.g. Props 'show and tell').
- ❑ Suggest that due to possible quarantine scenarios for cast, Directors will need to be involved in casting much earlier.
- ❑ Directors will need to consider creative ways to rehearse. Private blockings/rehearsals on sets if locations and sets permit would ultimately be ideal to inform performance and potentially speed up the shooting process.
- ❑ Suggest that the Director will bring their own equipment to set, such as headphones/iPad, including the ability to electronically meet and to share their vision while minimizing face-to-face meetings and use of paper. Such equipment will be moved around by the Director and left untouched by everyone else.
- ❑ Directors will need to be clearly informed about the kind of close interaction cast can have. The producer and director should go through the script to identify close contact scenes and determine with the Health & Safety Coordinator how to navigate these scenes.
- ❑ Script revisions, multiple plates, greenscreen, and digital augmentation could be considered for various scenarios.
- ❑ Consider incorporating alternate shot set-ups, camera angles, lenses, etc. to allow for greater distances between performers.
- ❑ Encourage limited gatherings around "video village" to Director, 1st AD, DOP, and Script Supervisor and establish satellite options which could include remote technologies.
- ❑ Directors and actors should establish a system for communication for private discussion in between takes.

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## HAIR & MAKEUP:

### **Trailers:**

- Cast and crew should wash hands before and after entering the trailer, and before and after any processing.
- Work stations should be 2 meters apart, each station to have only one actor/one artist. Maximum occupancy of the trailer should be determined by current physical distancing protocols.
- Ventilation and physical barriers between work areas should be reviewed.
- Depending on the size of production and number of cast, more than one trailer may be required.
- The size of the department should be assessed based on new protocols and size of cast.
- Due to requirements for enhanced cleaning during COVID-19, additional time for the sanitizing of work areas should be considered. It is recommended that a 15 minute time frame for cleaning and sanitizing be scheduled in between actors.
- Kit contents should be limited to avoid congestion and contamination. It should be noted that smaller kits will limit the ability of the department to perform on-the-day changes.
- Production should be encouraged to provide kits for daily hires as necessary.
- Food or drink in the trailer should only be permitted if food safety protocols are followed and in consultation with the Health & Safety Coordinator.
- There should be dedicated covered waste bins with foot pedals for masks/ gloves/ and other PPE.

### **Working with Actors:**

- Appropriate PPE should be used under the direction of the Health & Safety Coordinator.
- There should be new/sterilized brushes, makeup, and hair supplies in a dedicated bag for each actor.
- Any product or tool that can be reused must be clean, disinfected and sterilized. This includes but is not limited to makeup brushes, metal palettes, pins, hair elastics, and other hair attachments, hair styling tools such as combs, irons, and hair brushes, etc.
- Use disposables when required. This would include but not be limited to cotton buds, sponges, mascara wands, lashes, station mats, palette paper, hair elastics, etc. The use of palette paper or waxed paper as a mixing palette is encouraged, and scraping or pouring product onto disposable palettes wherever possible, dispensing and decanting into personal containers and personal palettes for each actor.



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- ❑ All actors should arrive with clean, dry hair unless otherwise instructed and cast and supporting artists should be asked to remove own make-up where possible (following COVID-19 safe hygiene practices)
- ❑ There should be a dedicated space exclusively to step the actors off set for final touches with access to a hand-washing station.
- ❑ Keep on-set HMU crew to a minimum.
- ❑ Where possible, sterilization areas should be set up with multiple autoclave/Barbicide/UV cabinets in all areas/locations/set.
- ❑ For additional resources on best practices please see the “[Cosmetology Association of Nova Scotia](#)” government approved COVID-19 guidelines [HERE](#).

