

Alliance of Motion Picture and Television Producers
Industry-Wide Labor Management Safety Committee Task Force

Proposed Recommendations
Health and Safety Protocols
for Motion Picture, Television, and Streaming Productions
During the COVID-19 Pandemic

The Industry-Wide Labor Management Safety Committee Task Force (the "Task Force") respectfully submits the following recommendations for consideration and adoption under a future Governor's Executive Order for the resumption of motion picture, television, and streaming productions in an environment that minimizes the risk of contracting or spreading COVID-19. These recommendations set forth the consensus of the Task Force and outline guidance regarding protective measures to be used, including screening, diagnostic testing, use of personal protective equipment, cleaning and disinfecting work sites, and appropriate response should an employee contract COVID-19 or be exposed to it.

The proposed recommendations were developed by the Task Force at the direction of and in collaboration with the Alliance of Motion Picture and Television Producers and the various unions of the motion picture and television industry, which collectively exercised final control over their content, based on the input provided. The Task Force consists of the IATSE and its West Coast Studio Local Unions, as well as its New York Local Unions, the Basic Crafts Unions, the Screen Actors Guild-American Federation of Television and Radio Artists, the Directors Guild of America and the Alliance of Motion Picture and Television Producers and other representatives of the producers. The recommendations are based on discussions with health experts, guidelines issued by U.S. Centers for Disease Control and Prevention (the "CDC") and the Occupational Safety and Health Administration ("OSHA") and input from industry participants familiar with the working conditions of motion picture and television production. The participants in the Task Force are listed in the Appendix.

While these recommendations and protocols address many elements of production, specific productions in a particular jurisdiction should consult applicable state and local public health orders as well as applicable OSHA guidelines. These recommendations are intended to address the circumstances under which production can safely resume at this time. The Task Force recognizes that COVID-19 is a new disease, and many of the facts surrounding COVID-19 are still being determined. As circumstances change, and public health officials issue new guidance, the protocols under which production occurs may be adjusted accordingly.

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GUIDING PRINCIPLES

The intent of this white paper is to establish guiding principles and minimum requirements for safe resumption of production activities across the industry. A second phase outlining detailed department-specific operational protocols and project-specific workflows will be necessary.

- The health and safety of all production staff, crew, and cast is the highest priority.
- All state, local, and federal (CDC) public health guidelines will be followed.
- The National Institute for Occupational Health and Safety (NIOSH) hierarchy of controls approach will guide approaches to mitigate risk:
 - Systems will be employed to assess health/wellness of all personnel prior to entry onto set
 - Engineering and administrative controls will be developed and emphasized whenever feasible.
 - When engineering and administrative controls are not feasible, personal protective equipment (PPE) will be used.
- To the extent possible, physical distancing shall be maintained. For circumstances where physical distancing cannot feasibly be maintained, personal protective equipment will be provided.
- Universal symptom monitoring and targeted testing will be used to further mitigate risk.
- Thorough training on principles of infection prevention, PPE, physical distancing, and signs/symptoms of COVID-19 will be provided to all, with role-specific additional training as needed.
- Infection prevention measures will be developed and applied, including enhanced sanitation (high-touch wipe down, disinfection of equipment) and hand hygiene (increased access to hand washing stations, alcohol-based hand sanitizer).
- Given the dynamic and evolving nature of the COVID-19 pandemic, these guidelines will likely need to be modified and adapted as circumstances change.
- Numerous factors should be taken into consideration when considering how to interpret and implement these guidelines for a specific production, including local barriers to implementation, cultural and social factors, equity, and economic impact.

Note: Numerous different job roles are involved in the industry, including pre- and post-production staff, cast, craftsmen, laborers, and many others. To avoid confusion, the term "cast and crew" is used throughout to refer to any/all individuals who are involved in the production process.

Note on nomenclature: to maintain consistency with public health and medical guidelines, COVID-19 refers to the name of clinical syndrome caused by the virus referred to as SARS-CoV-2.

REOPENING PROCESS

Production may resume upon the approval of public health authorities based on the Roadmap to Recovery Framework. A staged reopening process may be necessary, with entertainment industry sectors reopening sequentially based on risk and public health authority approval. For example, aspects of pre- and post-production activities may be deemed lower risk and could reopen sooner than production activities.

In accordance with these plans, this document addresses the following critical areas of concern:

1. Ensuring proper infection control
2. Protecting and supporting worker health and safety
3. Ensuring appropriate physical distancing
4. Training and Education
5. Unique production-specific concerns
6. Potential items for consideration

The Task Force recognizes that many of the recommendations outlined in this document represent considerable changes in current workflows and processes. The recommendations will need to be interpreted for specific circumstances and application will need to be flexible.

ENSURING PROPER INFECTION CONTROL

PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. *Except when not feasible due to production circumstances, universal face shields or face coverings should be worn at all times.*

The Task Force recommends use of universal face shields or face coverings at all times when on set or production areas, except when not feasible as noted below. These will be provided by employers to all cast and crew at no cost and meet applicable regulatory guidelines (CDC, Public Health, NIOSH) as appropriate. The Task Force favors face shields over face coverings as they accomplish the same purpose, are more durable, can be wiped clean, provide eye protection, and allow improved speaking and social interaction. Local public health authority guidance should be followed regarding type of face covering as there may be different recommendations

locally. Appropriate training on donning, doffing, cleaning, and safe PPE use is required. The Task Force recommends all cast and crew be issued personal face coverings that are assigned to the individual and should not be shared with others; there should not be a common central pool of shared face shields or face coverings.

