

ACCP

ASSOCIATION OF
CANADIAN
COMMERCIAL
PRODUCTION

**COVID- 19 HEALTH &
SAFETY GUIDELINES**

9TH EDITION

UPDATED MAY 30TH, 2022

This document is intended to be reviewed and updated when new information is provided by our film commission and relevant committees such as Section 21.

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. 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.

Please review the entire document. In an effort to reduce the length, the choice was made to not repeat the same ideas in too many places. Many of these practices are already commonplace but were included to emphasize their importance.

The risk of getting COVID-19 is higher with a longer contact duration and closer proximity to others. All feasible controls should be implemented to maintain distance and minimize the number of interactions within two metres.

Rigorous screening controls are an essential administrative control and should be implemented to identify individuals who may be infected with COVID-19 and prevent them from bringing COVID-19 into the workplace. However, appropriate

screening does not reduce the importance of implementing proper physical distancing, hygiene and environmental sanitation protocols.

The need for PPE should be determined based on a workplace-specific risk assessment including the type of work being done (e.g. operating camera, serving food, performing) and the combination of controls implemented at the site. In most cases, masking while working outdoors is no longer mandatory, with the exception of the hair/makeup and wardrobe departments while directly working on talent, however, it is still recommended. Masks must be worn indoors at all times, including in vehicles with more than one passenger.

All workplace parties should be familiar with current

applicable government masking and PPE requirements. It is strongly recommended that masks approved by the producer (e.g. surgical or procedure masks or better) be worn at all times indoors (inclusive of trailers), subject only to limited exceptions (e.g. for performers when necessary while on camera or while eating/drinking in permitted areas). Additional PPE that is appropriate in the circumstances should also be available for relevant workers (see department specific guidance in this document). Where needed (e.g. where a physical distance of at least 2 metres cannot be maintained), additional PPE will likely consist of a eye protection (face shield or goggles). Finally, parties should be familiar with any legislated PPE requirements for workers in hair and makeup.

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. The ACCP encourages everyone to download the COVID Alert app so you can be notified directly if you have been in close contact with someone who was contagious with COVID-19. This app is an excellent tool to increase contact tracing speed and efficiency, which is incredibly important in stemming the spread of Covid-19. The more people use it, the more effective it is.

The app can be downloaded here: <https://covid-19.ontario.ca/covidalert>.

This document should be considered a continuous work in progress. Ideas and feedback are welcome and can be submitted via email at info@theaccp.ca. Thank you, and let's stay safe!

HOW THE COVID ALERT WORKS



As you go about your day, COVID Alert runs in the background and:

- uses your smartphone's built-in Bluetooth function to detect how close you are to other people with the app
- exchanges random codes with other, nearby app users every 5 minutes
- saves the codes on your phone for 14 days

The random codes cannot be used to identify you or your location.



If you test positive, you can use the app to notify others by:

- getting your unique one-time key from the Test Results Website
- entering it into the app

The app only uses random codes – it does not collect or share any health information about you.



Every day, when you have an internet connection, COVID Alert looks for matches between the random codes on your phone and the random codes from people who have told the app they have tested positive.

Even if it finds matching codes, the app won't know who they belong to.



If the app finds matching codes, it means that in the past 2 weeks you were within 2 metres of an app user for more than 15 minutes and that user has since tested positive. So you will get an alert with:

- a message that you may have been exposed to COVID-19
- advice on [what to do next](#)

Because no personal information or location data is shared, the app will not know where or when you were exposed.

GENERAL COMMON SENSE PRACTICES

- 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), including but not limited to goggles, face shields, masks that cover the nose and 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.
- Require PPE to be properly removed, cleaned, and stored or disposed of to avoid contamination of self, others, and the work environment.
- Where any work requires close contact between technicians or between technicians and cast, additional/enhanced PPE should be available for

all workers in these interactions. Where needed, such PPE will likely consist of a surgical or procedure mask and eye protection (face shield or goggles). Encourage people to bring their own masks (however, they will, of course, be made available).

