
COVID-19 Health & Safety Guidelines

UPDATED JANUARY 2023

OVERVIEW

The health and safety of our employees, clients, vendors, and families are everyone's highest priority. Successful mitigation of COVID risk depends on the active participation in COVID safe practices of everyone working within the workplace. The following ideas have been compiled to help us all prepare and plan. They are not intended to create any new legal or contractual obligations. The ideas are advisory in nature, informational in content, and result from consultation with several people representing various departments. Not every department is addressed herein. Personnel should use this planning guidance to help identify risk levels in the workplace settings and to determine which control measures to implement. Updates to this guidance document may be needed as COVID-19 conditions change. These guidelines are not meant to be a perfect fit for every scenario, as we all know that no two productions are identical. For us to continue to produce work safely, cautiously and confidently, everyone involved will need to actively contribute. Each of us must continue to bring a sense of personal responsibility to the workplace and speak up when we have concerns or ideas.

As a community, we are closely monitoring developments. This guidance will be updated based on evolving recommendations from Health Canada, the various levels of Government, Film Ontario, Section 21 and our own learnings.



PROTOCOL REQUIREMENTS

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- All crew and anyone visiting sets must continue to wear masks for all indoor filming settings.
 - Talent to remain masked indoors (filming, casting fittings) unless in front of the camera or hair & make-up.
 - Hair & MU & Wardrobe must wear a mask at all times when working on talent.
- Everyone is encouraged to bring their own masks. However, wherever possible the production company should provide a minimum 3-layer surgical masks for all people on set.

TESTING & VACCINATION

Prep / Casting / Wardrobe

- In-Person Casting Callbacks & Wardrobe Fittings
- Actors are permitted to attend either without a COVID test. However, all Talent must remain masked at all times, with the exception of time spent performing in front of the camera or having their photo taken at a wardrobe fitting.

Shoot Days

- All Performers who perform maskless must have a negative Rapid Antigen test result not older than 48 hours from their first shoot day on any project. In all cases, children under 4 years old are exempt from testing.
- It is up to production to determine how best to handle the administration of the Rapid Antigen Tests.

Vaccination

- It is not currently a requirement to be vaccinated in order to participate in an ACCP production

RETURN TO WORK

- Anyone who tests positive for COVID must self-isolate for a minimum of 5 Days.
- After the isolation period, the participant must have no fever, and their symptoms need to be improving for at least 24 hours before returning to work.

SCREENING

- A health questionnaire should be provided either electronically (e.g. administered through an app or website and accessed via personal devices) or verbally (with responses recorded by a screener) to all individuals the first time they enter the workplace each day.
- Electronic screening is preferred to allow screening to be completed away from the workplace.

PROTOCOLS IF ANYONE FEELS UNWELL

- In the event that anyone begins to feel unwell during the course of production prep, shoot, or wrap, they should notify their Department Heads or the On-Set Health Professional and leave work right away.
- It is the responsibility of the Department Heads and Health Care Professional to inform the Producer immediately, who in turn should alert the Executive Producer in charge of the production.
- All gear in the crew member's department should be immediately sanitized, to the best of their ability.
- The PM should keep a list of Emergency Vendor contacts and at the direction of the EP inform the appropriate Companies that a Crew Member has left the set unwell, so they can take extra precautions when the rentals are returned.
- Should a Crew Member have any COVID related concerns, they are encouraged to speak directly to the Producers and Production Company Owners responsible for their Project.