Some members of the cast may not be able to wear face coverings or shields at all times while on the job site. As an example, an actor cannot wear a face covering after the application of makeup or while being filmed. As soon as it is feasible, those who are temporarily prevented by their job duties from wearing a face covering should resume wearing one. As an example, once filming is completed, an actor should immediately put on a face covering.

2. N95 respirators should not be used routinely for COVID-19 infection prevention purposes.

Face masks meant for healthcare workers, and particularly surgical masks and N95 respirators, are in short supply. The CDC currently advises against use of surgical masks or N-95 respirators for COVID-19 protection by anyone other than healthcare workers and other medical first responders. Even when supply improves, given the need for individual fit-testing, breathing/comfort challenges with extended use, don/doff training, and need for health clearance, the Task Force recommends against N95 respirators for COVID-19 infection control purposes. N95 or particulate filtering facepiece respirators may be used, however as PPE for groups that normally use them routinely (e.g. painting, sandblasting).

3. Universal glove use is not recommended. Gloves should be used when there is the possibility of cross-contamination.

The Task Force recommends against universal glove use by all cast and crew. Gloves may lead to a false sense of security and may actually increase risk, particularly due to self-contamination while doffing. Instead, 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. Gloves may be worn as infection prevention PPE, however, in circumstances where touching potentially contaminated common shared equipment may be unavoidable and equipment cannot feasibly be disinfected, e.g. lighting/electrical cables, worn costumes, etc. Adequate training on glove use, including safe doffing, will be required. Non-medical (work) gloves should be worn as usual when appropriate.

4. Adequate trash receptacles for disposal of used PPE should be available.

PPE may be disposed of as regular (non-biohazard) waste. Ample trash receptacles should be available, and these should be emptied regularly.

HAND HYGIENE

Hand hygiene is a cornerstone of infection prevention and will need to be practiced widely in entertainment industry work environments. Given the potential concern about transmission of COVID-19 via contact, enhanced hand hygiene measures are critical. Hand washing with soap and water is considered more effective than hand sanitizer in preventing the spread of COVID-19.

The Task Force recommends the following regarding hand hygiene:

1. *Cast and crew should avoid touching their eyes, nose, and mouth with unwashed hands.*
2. *Handwashing facilities with running water, soap, and paper towels (dispensed using a non-touch system) should be available and accessible whenever possible.*
3. *Handwashing facilities should be kept clean and well-stocked.*
4. *When production is taking place in a location where handwashing facilities are not readily available, mobile handwashing stations should be provided.*
5. *Stations with alcohol-based hand rub ("hand sanitizer") with at least 60% alcohol should be strategically placed around work areas and readily accessible.*
6. *Supplies of hand sanitizer should be stocked and maintained to ensure they do not run out.*
7. *Cast and crew should be provided with pocket-sized hand sanitizer that can be used if hand washing or sanitizing stations are not available, such as in vehicles or remote locations.*
8. *Cast and crew should be trained on hand hygiene practices (20 seconds of duration, scrubbing all surfaces).*
9. *Production on set should be halted periodically (every 4-6 hours) to facilitate a break for hand hygiene and high touch wipe down.*
10. *Hands should be washed or sanitized*
 - *Upon arriving at the job site;*
 - *After blowing one's nose, coughing, or sneezing;*

- *After using the restroom;*
- *Before eating or drinking;*
- *After contact with animals or pets;*
- *After handling equipment or objects that may carry COVID-19;*
- *After handshaking, hugging, or otherwise having physical contact with others who are not part of their immediate family;*
- *After cleaning or disinfecting equipment, tools, or workspaces; and*
- *At other appropriate times throughout the workday.*

11. Signage should be posted prominently with instructions on how to stop the spread of COVID-19, including hand hygiene and PPE instructions.

DISINFECTION AND MAINTENANCE

Heightened cleaning and disinfection should be practiced. Those responsible for performing cleaning should adhere to the following recommendations and any other guidance issued by public health authorities with respect to cleaning practices.

1. *EPA-registered disinfectant wipes with a claim against SARS-CoV-2 should be widely available on set and in production offices.*
2. *High-touch surfaces should be wiped down periodically with EPA-registered disinfectant, following the manufacturer's instructions (e.g., safety requirements, protective equipment, concentration, contact time). Examples of high-touch surfaces are tables, doorknobs, countertops, phones, faucets, etc.*
3. *Productions should work with specific departments to review and implement plans for high touch wipe down of department-specific equipment. Grips, camera crews, sound technicians, etc. should review specific workflows and identify ways to ensure disinfection of equipment and physical distancing. (e.g. cleaning of camera dollies, use of remote focus devices, lights).*
4. *Production offices should be cleaned with increased frequency, with an emphasis on high-touch surfaces.*
 - a. *Whenever possible, minimize use of shared office equipment such as copiers and fax machines. When use of such equipment is unavoidable, hand hygiene should be performed after use.*
 - b. *Manufacturer's cleaning instructions should be followed for cleaning of sensitive equipment such as electronics.*