- Wash stations or hand sanitizers should now be made available 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.
- Scheduling work time (including time for workers to eat/drink in designated areas) to permit for proper adherence to protocols.
- Maintain social distancing whenever possible.
- Workplace COVID-19 protocols should include plans to address whether and the extent to which diagnostic testing of the cast and appropriate crew will take place. Where it is appropriate based

on significantly negative public health indicators (e.g. high weekly incidence rates) at the time and in the area that production is operating, production should implement regular diagnostic testing for appropriate individuals. Any diagnostic testing should adhere to guidance from applicable public health authorities.

- Return to work for any individuals who have previously been diagnosed with COVID-19, or who experienced symptoms should be coordinated with a designated production representative, the individual's health care providers, and the local public health unit, as applicable. Confirmation of a negative COVID-19 test and/or clearance from a healthcare provider and/or the local public health unit may be required for return to work, but these may not be the only requirements.

In most cases, masking while working outdoors is no longer mandatory, with the exception of the hair/makeup and wardrobe departments while

PERSONAL PROTECTIVE EQUIPMENT (PPE)

directly working on maskless talent, however, it is still recommended. Masks must be worn indoors at all times, including in vehicles with more than one passenger.

All workplace parties should be familiar with any applicable government masking and PPE requirements. It is strongly recommended that masks approved by the member company (e.g. surgical or procedure masks or N95/KN95) be worn at all times while working in interior spaces, subject only to limited exceptions (e.g. for performers when necessary while on camera or while eating/drinking in permitted areas) as permitted by government requirements.

When physical distancing cannot be reasonably maintained, additional appropriate safeguards should be instituted, which may include the use of additional/enhanced PPE (e.g. goggles or face shields as / when appropriate).

The primary purpose of PPE should be to bolster other safety practices. PPE should only be used as the primary control measure after other controls have been carefully considered and all feasible options implemented.

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.

Here are some tips for employers regarding personal protective equipment:

- You 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.

PRODUCTION OFFICE

- Maintain good ventilation. Keep windows and doors open where possible, or at least periodically to cycle the air.
- Plan how to serve food, coffee, etc., responsibly.

CASTING

- Initial casting sessions should be handled remotely by self-tape and any callbacks setup with live broadcast capabilities for the Director and Agency.
- Confer with the casting director on setting up real-time interactions between Talent on Zoom or similar.
- Insist all adult Actors attend alone, and if auditioning, children insist on a maximum of one adult.
- For the casting of families who are required to interact physically on screen, real families should be used where possible - so that physical contact is kept within an existing family unit.
- Digitally distribute scripts as opposed to handing out sheets of paper.
- One dedicated Casting Assistant should sign all performers in and out.
- Casting facilities must plan for the physical distancing of 2 meters inside and outside of the room and have a cap on actors in the waiting areas that are strictly enforced.
- Auditions must be spaced out with the appropriate time between performers to avoid traffic jams.
- Allow for up to 5 minutes of time in between performers coming into the room.
- Handling of props may have to be simulated using an Actor's cell phone or other personal items.

WARDROBE DEPARTMENT

- Book talent as early as possible, and get sizes as early as possible.
- Only the wardrobe department should touch clothing, etc., until it's decided what the Actor will actually try on.
- Full PPE must be worn for the duration of person-to-person contact. This includes but is not limited to face shields and face masks. This includes parents and guardians on-premises.
- Costumes and outfits should be bagged up individually by the performer.
- Only selected hero wardrobes will be brought to set.
- Disinfect jewelry and glasses with a disinfectant, this pertains to items in kits and rentals.
- Provide separate wardrobe pieces for stunt performers, and doubles.
- Utilizing underdress second skin costumes to limit direct contact with wardrobe pieces.

LOCATION SCOUTING & MGMT

- Consider the logistical challenges of a location before sharing with a Director or Agency / Client
- Scouts must wear PPE when entering public or private interior locations. Ensure the homeowner/occupants are not in a COVID-19 high-risk category.
- Have the owner fill out the ACCP COVID Acknowledgement Agreement.
- Location contracts must be executed as early as possible.
- Check to see if there is a strong cellular network for remote streaming live video offsite.
- 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. Production could require double the tables to ensure social distancing.