## **Working with Stunts and Background performers:**

- ❑ Special Effects and Prosthetics should be processed in a separate, dedicated area.
- ❑ Eliminate ‘double teaming’ except in exceptional circumstances. When double teaming is necessary, teams should remain consistent.
- ❑ If BG processing is necessary, adequate space should be provided with appropriate cleaning time allotted between each person. If dailies are used they should handle BG only.
- ❑ Where possible, BG stations should be equipped with, but not limited to, personal hand sanitizer bottles, disinfectant wipes, a receptacle for dirty brushes, a covered box for their personal belongings, and suitable disposal boxes for waste.
- ❑ Whenever possible the BG performers should be processed by the same artist from day to day.
- ❑ All BG performers should arrive with clean, dry hair unless otherwise instructed.

## **LIGHTING & GRIP**

- ❑ Due to the large volume of equipment used by this department, a crew member should be designated to the cleaning regime to ensure it is implemented and maintained.
- ❑ Department members should work closely with the supply house(s) and their COVID-19 protocols and recommendations for cleaning instructions and types of disinfectants to be used.
- ❑ Regular hand washing or sanitizing should be encouraged to reduce transmission when handling equipment and other items.
- ❑ The Lighting & Grip crew should be allocated sufficient time and space to plan, install, and strike equipment safely while operating under COVID-19 guidelines.
- ❑ Crew members should wear appropriate PPE where necessary under the direction of the Health & Safety Coordinator.
- ❑ Equipment should be disinfected during periods of inactivity.

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- ❑ Extra care should be taken when more than one crew member needs to move a piece of equipment.
- ❑ When possible each department should be allowed to work alone on set until their job is complete (see note in AD section above).
- ❑ When possible pre-rigs/pre-lights are encouraged, and using essential crew only, to reduce congestion on the day.

## LOCATIONS:

- ❑ Coordinate with production and Health & Safety Coordinator to establish who/how locations will be cleaned under new COVID-19 protocols.
- ❑ Review with production the increase in waste management and disposal of lined waste containers, and whose responsibility it will be to prep and remove at the end of day per best practices of the employer outlined in the accompanying Screen Nova Scotia COVID-19 Related Health & Safety Guidelines .
- ❑ Should source and provide portable sinks on location in necessary areas per Health & Safety Coordinator. Stock may be challenging, suggested alternatives can be found online [HERE](#).
- ❑ Should provide hand sanitizer stations, disinfecting wipes at all filming locations.
- ❑ Location Scouting may need to change under the new circumstances and consider an increased reliance on the provincial photo database.
- ❑ When scouting, budgeting, and scheduling, location quarantining may be considered. This will increase hold days for locations.
- ❑ Tech surveys should be minimized to comply with gathering restrictions and/or explore virtual options. Suggesting limiting to one crew member per department. Streamed video for non-present crew, use of Lidar, 360 cameras, and VR could be utilized.
- ❑ The Screen Nova Scotia COVID-19 Related Health & Safety Guidelines can be used for official documentation to share our new COVID-19 protocols with the public, and to provide enhanced legitimacy protocols for scouts.
- ❑ It is recommended that productions create appropriate signage to advise the public when filming on location (see Art Department notes above).
- ❑ Should consider that due to the extended closures from Covid-19, public and private spaces/locations may be more reluctant to offer exclusive access to film.
- ❑ Should consider that location extensions might not be possible under potential extended periods of hiatus due to Covid-19 pandemic. Some locations may be reluctant to sign Force Majeure clauses.
- ❑ Should check the strength of the cellular network on location for increased need for remote streaming live video off-site.
- ❑ Locations will need to be fully cleaned and sanitized in advance of prep as well as at wrap. The Health & Safety Coordinator should manage this process in conjunction with a sanitation service. The Locations department to provide access to the sites for approved COVID-19 level cleaning.

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- ❑ Air quality will be an ongoing concern in studios and workspaces, and ventilations should be reviewed with Line Producer/PM and specific departments.
- ❑ Should consider additional space required for all departments. Enhanced capacity may be required at all locations this may include but not be limited to lunch halls, green rooms, extras holding, crew park, tech park, base camp.
- ❑ Should address and plan for potential crowding of smoking and evacuation muster stations.
- ❑ There may need to be an increased presence of security due to the need to control access points on location.
- ❑ Security will need to be informed of relevant COVID-19 production protocols and current practices regarding authorized entry and log-book process.
- ❑ Should ensure PPE is provided by production or by the specific service for any outside groups engaged by production including Security, Police, Maintenance, Cleaning, etc.