5. *Production on set should designate specific individuals to perform high-touch wipe down, with an emphasis on shared spaces and equipment.*
6. *Shared workspaces should be cleaned daily with an emphasis on high-touch surfaces, including but not limited to production sets, studios, dressing rooms, hair and make-up stations, trailers, break areas, and lunch areas ("lunch boxes").*
7. *Dedicated cleaning crews should be hired to clean common spaces nightly.*

PROPS, PERIOD COSTUMES, ACCESSORIES, WIGS, AND OTHER SPECIALTY ITEMS

In general, because of low survivability of coronaviruses on surfaces, there is likely very low risk of spread from these objects. However, due to inability to clean many of these objects, special care should be taken.

1. *As many of these items have unique cleaning requirements, those responsible for cleaning such items will do so in the customary manner.*
2. *Weapons and other items from the armory should be cleaned and disinfected after use.*
3. *Hands should be cleaned before and after handling props, accessories, and other items. Gloves should be worn when handling items that have been frequently touched by others.*

PERSONAL EQUIPMENT

1. *Personal equipment (such as tools, headsets, microphones, and radios) should be cleaned before being issued and then at least once per day. Manufacturer's suggested cleaning instructions should be followed for electronics and other sensitive items.*
2. *Whenever possible, equipment such as radios/walkie-talkies should be issued to a single worker and used exclusively by that worker for the duration of production.*
3. *For personal items or equipment that must be shared between workers, the item should be wiped down between use, and hand hygiene should be performed after handling.*

VEHICLES

1. *High-touch surfaces in vehicles (steering wheels, door handles) should be cleaned at least once per day and prior to a change in operator.*

PAPER

1. *Whenever possible, use of paper should be minimized. Alternatives such as electronic scripts should be explored.*
2. *Consider alternatives to petty cash to minimize need to handle paper money, such as P-cards.*
3. *When paper scripts are unavoidable, they should be assigned to a specific individual, clearly labeled with their name, and not shared between others.*
4. *Crew lists, call sheets, and production reports should be electronic whenever possible.*
5. *When use of shared paperwork is required, such as blueprints or editing binders, hand hygiene before and after handling is recommended.*

FOOD AND BEVERAGES

While COVID-19 is unlikely to be spread through food or beverages, catering and craft services present several unique challenges.

1. *Those responsible for preparing and distributing food must clean their hands with soap and water or hand sanitizer prior to beginning food preparation or distribution and regularly thereafter.*
2. *All local public health regulations regarding preparing and distributing food must be followed, including use of appropriate food service PPE (hairnets, gloves), safe food temperatures, etc.*
3. *Minimize the number of people involved in preparing and distributing food.*
4. *Cast and crew are discouraged from leaving the job site to obtain food during the course of the workday whenever possible.*
5. *Mealtimes of cast and crew should be staggered in a manner designed to avoid the gathering of large groups in the same location at the same time. Consider "French Hours."*

6. **Eliminate communal "buffet style" food service, including salad bars, trays of food, or any food service that requires sharing of utensils such as serving spoons or tongs.**
7. **Meals and snacks should be served in individually packaged or wrapped portions. Avoid shared communal trays or bowls.**
8. **Eating utensils should be disposable and individually wrapped.**
9. **If food is to be delivered to the job site, one or more crew members should be designated to receive the delivery. Appropriate PPE should be worn when interacting with the delivery person, and hand hygiene should be performed after handling the delivery.**
10. **Cast and crew who bring their own food are encouraged to bring food that does not require refrigeration or heating/microwaving.**
11. **Consider options for cast and crew to place orders ahead of time to minimize the amount of time they must wait in line.**
12. **If cast and crew must wait in line to receive their meals, they must maintain a physical distance of at least 6 feet between them.**
13. **6 feet of distance must be maintained during mealtimes. As face coverings cannot be worn during eating, adequate eating space should be provided to ensure physical distancing can be maintained.**
14. **Table surfaces should be wiped down before and after use.**
15. **Handwashing facilities and/or hand sanitizer should be readily accessible at the entrance of any designated eating area and should be used when entering and leaving the area.**
16. **Consider addition of plexiglass (or similar) barriers between servers and cast/crew.**
17. **Avoid using or sharing items such as menus or condiments such as salt & pepper shakers. These items should be disposable and single serving.**

BEVERAGES

18. *Drinks should be individually packaged or, if drinks are to be dispensed from a water station, soda fountain, or similar equipment, should be dispensed using a non-touch system.*
19. *If workers bring their own water bottles, these should not be shared with others.*
20. *Coffee and beverage cups should be clearly labeled with individual names to avoid inadvertent cross-contamination.*

GENERAL INFECTION PREVENTION ISSUES

1. *Limit the duration of workdays whenever possible to ensure cast and crew remain healthy and receive adequate rest.*
2. *Physical contact should be avoided, including shaking hands, "high fives," fist or elbow bumps, or hugging. Physical contact related to actors is discussed below.*
3. *Visitors to set should be limited unless absolutely necessary. If visitors must come, they will be subject to the same guidance as cast and crew, including need for symptom screening and PPE requirements.*
4. *All cast and crew should avoid touching their eyes, nose, or mouth.*
5. *Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods.*
6. *Stagger cast and crew start times to limit large numbers of individuals arriving to work simultaneously.*

PROTECTING AND SUPPORTING CAST AND CREW HEALTH AND SAFETY

As protecting the health and safety of the cast and crew is the primary principle underlying the return to work process, the Task Force recommends the following:

DESIGNATED COVID-19 SAFETY MONITOR

1. *All sets and locations should have a trained COVID-19 Safety Monitor. This individual will undergo specialized training on health and safety precautions, policies and procedures*

related to COVID-19 prevention, infection prevention practices including disinfection, and PPE.