DIRECTOR SCOUTING

- Where possible, production should provide booties and PPE for all crew entering a home.
- Remind Directors and Production to give consideration to size, space and flow when deciding between location options.

TECH SCOUT

- If in a people-mover, everyone should be in masks, etc. Consider renting multiple vehicles to allow distance between people in seats.
- While at the location, encourage conversations to happen outdoors.
- Consider scouting in smaller groups to keep fewer people grouped together. e.g. 1st AD, DOP, Director, Line Producer, Loc Scout go in first. After the scout, the DOP stays, 2 people leave, and the grip and gaffer come in to speak with the DOP.
- Plan to maximize space and airflow when designating spaces for a shoot (video village, lunch, equipment staging, placement of monitors, etc.). Consider whether you will have to relocate any of these areas at some point during the day, in order to accommodate different camera positions.

PRE-PRO MEETING

- Confirm the chain of command for feedback from the remote video village.

SHOOTING SCHEDULE/STAFFING

- Carefully consider the number of shoot days and hours required.
- Consider whether a prep or pre-light day will be required.
- Require frequent and thorough hand washing by all personnel, without exception.

DIRECTOR & 1ST AD

- 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.
- Any interaction with Talent shall be done at a distance. When social distancing is not possible, all necessary PPE shall work to protect the Director and Talent.
- Director will be asked to self-drive when possible, but when this is not possible, a designated driver and vehicle shall be responsible solely for their transport.

PRODUCTION

- At all times, abide by applicable laws, regulations and public health orders.
- Anyone exhibiting mild or severe symptoms of COVID-19 cannot be permitted entry to a set or company controlled location or facility.
- Everyone entering the workplace should be instructed (verbally, with signage, etc.) to self-monitor for symptoms such as fever, cough or difficulty breathing, or other symptoms as listed by public health authorities.
- Require everyone participating in the shoot to sign the The ACCP Acknowledgment Agreement.
- Crew Member personal privacy is extremely important, and our Production teams must be sure to respect this.
- Production must require the use of and provide masks (for departments requiring) for all interior work (including trailers) .
- Provide wash stations, pump sanitizers and wipes readily available for

the crew.

- Crew members, Cast and all attending Client / Agency personnel, are required to wear masks at all times while inside a studio or location.
- Washing stations and hand sanitizers should be provided in high traffic areas on set, Talent holding, Camera Department, at the equipment truck and near set.

Vehicles and Transport

- Drivers should thoroughly disinfect all vehicles at the start and end of each day.
- Production and Art teams must maintain a supply of disinfectant materials in each vehicle.
- Crew members should not take vehicles home in case they develop symptoms before the next work day.

- Masks should be worn in vehicles when multiple individuals are present, even if physical distancing can be maintained. You should have protocols in place to ensure individuals being picked up from outside of the workplace have a mask available to them. You should develop protocols to limit the risk of potential exposure in situations where there are multiple individuals in a vehicle. These protocols may include:
 - Exercising diligence when in vehicles with multiple individuals, such as maximizing physical distance to the extent possible, wearing personal protective equipment, avoiding touching your face, and washing/sanitizing hands before and after entering the vehicle.
 - Providing hand sanitizer in all passenger vehicles where individuals will be seated.
 - Keeping the windows down in the vehicle, whenever possible, to improve air circulation (see, for example, Worker's Health and Safety Centre Airflow Ventilation).

- Limiting eating/drinking in passenger vehicles any time that a passenger is present.

Motorhomes

- Production Companies should consider adding additional motorhomes on jobs with multiple Cast Members to ensure there is enough space to process talent in a timely manner.
- Keep windows and doors open when possible. Open at least periodically to cycle the air.
- Require occupants to be masked while in the trailer.

ON-SET HEALTH AND SAFETY PERSONNEL

The COVID Coordinator. The creation of this role is to address the risks to workplace safety during the Pandemic and to have someone who is solely dedicated to ensuring that the workplace is adhering to the government established protocols for mitigating COVID infection. Below is a suggested outline for this crew member.