## **POST PRODUCTION:**

- ❑ Working from home or in-studio all equipment should be disinfected per Health & Safety Coordinator guidelines.
- ❑ Footage arriving via sneaker drives, etc. should be disinfected.
- ❑ All cut sharing and discussion should be done remotely.
- ❑ Production protocols should be established for visits to Edit Suite by showrunners/directors.
- ❑ If the Editor is working remotely from home then production should provide a space if their home space does not allow for social distance per current gathering restrictions.
- ❑ Production should provide all PPE to edit suites if crew are entering.
- ❑ On larger shows remote editing could be used. Technology should be researched.

## **PRODUCTION:**

The production department will work closely with the COVID-19 Health & Safety Coordinator and establish systems for this new coordinator/department to work in the production and all the departments. They will likely work closely with this department in sourcing any specific COVID-19 related products for production and help in navigating and understanding existing production practice and protocols.

- ❑ The production office workspace should be designed to allow for physical distance requirements per current gathering restrictions.
- ❑ Production should work with the Health & Safety Coordinator (and possibly Art/Locations Departments) in establishing signage and traffic throughout.

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- ❑ All work stations and equipment should be wiped down after use/change of user, and it is recommended that these stations are only used by one individual during the day.
- ❑ Regular cleaning attention should be given to the office craft area, wiping down all the equipment and single use/package craft should only be available.
- ❑ Lunch orders should be taken by email and contactless delivery where possible.
- ❑ When sourcing rented spaces for production additional COVID-19 related issues need to be taken into account, including additional space, access to hot water, appropriate washroom facilities, and access.
- ❑ Production should be responsible to source adequate sized meeting rooms and /or set up the new technologies for video calls etc that may require additional bandwidth and equipment in various locations.
- ❑ It is recommended that boardroom meetings should be for key staff only when the office can accommodate safe distancing and gathering protocols. All others to attend via video conferencing platforms.
- ❑ Review installation of additional hand hygiene stations if there is potential for washroom congestion due to increase in frequency of hand washing.
- ❑ Production Office access to be monitored full time for visitors, staff, deliveries, maintenance, etc.
- ❑ Production will need to provide a strictly administered log-book system for any necessary visitors (outside of crew such as couriers/delivery persons etc) to aid in any contact tracing if required. This should be managed in conjunction with all departments at all possible entrances.
- ❑ Production should work with the various departments for best practices for electronic distribution of traditional paperwork, i.e. callsheets, DPRs, scripts, sides, accounting, etc.
- ❑ Ground transportation should be coordinated with Transport per new protocols.

## **Production should be constantly up-to-date on:**

- ❑ Travel and Immigration restrictions specific to international, national, provincial, and individual carrier guidelines, and communicate these with all travellers.
- ❑ Quarantine periods and rules specific to international, national and provincial guidelines, and support travelling cast and crew appropriately during this period.
- ❑ Hotel/accommodation, airlines, and rental car company COVID-19 policies.

## **PROPS:**

- ❑ PPE must be worn on set when distancing cannot be maintained per the Health & Safety Coordinator.
- ❑ The props department and affected actors should be the only people touching props.

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- ❑ Increased shipping times and supply problems should be taken into account when scheduling and allocating prep time.
- ❑ Hygiene protocol practices to be provided by the Health & Safety Coordinator with respect to all props.
- ❑ A dedicated production space should be allocated for the processing of sanitizing, labelling, bagging, and storing props.
- ❑ It is recommended when possible that there is a designated person delivering props to and from the set, minimizing the handling of props.
- ❑ It is recommended that director chairs are limited to essential crew only. The chairs should be labelled, never shared, and ideally handled only by the respective individual.
- ❑ Props personnel should be apprised of the COVID-19 food handling regulations and a preparation area should be provided with hot and cold running water and appropriate supplies.
- ❑ It is recommended to limit the consumption of food prepared by the props department.