- 2. This individual should be present on set at all times during work hours.*
- 3. The COVID-19 Safety Monitor will oversee and monitor physical distancing, symptom monitoring, disinfecting protocols, and PPE education.*
- 4. All cast and crew should know who the COVID-19 Safety Monitor is and how to contact them.*

SYMPTOM SCREENING

- 1. All cast and crew will be required to participate in daily symptom monitoring prior to arriving on set or their workplace. Recommended options are:*
 - a. Electronic survey, which can be pushed to a mobile device. This then provides the cast or crew members with an electronic certificate, which they show to gain entry to the building, set, or location;*
 - b. Manual screening with crew member(s) stationed at points of entry who review COVID-19 symptoms with each entering individual;*
 - c. Given that some employees may have chronic symptoms due to other medical conditions (e.g. cough due to asthma), they should discuss this with their personal physician and, if applicable, the set medic.*
 - d. In accordance with the Americans with Disabilities Act (ADA) and other applicable laws, employers will not screen job applicants for symptoms of COVID-19 until after a conditional job offer has been made and all similarly situated persons offered employment for a particular type of job will be subject to the same type of screening.*
 - e. In accordance with the ADA and other applicable laws, only a designated person or persons (such as the COVID-19 Safety Monitor or such other person designated by the employer) may be provided access to any medical information provided by a person offered employment by or employed by the employer. All medical information received will be maintained in confidence and stored separately from the employee's personnel records.*
- 2. The task force does NOT recommend universal temperature screening at this time.*

Temperature screening has not been shown to be a useful method for detection of cases in large groups. Many COVID-19-infected individuals are minimally symptomatic, asymptomatic/pre-symptomatic, or may not have fever despite other symptoms. The logistics/operational aspects of temperature screening are complex, and the benefits are unlikely to be worth the effort. Instead the Task Force favors universal symptom screening as noted above.

3. *Productions should emphasize and reinforce to all cast and crew that working while sick with symptoms of COVID-19 is not permitted. This should be part of training, set orientation, and reinforced with posted signage and frequent reminders.*

DEVELOPMENT OF SYMPTOMS

1. *Cast and crew are expected to immediately report to a designated person or persons (such as the COVID-19 Safety Monitor or such other person designated by the producer) if they are experiencing symptoms of COVID-19.*
2. *Set medics should be trained on signs and symptoms of COVID-19 and processes related to assessment of symptomatic individuals. They should ensure they have thermometers (no-touch preferred) and PPE at all times.*
3. *Anyone showing symptoms of COVID-19 will be asked to leave immediately and return home via private transportation.*
4. *If cast or crew develops symptoms of COVID-19 when off site, they must not go to work and should immediately contact their healthcare provider. Anyone who reports to work with symptoms of COVID-19 will be instructed to return home and contact their healthcare provider.*
5. *Persons diagnosed with COVID-19 must follow CDC-recommended steps. They should not return to work until the following conditions have been satisfied. The Task Force recommends the CDC's Symptom-Based Strategy:*
 - a. *At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath);*
 - b. *At least 10 days have passed since the symptoms first appeared.*

1. *A one-time nasal swab for RT-PCR testing of all cast and crew should be obtained within 48-72 hours prior to the start of activities on set or on location.*
2. *The test collection should be supervised by trained personnel but could be self-collected by the individual. Video conferencing instead of in-person supervision would be sufficient.*
3. *If testing supplies or capacity are limited, priority should be given to those who may need to work in close proximity and/or with limited PPE, such as cast, hair/makeup, and costumers.*
4. *Cast and crew joining a production after it has already started should have testing within 48-72 hours prior to arrival.*
5. *Repeat testing, for example at weekly intervals, is not recommended for asymptomatic cast and crew.*
6. *In accordance with the ADA and other applicable laws, only a designated person or persons (such as the COVID-19 Safety Monitor or such other person designated by the employer) may be provided access to any test results. All test results received will be maintained in confidence and stored separately from the employee's personnel records.*

A one-time negative test prior to arrival on set will reassure all involved in production that the working environment is safe and that no cast or crew are infected. Repeat testing of all cast and crew (such as once weekly), however, is not recommended. Given the prolonged nature of many productions, workers with differing schedules of varying lengths, repeated universal testing would be highly complex to coordinate and is likely to be very low yield.