Prep

- Attends Directors survey and/or tech survey to create the COVID logistics plan outlining the following:
 - The capacity of the location or studio based on social distancing requirements.
 - Works with the AD's and Production to create the flow of the set.
 - Identifies the location of talent holding areas.
 - Identifies the location of handwashing stations, and hand

sanitizing stations.

- Identify if air purifiers or other rentals are required and obtain quotes for production.
- Secures the PPE required for the shoot from the production company or suppliers.
- Digitally distributes and confirms return receipt of all COVID required paperwork the day before the shoot.
- When required, attends art dept dress days.

Shoot

- 1st person on-set before any cast or crew call times to set up a crew sign in area.
- Assists with all check-in procedures and walkie sign out.
- Manage supplies, holding areas, lunch setup.
- Ensure good ventilation in the location or studio.

- Manages the sign in and sign out lists for everyone attending the shoot.
- Primary COVID safety liaison for external vendors and personnel.

These should be the only people who handle & discard PPE waste.

If the company hires a health care professional or medic should know how to recognize symptoms of COVID-19 and procedures related to individuals who show symptoms.

Any health care professional/medic will wear appropriate PPE for the duration of person-to-person contact.

Production must consider the following with respect to workplace screening and process:

- 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. If in-person screening is utilized, appropriate steps should be in place to ensure physical distancing and mitigate individuals congregating at screening locations.

- 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.
- Utilize wristbands or other systems to identify individuals who have successfully completed screening.
- Any personal health information must be collected, used, stored and communicated in accordance with applicable privacy laws.

ART DEPARTMENT

- Make decisions on the tech scout, get approvals from Agency / Client as early as possible.
- Consider the potential value of prep and strike days.
- Production Designers should ensure that Set Dressers are using proper PPE when doing any interior work. Art PA's must use proper wipe-down procedures when entering a vehicle.
- Only Food Stylists / On-Set Props to handle talent food and drink.
- All props/dressing and set pieces will arrive to set disinfected.
- On-Set Props and designated Set Dressers to be the only crew to touch/adjust set dressing & props.
- Art Departments should communicate support needs in advance.

PROPS DEPARTMENT

- The Props Department tools and kits should be considered off-limits to the rest of the Crew to reduce transmission.
- It's recommended smoke or atmosphere is not used at this time as there could be a risk of the virus being suspended in the air for longer periods of time.
- If atmosphere or smoke is to be used on sets, proper ventilation and fresh air circulation is critical to the safety of everyone involved. Production should work with the props department to ensure that there is good airflow and the room is cleared between takes and setups.
- It is recommended that Production Managers and ADs familiarize themselves with the [Ministry of Labour Guideline No 9, which can be found here.](#)

HAIR AND MAKE-UP

- Full PPE must be worn for the duration of person-to-person contact. This includes but is not limited to a face shield, procedure masks.
- Consider a pre-call for the Make-Up Department to give them enough time to be set up.
- Use only one brush, applicator, etc. per actor. No double-dipping. Consider using disposable items.
- Before and after hair and make-up sessions, both the Talent and Make-Up Artists are required to wash or sanitize their hands past their wrists.
- If possible, performers being styled should wear an appropriate face covering.
- No eating or drinking in the hair/makeup/wardrobe area when work is being done on performers.
- Mix foundation, powders, lipstick, etc. on a disposable palette for each individual.
- Work stations need to be cleaned between each user and distanced a minimum of 2 meters apart.
- Clean hairbrushes and combs and reusable make-up brushes with appropriate disinfecting solutions.
- Only remove the actor's mask when essential.
- Once made up, the Actor may use a face shield (as opposed to a mask) in order to not disturb the completed makeup.
- Make-up Artist or Hairstylist may place and remove the face shield for the Actor (if the Actor prefers).

CAMERA DEPARTMENT

- Only camera personnel should handle camera gear including carts, cases, tape, etc.
- Where possible place the camera at least 2 meters from the Talent.
- While filming it is recommended that the 1st AC is pulling focus at least two (2) meters from the camera and operator.
- Where the work requires close contact between camera workers or between camera workers and cast, additional/enhanced PPE should be available for all workers in these interactions. Where needed, such PPE will likely consist of a surgical or procedure mask and eye protection (face shield or goggles). Consideration should be given to addressing issues of face shields or goggles “fogging up”.