## **SET DEC:**

- ❑ When the Set Dec department is dressing a set there should be no other departments on the set.
- ❑ No food or drink when dressing sets.
- ❑ In the case of a set dec crew exceeding maximum gathering rules, they should consider staggered call, break, and meal times to maximize efficiency.
- ❑ The department as a whole should avoid contact with the Props Department who will have direct contact with cast. This may mean additional on-set dressers are required.
- ❑ When possible it is recommended that the management of the lock up area be delegated to one person to minimize contact with set dressing.
- ❑ Should create individual workstations where possible with no-common touch tools.
- ❑ It is recommended that this department will share photographs of key pieces electronically with other departments to allow for approval and shared information as last minute requests and purchasing will present many difficulties.
- ❑ It is recommended to work with the Health & Safety Coordinator to create a standard process for purchasing, cleaning, storing and labelling by date in a dedicated area specific to the Set Dec Department.
- ❑ It is recommended that the physical management/handling/use of set dressing be restricted to the Set Dec Department and actors.
- ❑ It is recommended when travelling in the same vehicle that crew wear PPE and limit trips into the community as much as possible.

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## SOUND:

- Sound equipment should only be handled by members from the Sound Department.
- When any equipment is transferred to another department it should be sanitized before and after use.
- Appropriate sanitizing of equipment will take time and should be scheduled for.
- The need for additional equipment should be reviewed such as wireless straps, lav mics, and headphones, etc.
- The Costume and Hair Departments, in consultation with the Sound Department, may assist actors with wig mics/mic cables and positioning of wireless packs. Finals will be completed by the Sound Department on set.
- Depending on the size of the production consideration should be given to having a dedicated off-set sound person to work with the new COVID-19 protocols surrounding cast.
- Additional time may need to be allowed for hand washing/sanitizing in between wireless mic adjustments; special consideration should be given to actors' level of comfort with body mics.
- It is recommended that necessary crew provide their own headphones or earbuds for use with a wireless receiver as they are extremely difficult to sterilize.
- Wireless receivers (Comtek/ifb) should be sanitized before distribution.
- Media cards should be placed in a sanitized container to transfer to other departments.
- Sync boxes and time-code slates will be sanitized before transfer to the camera department.

## TRANSPORT:

- Cast and crew should maintain maximum distance from the driver when possible. Front passenger seat should remain vacant. Upon disembarking, the cast and crew should promptly practice hand hygiene.
- Avoid filling vehicles to maximum capacity. Masks should be worn when multiple people are in the vehicle.
- Hand sanitizers and masks should be provided in the vehicles where individuals will be seated.
- It is encouraged to open windows when possible and minimize the amount of time spent in vehicles.
- It is not recommended to have food or drink in vehicles, and individuals are responsible for removing their own garbage and/or personal items.
- Use dedicated drivers where possible.

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- ❑ The interiors of vehicles should be cleaned regularly between uses and throughout the day taking special consideration of all high-touch areas. Ensure there is a supply of disinfectant materials readily accessible. See recommended cleaners [HERE](#).
- ❑ Vehicles that are used frequently and/or carry more people should be cleaned more often.

## **Trailers and Motorhomes:**

- ❑ Enhanced cleaning of trailers and washrooms will be required.
- ❑ Maintain good ventilation. Keep windows and doors open when possible or at least periodically to cycle the air.
- ❑ Hot and cold running water should be accessible in all trailers/motorhomes.
- ❑ Limit people entering to essential personnel.
- ❑ Equipment and baggage should be restricted, and when possible kept in separate parts of the vehicle.
- ❑ The interiors should be regularly cleaned between uses and throughout the day taking special consideration of all high-touch areas.

\* Specialty departments including but not exclusive to Animal Wrangling, Diving, Marine, Picture Vehicles, Special Effects, and Stunts may not have their own section. These departments should follow the guidelines in the broader document and work with the Health and Safety Coordinator on a show by show basis to develop department specific protocol.

**Thank you to all the Nova Scotia crew who contributed information to this document.**