GENERAL RECOMMENDATIONS

- Establishing and maintaining COVID - 19 protocols on shoot days will take more time. Member companies should consider this when planning the shoot. It is in everyone's best interest for safety to keep our days manageable and, if at all possible, to 12 hours.
- At all times, abide by applicable laws, regulations and public health orders.
- Everyone should perform daily self-screening at home prior to coming to work. Anyone who is sick or has any COVID - 19 symptoms outlined in public health guidelines should not come to work and should stay at home.
 - During the workday continue to self-monitor for signs or symptoms of COVID-19 and report to your department head if you are sick or experiencing symptoms.
 - It is recommended that any worker who has symptoms related to cold, flu or COVID-19 should stay home, or be sent home if symptoms are seen. Public Health Ontario has provided helpful guidance on self-monitoring and self-isolation. In addition, employers should advise these workers to complete the online self- assessment or call either:
 - Telehealth: 1-866-797-0000; or
 - their primary care provider (for example, family physician)
 - Department Heads should then report this information to the production department.
- Utilize appropriate Personal Protective Equipment (PPE).
- We recommend effective and frequent hand hygiene with soap and water or alcohol-based hand rub is imperative, along with avoidance of touching the eyes, nose or mouth.
- Provide workplace posters on relevant topics, including information about COVID-19 and its symptoms, hygiene, personal protective equipment, food safety, physical distancing, etc.
- Require PPE to be properly worn at all times, regularly inspected, maintained and replaced as necessary.

- Member companies should establish protocols for each department and for workplace visitors concerning, as appropriate:
 - the use of personal protective equipment (including donning and doffing)
 - changing/replacing personal protective equipment
 - the reuse, cleaning, and disposal of personal protective equipment including masks, disposable gloves, or gloves that can be appropriately disinfected, face shields, etc.
 - Ensure workers are appropriately trained on these protocols.
- Wash stations or hand sanitizers are encouraged to be used in all production facilities. If soap and water are not available, use / provide an alcohol-based hand cleanser containing at least 60% alcohol.
- Observe respiratory etiquette, including covering coughs and sneezes.
- Schedule work time (including time for workers to eat/drink in designated areas) to permit for proper adherence to protocols.
- Implement electronic sign-in / sign-out procedures for everyone attending a shooting location and studio. If an employee or visitor tests positive for COVID-19, the local public health unit may ask employers to provide information on where the employee worked as well as the contact information of any other employee who may have been exposed.
- Book talent as early as possible, and get sizes as early as possible.
- Consider the logistical challenges of a location before sharing with a Director or Agency / Client
 - Ensure that there is enough space and ventilation to be able to segregate the crew/cast.
 - Identify safe areas for both crew and cast holding.
 - Find a suitable lunch location with plenty of space and parking.

- It is recommended that a supply of disinfectant materials is maintained in each vehicle.
 - When there are multiple Drivers handling one vehicle., each crew member should completely disinfect all frequent touch-points such as door handles and window buttons.
 - Crew members should not take vehicles home in case they develop symptoms before the next work day.
 - Masks are encouraged be worn in vehicles when multiple individuals are present, even if physical distancing can be maintained.
 - Keep the windows down in the vehicle, whenever possible, to improve air circulation
- The Director is the film's biggest asset while carrying the most exposure to almost every department. All best practices should be taken to safeguard the Director and to limit close-contact and exposure to others.
 - During Pre-Production, the Director should limit meetings to phone or video conferences whenever possible.
- Make Up Artists should Use only one brush, applicator, etc. per actor. No double-dipping. Consider using disposable items.
 - Mix foundation, powders, lipstick, etc. on a disposable palette for each individual.
 - Clean hairbrushes and combs and reusable make-up brushes with appropriate disinfecting solutions.
 - Only remove the actor's mask when essential.
- Actors should limit the repetition of physical touching as much as possible.
 - Avoid lip to lip contact (e.g. kissing) where possible and using an oral rinse, as recommended by a medical professional, before and after each take.
 - Interaction between child performers and others should be limited as much as possible.
 - If possible, a separate holding area should be provided for child performers.
 - Be sure to have enough space, tables and chairs for Extras holding area to be spread out
 - All Background Talent should, to the greatest extent possible, wear their own clothes and dress at home. In the event that this is not possible, Production is required to provide dressing facilities where social distancing measures can be upheld.

COVID-19 RESOURCES

Ontario Ministry of Health

- Symptoms and treatments
- How to protect yourself and self-isolate

Public Health Ontario

- A poster for how to wash your hands
- Information on mask use for non-healthcare workers
- A poster on when and how to wear a mask