



JM FILMS

PRODUCTION SAFETY TASK FORCE

COVID Safety Protocols





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The virus is an invisible threat, and the risk cannot completely be eliminated. The use of PPE should be provided and maintained. Because testing sometimes fails, full PPE and social distancing controls will be essential to ensuring a safe work environment.

Producers are responsible for setting up the mechanism and/or procedures (including designating the appropriate team members to do so), for correcting unsafe or unhealthy conditions, work practices, and work procedures in a timely manner based on the severity of the hazard.

PPE

Employees (including staff, cast, crew, vendors, and clients) who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn, covering both the nose and mouth, by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.

PHYSICAL DISTANCING

Proximity to and duration of time spent in potential exposure to the virus is always a concern. A system to maintain distancing on the job must be implemented, even for individuals in full PPE.

Cast and crew to remain at least 6 feet apart IN FULL PPE at all times, except when specific tasks require closer work.

The date, time and participants in all production sessions should be recorded for later reference, in case anyone involved in the production becomes ill with signs of COVID-19 and/or tests positive. If a team member tests positive, anyone who has been in close proximity (i.e., closer than 6 feet for 10 minutes or more, or for a total of 10 minutes or more on more than one occasion) must be notified.

VIDEO VILLAGES

Producers must limit the number of team members at on-set video villages. When on-set video villages are necessary, keep physical distancing standards in place (6 feet apart with PPE). Consider where video villages will be placed and how one-way traffic to and from set can be managed while still maintaining physical distancing requirements.

PROPER HYGIENE PRACTICES

Personal Use Documents and Devices: Cast and crew should be specifically instructed not to share personal devices, such as cell phones and iPads. No distribution of paper unless distributed by a Health and Safety team member and annotated with the owner's name. No cross use of paper.

Employees are allowed frequent breaks to wash their hands.

Each worker is assigned their own tools, equipment and defined workspace as much as possible. Sharing held items is minimized or eliminated.

SANITIZATION SAFETY

Mitigating the spread of virus on surfaces: Ensure there are regular sanitization processes that address the surfaces of:

- High traffic areas and touchpoints
- Departmental equipment
- Workspace surfaces

A process of first cleaning, then sanitizing or disinfecting surfaces should be followed. All shared equipment, microphones, and tools must be disinfected after each use.

Every cast and crew member must answer daily pre-screening questions as well as participate in a temperature check before being cleared to report to work.

CATERING AND CRAFTY

All actors and crew must wash or sanitize hands before handling any food. Food will be individually packaged and distributed to the crew members by the Producer. No buffets allowed. No communal food or drink is allowed on set (no coffee pot, no single service coffee maker). All food and drink must be single serving only. Any food brought by individuals should be labeled and may not be shared.

Producers Team Pledge

To start or resume production of any type in an environment that minimizes the risk of contracting the spread of COVID-19 and puts personal safety as the highest priority.

Producing team members agree to the return to work guidelines as follows:

- Commit to remaining vigilant with all Production COVID-Safety Plans and not “let your guard down.” COVID-19 is both insidious and patient and staying diligent with safe practices is needed to avoid its reemergence.
- Consider key factors that affect the resumption of production, such as country and local readiness, available medical and testing support, PPE supply chain, cast and crew readiness and travel considerations.
- Ensure compliance, awareness and alignment with state, local, and federal public health orders applicable in the locations where production operations are to be conducted.
- Communicate the production company’s production COVID-Safety Plan to all cast and crew involved in the production and request their commitment to complying with the policies as a condition of employment.
- Coordinate the exchange of safe workplace practices being implemented between filming location entities, including sound stage facilities, rental and third-party vendors, as well as frequented retail shops needed for the execution of production.



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DAILY ON-SET PROCEDURE:

1. Producer will arrive 10 minutes early to set in order to get the equipment disinfected before entering any location.
2. Once the crew arrives, Producer will take their temperature as well as have them complete the COVID-19 screening questionnaire before any work is done.
 - a. Anyone who indicates any COVID-related symptoms or registers a temperature of 100.4 degrees Fahrenheit or higher is required to go home.
 - b. All screening questionnaires are kept private and confidential in accordance with HIPAA laws.
3. Crew members are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn, covering both the nose and mouth, by the crew member at all times during the workday.
 - a. Crew members are allowed to wear their own cloth face mask on set however, they must be clean and able to cover the nose and mouth at all times. If either of these requirements are not met, the crew member will be given a face mask to wear while on set.
4. All cast and crew members are required to maintain a distance of at least 6 feet apart IN FULL PPE at all times, except when specific tasks require closer work.
5. Every 1-2 hours, production will halt and Producer will disinfect and sanitize the equipment and location.
 - a. Disinfectants will be kept in the gray COVID box.
6. Ample hand sanitizer will be provided to cast and crew on set.
 - a. Both hand sanitizing spray and hand sanitizing wipes will be available to cast and crew in the gray COVID box.
7. All meals will be individually prepped and distributed to cast and crew by Producer. Crew members are required to wash their hands with soap and water prior to handling any food.
 - a. Absolutely NO buffet-style meals allowed on set.
 - i. Any food brought by individuals should be labeled and may not be shared.
8. At the end of the workday, Producer is required to disinfect and sanitize any JM Films equipment that enters the JM Films van prior to leaving the location.