The gold standard for diagnosis of acute COVID-19 in symptomatic individuals is a nasopharyngeal (NP) swab. NP swabs are uncomfortable, require in-person collection by a trained healthcare worker wearing PPE, and may pose a risk to the healthcare worker as they may induce coughing or sneezing. While the sensitivity of a nasal (versus NP) swab in asymptomatic individuals is not yet clear, it is likely lower. However, the sensitivity is likely high enough that the benefits of nasal swabs instead of NP swabs outweigh the risks posed by the decreased sensitivity.

The recommendation to avoid repeat universal testing may change if rapid, accurate, reliable point-of-care (POC) testing on non-invasive specimens (e.g. saliva) becomes available, with sufficient sensitivity. The optimal test interval has not been determined.

7. Repeat RT-PCR testing should be used in the following situations:

- Any cast or crew with signs/symptoms of COVID-19. Those with confirmed COVID-19 will require adherence to CDC return to work guidance before they may return, as noted above.
- Any actor(s) participating in a scene requiring intimate contact such as kissing or simulated sexual activity or participating in a scene that may be expected to potentially generate coughing or aerosols (e.g. boxing, fight scenes, some stunt scenes) should have a documented negative SARS-CoV-2 RT-PCR within 48 hours prior to the scheduled activity. Note that such scenes should be minimized whenever possible, and scripts should be re-written to consider alternate approaches.
- Any cast or crew who lives with a confirmed COVID-19 case should follow local public health quarantine guidelines and should have a negative SARS-CoV-2 RT-PCR prior to returning to work.

If the testing landscape changes as noted above, these recommendations may change. Specifically, if accurate rapid, non-invasive POC testing becomes available, repeated testing at scheduled intervals should be considered for the following groups:

- All actors, stuntmen, background, or others who may not feasibly perform some of their job duties while wearing face coverings.
- Crew who cannot perform their job duties while maintaining physical distancing from individuals (such as actors) who are not wearing face coverings (e.g. hair, makeup, costumers, sound technicians).
- Other workers who, due to space constraints, may need to work in small spaces with others (editors, control room, wardrobe).

8. *The Task Force does NOT recommend serology (antibody) testing at this time.*

Serologic testing (testing for SARS-CoV-2 antibodies) has a limited role at this time. Due to low population prevalence, the positive predictive value of a positive serologic test is likely low, and a positive test on a low-risk individual likely represents a false positive. It remains unknown whether SARS-CoV-2 antibodies are protective against future infections or how long such immunity would last. Therefore, neither PPE use nor physical distancing can be relaxed due to a positive antibody test. As knowing a worker has positive antibody titers would not impact their job duties, there is no reason to test them. This recommendation may change as more information becomes available about interpretation of antibody testing/serology. If sensitive and specific serologic testing with adequate positive predictive

value becomes available, this may be considered in lieu of RT-PCR as part of initial or repeat testing.

PHYSICAL DISTANCING

Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. Cast and crew must practice social distancing on production, except when doing so is inconsistent with one's job duties. Physical distancing involves maintaining a distance of at least 6 feet from any other person at all times.

1. *Whenever possible, physical distancing of at least 6 feet from others must be maintained at all times, except when doing so is inconsistent with one's job duties (see below).*
2. *Cast and crew should avoid congregating in groups. When practical, separate work locations into zones to facilitate physical distancing.*
3. *In locations where cast and crew must congregate, for example craft services/lunch boxes or costume trailers, visible physical indicators should be placed to mark six feet of distance (e.g. cones, duct tape, signage).*
4. *Crew should work with their supervisors to minimize the number of people involved in a specific activity to ensure physical distancing can be maintained.*
5. *When physical distancing cannot be maintained (e.g., two grips moving an item of furniture), use of PPE is critical.*
6. *Physical distancing is especially important to maintain during mealtimes, as face coverings cannot be worn during eating/drinking.*
7. *Eliminate crowd scenes or other large gatherings of background performers.*

MEETINGS, TABLE READS, AND PRODUCTION MEETINGS

1. *Use phone, Zoom, or similar for meetings whenever possible. Beware of people gathering around a computer to watch together.*
2. *For educational training, plan for asynchronous participation if feasible (recording sessions to view later).*

- 3. Assess if an in-person meeting is truly necessary. If so, maintain 6 feet of distance, following universal face covering guidance, and perform hand hygiene before and after the meeting.*
- 4. Consider virtual table reads if feasible. If the nature of the production necessitates an in-person table read (such as a comedy production), #3 should be followed. Adequate space should be provided and the number of individuals should be limited to ensure physical distancing can be maintained.*
- 5. Consider virtual production meetings whenever feasible.*

WRITERS ROOMS

- 1. Whenever possible, move to virtual writer's rooms.*
- 2. When virtual writer's rooms are not possible (e.g. sitcoms, late night TV), maintain six feet of distance, use face coverings, and perform hand hygiene before and after the meeting.*
- 3. Stock writer's rooms with hand sanitizer and disinfectant wipes. Minimize use of paper.*

VISITORS

- 1. Only essential workers should be in production offices, on set, stages, or locations. No unauthorized or unexpected visitors will be allowed.*
- 2. Visitors should be strongly discouraged, including family of cast/crew, personal assistants, agents/legal representatives, personal pets, or any other visitors that are not critical to the production.*
- 3. Any visitors will be required to adhere to all physical distancing, symptom monitoring, and PPE requirements.*