SOUND DEPARTMENT

- Careful sanitizing of Lav microphones and comteks between shoot days is mandatory.

SCRIPT SUPERVISOR

- Allow for a separate monitor setup.

ELECTRIC & GRIP DEPARTMENTS

- G&E Crew must wear masks for all interior work and when within 2 meters of any maskless talent for exterior work.

GEAR & HANDLING OF EQUIPMENT

- Depending on company policies, Crew sub-rentals may continue. However, the owner of the gear should limit the number of Crew members who should be handling it.
- Whenever possible, Department members may only touch equipment within their Department.
- Members of each department should disinfect gear during breaks and inactivity.
- Equipment Rental Houses should supply basic cleaning instructions for high use items outlining the types of disinfectants that may be used.

VTR & VIDEO VILLAGE

- Companies will need to agree on remote workflow with the Agency Producer to ensure all parties are focusing on their monitors for quick approvals.
- Video village should be outside in tents or trailers if possible and use walkie-talkies to communicate with the Line Producer.
- Provide for audio feedback between video village and set.

HOME ECC & FOOD STYLING

Studio

- Studio kitchens should be built, in an open and segregated space where only the food stylist team should have access.
- Full PPE must be worn at all times when social distancing cannot be maintained.
- The Food Styling Team should clean and disinfect their space throughout the day.
- The area needs to be fully cleaned, and sanitized before the team arrives.
- Where possible all prep days should be in the studio the day before the shoot.
- The on set table has to be designated for food styling only and cannot be used by other departments.

Main Dish and other rental food trucks

- The truck must be fully disinfected before every shoot and after each shoot.
- Where possible no food or other items should be left on the truck.
- The Food Styling Team should clean and disinfect the truck throughout the day.
- Disinfectant solutions to be supplied by production. Food Styling teams should convey their needs at least 3 days before the shoot.
- Masks need to be worn on the truck by everyone at all times.
- When possible all windows on the truck and door should stay open for as much airflow as possible.

Handling of Food

- Individual Food Stylists should bring and handle their own tools on set.
- Plates/cutlery must be properly sanitized prior to food being plated.
- Whenever possible Food stylists should be the only person to handle food for actors. When required and with proper handoff procedures in place the Props Dept can handle the actors on camera food.

CREW & TALENT HOLDING AREAS

- Holding areas should be set up outside, when possible.
- Seating should be arranged in such a fashion as to promote distancing, and prescribed seating should minimize social interaction between Departments.

PRODUCTION ASSISTANTS

- Production Assistants interact with almost every inch of any set and must be aware of proper social distancing and sanitization procedures to help safeguard their environment and others working in that environment.
- The use of PPE indoors and in vehicles with multiple parties is mandatory at all times.
- Often PAs are asked to drive rental vehicles that are not their own i.e. cube trucks, minivans. They must use proper wipe-down procedures when entering a new vehicle.

CRAFT SERVICES

- The Craft truck or food preparation vehicle or facility needs to follow strict health guidelines as laid out in the Ontario Government's Guidance Note for restaurant and food services health and safety during COVID-19 (<https://www.ontario.ca/page/restaurant-and-food-services-health-and-safety-during-covid-19>) and any other applicable laws, orders or by-laws.
- Every person handling food needs proper training and certification in hygiene and food prep.
- Craft personnel must always wear full PPE including a face shield, surgical mask and gloves that need to be changed frequently.
- Any person handling food should thoroughly wash their hands beforehand and then wear gloves.
- Craft trucks should be closed off to anyone that is not Craft personnel to reduce the potential for contamination.
- Reduce and streamline the variety of beverages.
- Hot or fresh items should be individually packaged. The use of tongs or proper serving utensils is mandatory when serving fresh items.