VIDEO VILLAGE

- 1. Due to limited space, the video village should be used solely by the director, script supervisor, and DP. Physical distancing should be maintained at all times.*

2. *Consider technology options such as additional monitors and remote viewing to allow others such as cast or producers to view video from a separate location to facilitate physical distancing.*

AUDIENCES

1. *At this time, the use of live audiences is discouraged. On a case by case basis, live audiences can be considered as long as audience members can:*
 - a. *Wear face coverings at all times*
 - b. *Maintain six feet of physical distance, including while waiting in line and sitting in a studio.*
 - c. *Undergo symptom screening on entry.*

WORKING REMOTELY (TELECOMMUTING)

1. *Consider remote work/telecommuting opportunities for employees who can do so effectively without interference in performance of their job duties.*

SHARED WORKSPACES

1. *To the extent possible, reduce crowding of all shared workspaces such as production offices with a goal of keeping people 6 feet apart.*
2. *Minimize personal items in shared workspaces whenever possible.*
3. *Limit the number of personal items left overnight in shared workspaces.*
4. *Ensure all shared workspaces are equipped with disinfectant wipes and hand sanitizer.*
5. *Minimize food provided or consumed in shared workspaces. Food should not be brought in by team members for sharing (e.g. donuts, bagels).*
6. *Consider alterations in work schedules to reduce mixing, such as staggering start times and break times.*

7. *Limit the number of personnel in control rooms, editing rooms, and other small spaces to a minimum of essential personnel only. As physical distancing cannot always be maintained due to room layout, such as in control rooms, it is imperative that all wear face coverings and practice hand hygiene.*

TRAINING AND EDUCATION

1. *All cast and crew members should be educated about the signs and symptoms of COVID-19 as part of their training. People with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Signs and symptoms include the following:*
 - Fever;
 - Cough;
 - Shortness of breath or difficulty breathing;
 - Chills;
 - Repeated shaking with chills;
 - Muscle pain;
 - Headache;
 - Sore throat; and
 - New loss of taste or smell.
2. *All cast and crew should receive dedicated training on the following topics:*
 - a. *PPE, with a focus on safe donning and doffing;*
 - b. *Hand washing, including proper techniques;*
 - c. *Environmental cleaning and disinfection, including high-touch wipe down;*
 - d. *Policies and procedures related to COVID-19 on set or in offices.*
3. *Additionally, specific groups/trades may wish to develop specialized dedicated training for their particular area, such as grips, costumers/wardrobe, hair/makeup, production assistants, and transportation.*
4. *Set medics and other on-set healthcare workers should be specifically trained on recognizing the signs and symptoms of COVID-19, proper PPE use, and procedures around symptom assessment.*
5. *The Task Force recommends that such training be made mandatory. Processes should be implemented to audit and enforce that any cast/crew presenting for a production has completed the training.*
6. *The training should take the following formats:*

- a. Initially be online with enforced viewing and a post-test to demonstrate understanding. Classroom based training could be provided if feasible and if physical distancing could be maintained. This initial training should be supplemented with:
 - b. On-set orientation on the first day of production by the COVID-19 Safety Monitor, which would include a “teach back” in which the worker must display and be signed off on appropriate PPE donning and doffing.
 - c. *Ad hoc* huddles by department heads/production staff to reinforce practices and provide feedback.
 - d. Repeated at an interval deemed appropriate, likely annually, or more frequently if circumstances change.
7. *Training should be made available in the cast/crew member’s native language, or interpreter services should be provided.*
8. *Post signage in production offices, sets, locations, and other locations where production activities occur reinforcing training principles.*

UNIQUE PRODUCTION-SPECIFIC CONCERNS

SPECIAL CONSIDERATIONS FOR THE WORK OF HAIR STYLISTS, MAKE-UP ARTISTS, AND COSTUMERS

The work of hair stylists, make-up artists and costumers may not be possible while maintaining physical distancing from others. The actors/cast with whom they work cannot wear face coverings at all times, for example when makeup is being applied.

1. *Alter workspaces to permit physical distancing as much as possible. For example, use every-other station in a hair/makeup trailer so that >6 feet of distance is maintained between stations.*
2. *For workspaces such as costume trailers where cast/crew must enter, minimize the number of entrants at one time to enforce physical distancing. Ensure those waiting in line maintain six feet of distance, for example with cones, signs, or duct tape.*
3. *When a cast member is having hair, makeup, prosthetics, or costumes done and cannot wear a face covering, the crew member in close proximity should wear a face mask or face shield at all times and perform hand hygiene before and after the encounter.*

4. *Whenever possible, minimize the number of people involved in these activities.*
5. *As some items cannot be disinfected (e.g. period costumes, safety pins, hangers, accessories, jewelry, prosthetics, etc.), those working with these items should wear gloves while handling and practice hand hygiene before and after.*
6. *When costumers are handling worn (dirty) clothing items, they should wear gloves and practice hand hygiene after doffing.*
7. *As costumers may enter retail establishments such as clothing, fabric, and department stores, all applicable local public health guidance should be followed, including use of face coverings. Costumers should carry pocket hand sanitizer and practice hand hygiene before entering retail establishments and after exiting.*
8. *Modify wardrobe trailer work environments to ensure six feet of physical distancing can be maintained.*
9. *Individual makeup application supplies should be used for a single cast member only. These supplies should be kept in separate bags, labeled with the cast member's name.*

SPECIAL CONSIDERATIONS FOR THE WORK OF PERFORMERS/ACTORS/STUNT PERFORMERS

The work of performers will necessarily put them in close (<6 feet) contact with other performers and others including hair stylists, make-up artists, stunt coordinators, and costumers. Face coverings/masks cannot be used during many of these activities. Additionally, certain activities such as fight scenes or intimate scenes could theoretically increase the risk of transmission.

1. *Whenever possible performers should maintain a distance of at least 6 feet between themselves and others.*
2. *When maintaining 6 feet of distance is not possible (e.g. performer and make-up artist) and the performer cannot wear a face covering, contact should be kept to the shortest amount of time possible, and the crew member should wear a mask and face shield and perform hand hygiene.*
3. *The number of people involved in a close activity with a performer should be kept to a minimum whenever possible. For example, do not have two make-up artists working on a performer simultaneously.*

4. *If circumstances allow, to minimize close contact performers should be given the opportunity to style their own hair, apply their own makeup, dress themselves, and perform similar activities that may ordinarily be the responsibility of another. This may particularly apply to background/extra performers. Makeup should be removed by the performer whenever possible.*
5. *Consider measures to minimize scenes with close contact between performers, such as amending scripts or use of digital effects.*
6. *Avoid intimate scenes such as kissing. If such scenes are necessary, both performers should be pre-tested for COVID-19 by RT-PCR within 48 hours prior to the scene.*
7. *If feasible, stand-in actors should wear face coverings although the actor they are standing in for would not be doing so.*
8. *When possible, adjust shooting schedules to minimize the amount of back-and-forth travel needed by principle actors.*
9. *Limit visitors to trailers to essential personnel only.*
10. *When performers are in a holding area, waiting to be used in a production, performers must adhere to the recommendations outlined herein, including recommendations regarding social distancing and the use of PPE.*

PERSONAL PROTECTIVE EQUIPMENT FOR PERFORMERS

1. *When it is possible to do so consistent with their job duties, performers should wear a face covering.*
2. *When wearing a face covering is not possible, such as when a scene is being filmed or after make-up has been applied, the number of people with whom the performer is in close contact should be kept to a minimum.*
3. *As soon as possible after filming a scene, the performer should replace their face covering.*

CASTING AND AUDITIONS

1. *Casting and auditions should take place virtually when possible.*
2. *When virtual casting/auditions are not possible, physical distancing should be maintained at all times, including while waiting to audition.*
3. *Actors auditioning in person should wear face coverings. As masks may interfere with speech and prevent visualization of facial expressions, face shields should be used instead.*
4. *Hand hygiene should be practiced before and after handling scripts.*
5. *Performers at high risk due to age or pre-existing medical conditions should discuss the risks and benefits of participating with their physician.*

MINORS

As minors may have difficulty adhering to physical distancing, wearing PPE, and practicing hand hygiene, they should be kept off set to the extent possible. Face masks should not be used for children less than 2 years of age.

1. *Consider modifying scripts to reduce the need for minor performers.*
2. *Minimize extra personnel on set with a minor, such as siblings. Limit personnel to a studio teacher and one guardian only.*
3. *Physical distancing and face coverings should be used at all times on set, including in school areas.*
4. *As studio teachers will need to interact with minors within six feet of distance, teachers should wear face coverings, practice frequent hand hygiene, and receive training on COVID-19 prevention.*
5. *Technology solutions such as remote video monitoring may allow parents/guardians to observe the stage/set while maintaining physical distancing from others.*

ANIMAL ACTORS

There is presently no data to suggest that companion animals/pets such as dogs and cats serve as vector for transmission of SARS-CoV-2 to humans.

1. *Animal handlers/trainers should receive training on COVID-19 prevention and should follow all rules regarding physical distancing and PPE.*
2. *Animals should not be handled by others except those necessary for shooting a scene; i.e. no petting, cuddling, feeding. All those involved in touching animals should perform hand hygiene before and after.*
3. *Other animals not involved in production such as personal pets should be kept off sets.*

SPECIAL CONSIDERATIONS FOR EMPLOYEES WITH A DISABILITY

1. *Cast or crew who have a disability may require certain reasonable accommodations to be made due to the changes to production necessary to prevent the spread of COVID-19.*
2. *Cast or crew should advise their employer if they have a disability and are requesting a reasonable accommodation. Following such request, the employer and the employee will engage in the interactive process prescribed by law to determine what reasonable accommodations should be made, if any.*

SPECIAL CONSIDERATIONS FOR VULNERABLE EMPLOYEES

1. *Cast or crew with risk factors for COVID-19 (i.e. advanced age, comorbidities such as chronic lung disease, immunocompromise) should consult with their physician to discuss the risks and benefits in participating in production.*

SPECIAL CONSIDERATIONS FOR FILMING ON LOCATION

Filming on location poses certain risks compared with shooting on a set. Given the changing epidemiology of COVID-19, particular attention to local guidelines and outbreak hot spots is important. Those responsible for selecting a location should take the following considerations into account.