CATERING

- Catering personnel must always wear full PPE, including a face shield and surgical mask, which should be changed frequently.
- Food should be served to people (as opposed to self-serve).
- Flatware sets should be handed out one by one.
- Hand washing station(s) should be present.
- All individuals should put their garbage, recycling and food waste directly into bins and not leave it for others to clean up.
- Any communal surfaces should be appropriately disinfected using established disinfecting policies and protocols at the beginning, end of, and throughout the day and, in particular, after breaks and meal periods. Such surfaces may include:
 - tables
 - chairs or benches

HOSTING CLIENTS

The ACCP is committed to supporting and surpassing the public safety measures currently in place by order of the Ontario Government and Public Health to ensure that we can continue to be an industry that is allowed to operate in a safe and effective manner.

When Client or Agency personnel are present the following should be considered:

- Production should set up the video village in an area separate from the main location. Consider a client bus or motorhome where possible.
- Any Agency and Client personnel on set must adhere to the same Health and Safety Guidelines as the Crew at all times.

ACTORS

- Where performers will have to work in close proximity and cannot wear PPE, other measures (e.g. measures other than physical distancing and the use of PPE) that are appropriate to the risk in the circumstances must be in place to mitigate the risk of exposure or transmission.
- Require performers, including stand-ins, to wear personal protective equipment (e.g. face masks and shields) while in interior spaces.
- Requiring any individuals who interact with a maskless performer at a distance of fewer than two metres to wear a mask and face shield and to wash/sanitize hands.
- Where performers agree to touch one another during a scene, performers must wash or sanitize their hands immediately before and after each take.
- Limit the repetition of physical touching as much as possible.
- Avoiding 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.

CHILD ACTORS

- 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.

EXTRAS

- 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.

POST PRODUCTION

Remote sessions are encouraged. In-person sessions can be booked with a minimum of 48-hours notice.

For in-person sessions, we recommend the following:

- We recommend that only fully vaccinated individuals attend in-person sessions
- In-person sessions should be limited in length, ideally not more than half a day
- The number of attendees should be limited and appropriate for the size of the suite
- Masks are optional but for those who would like one, they will be supplied by the ACCP post companies
- The ACCP post companies will not force an editor, assistant, artist or colourist to have a supervised session
- In-person sessions should not be attended by anyone feeling

unwell, even if their symptoms are mild

- Soap, water and hand sanitizer will be supplied in various areas throughout the facilities
- In the event of staff or client reporting an illness, all sessions will convert to remote meetings
- It is the sole discretion of the individual ACCP post companies to determine reasonable safety guidelines for sessions on a case by case basis

VOICE PERFORMANCE & MUSIC RECORDING

The following are tips for addressing voice performance and music recording:

- You should consider whether recording sessions can be conducted remotely, for example via self-records, using conferencing technology or by having disinfected recording kits delivered to performers.
- If in-person sessions are required, you should have appropriate measures in place to limit the risk of transmission of the virus, including the risk of airborne transmission. Such measures may include:
 - avoiding group recording sessions that require more than one person to be in the recording booth at a time to mitigate the spread of aerosols
 - ensuring appropriate ventilation
 - sanitizing all surfaces and equipment that the performer may come into contact with before and after each session, including the microphone, POP filters and script stand
 - using disposable covers for microphones
 - limiting the sharing of equipment as much as possible
 - allowing performers to use their own headphones or providing disposable earphone covers
 - limiting the number of people present at the session by having staff observe the session remotely
 - having performers wait outside of the building, for example, in their vehicles, until notified to come inside

- arranging waiting areas to allow for physical distancing
- arranging equipment to permit performers to be at least 2 metres apart
- You should schedule in-person sessions to avoid congestion and to allow the studio to air out and appropriate disinfection to occur in between sessions.

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

PROTOCOL FOR ANYONE WHO FEELS UNWELL AT WORK

- 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 members 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, you are encouraged to speak directly to the Producers and Production Company Owners responsible for your Project. We realize that there may be situations where, for whatever reason, you feel uncomfortable doing so. As a result, the idea behind the PAL program is to provide an additional means of communication on a confidential basis should you feel that you have a problem that has not been resolved or a concern that you want to address directly with The ACCP.

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