1. *Provide adequate space during location filming to ensure physical distancing can take place, such as extra trailers, tents, and eating space.*
2. *Perform high-touch wipe down at least daily.*

- 3. Minimize use of crowd scenes or street scenes where controlled flow of people is not possible.*
- 4. Defer shooting of certain live shows and competition shows where crews must follow contestants around uncontrolled areas and interact with the public.*

OUTDOOR LOCATIONS

- 1. Prioritize locations where access can be secured and members of the production can be kept away from the general public.*
- 2. The location should provide sufficient space for performing planned production activities while adhering to physical distancing recommendations.*
- 3. Locations with access to hand-washing facilities should be prioritized. Provide ample mobile hand hygiene stations.*
- 4. If shooting in inclement weather, ensure adequate shelter facilities such as tents to allow physical distancing of cast and crew.*

INDOOR LOCATIONS

- 1. Productions should avoid locations that recently have been occupied or used by people who may have been infected with COVID-19.*
- 2. If a private home or building location is required for shooting, the occupants should be asked about signs/symptoms of COVID-19 and should vacate the premises at least 48 hours prior to cast and crew entering the facility.*
- 3. Productions should select buildings that can be easily and effectively cleaned and that provide sufficient space for performing planned production activities while adhering to physical distancing recommendations. Locations with hand-washing facilities available should be prioritized.*
- 4. Ensure adequate ventilation of indoor locations.*

SCOUTING

Traditional, in-person location scouting is considered essential to the success of a production. However, given the need for physical distancing and minimizing entry into private spaces, consider alternative options.

- 1. To the extent it is possible to do so location teams should pursue alternatives to traditional, in-person location scouting, such as virtual options including the use of photographs and digital scouting.*
- 2. Tech and director scouting should occur in small groups or waves to the extent possible.*
- 3. Safety departments that provide assessments of scouting locations (environmental hazard assessment, engineering, etc) should be trained in appropriate PPE use and provided sufficient PPE.*
- 4. Locations should be prioritized during scouting that allow complete control of the site, including controlling access, ability to shut the site down for cleaning, and high standards of hygiene.*

TRANSPORTATION

- 1. Private transportation to and from sets, offices, and locations should be prioritized over mass transit/public transportation whenever possible. Consider crew pickup and/or carpool, such as via vans or buses, from crew parking, base camp, and hotels. All drivers and passengers should wear face coverings. High touch surfaces in vehicles should be wiped down at least daily or prior to change in operators.*
- 2. If a private mode of transportation is unavailable, or if using one would not be reasonably practical under the circumstances, shared forms of transportation such as taxis/ride-share, privately hired vans or privately hired buses should be used.*
- 3. If neither of the preceding alternatives is available or reasonably practical under the circumstances, public transportation may be used.*
- 4. At all times while in transit, employees should wear face coverings per local public health guidance. Whenever it is reasonably possible to do so, employees should maintain a distance of at least 6 feet from the driver and other passengers, if any. Upon disembarking, employees should promptly practice hand hygiene.*

5. *Whenever privately hired forms of transportation or public transportation is used, travel should be arranged to avoid peak travel times, if reasonably possible.*

SPECIAL CONSIDERATIONS FOR TRAVEL

Production travel presents multiple unique circumstances and challenges. Given the changing nature of the COVID-19 pandemic, individual countries are likely to have separate restrictions on travel to and from the United States. Pandemic “hot spots” may change rapidly, necessitating alterations in plans. Cast and crew traveling for productions should be aware that, should circumstances change in the location, they may be subject to travel restrictions, including enforced quarantine.

1. *Minimize travel to the extent possible. When travel is necessary, attempt to minimize frequent back-and-forth travel.*
2. *If air travel of a large number of cast/crew is required, productions should consider chartering a plane rather than flying commercial.*
3. *Identify local medical personnel in advance that could assist with care of cast and crew in the event of COVID-19 symptoms.*
4. *Stay abreast of local outbreaks and trends, including local public health guidance and restrictions on travel to and from the U.S.*
5. *Whenever possible, those traveling for productions should not bring family members or other non-essential personnel.*
6. *Consider long-term apartment rentals for cast and crew, rather than hotel rooms, to reduce interactions with the general public.*

POTENTIAL ITEMS FOR CONSIDERATION

1. *Resuming production during this time may be highly stressful and cause anxiety. The Task Force recommends consideration of development of mental health resources to support wellness of those participating in a production. Options could include (but are not limited to) an emotional support hotline, telemental health and behavioral health resources, mindfulness training, or provision of online tools and resources.*
2. *Leave policies should be flexible, non-punitive, and allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need*

to stay home with their children if there are school or childcare closures, or to care for sick family members.

- 3. Consider hiring a board-certified infectious diseases physician or infection preventionist with certification in infection control (CIC) to assist with development of specific workflows and operational implementation. This individual could be available to assist with specific clinical issues, act as a liaison with local public health authorities, and serve as a supervisor and trainers for COVID-19 Safety Monitors.*

Appendix
List of Participants

Alliance of Motion Picture and Television Producers

To list companies and unions that take part in developing the white paper.