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Film and television industry health and safety during COVID-19

Find resources, best practices and information to help keep your workers safe and healthy during COVID-19.

Overview

This document provides guidance to employers/producers, supervisors and working professionals on identifying and mitigating potential workplace risks related to the COVID-19. This general guidance outlines considerations common to all areas of the workplace (set, office, location, etc.). Department-specific guidance is also included.

This general guidance does not cover all safety issues. A risk assessment should be conducted to identify the COVID-19 related risks that apply to your workplace (along with any non-COVID-19 risks), so that practices and protocols can be put in place that ensure all workplace parties are properly equipped to meet the requirements of Ontario's health and safety laws.

The Section 21 Health and Safety Advisory Committee for Film and Television will continue to watch developments with respect to COVID-19 including public health information and government orders that increase or reduce restrictions.

This guidance is not intended as legal or medical advice. This guidance should be used only in conjunction with applicable legislation and current guidance from government and public health authorities.

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Ensuring everyone knows how to protect themselves and others from COVID-19

Everyone working in the film and television industry needs to do their part to prevent the spread of COVID-19 at work, including:

- producers
- performers
- crew workers
- food service workers
- office staff
- directors
- writers
- post production workers
- equipment and location suppliers

Employers and workers in Ontario have certain duties and rights under the [Occupational Health and Safety Act](#) (OHSA) and its regulations. Employers should also review and follow directives and guidance coming from the Chief Medical Officer of Health, Ministry of Health and the local public health unit.

All workplace parties should be familiar with the Regulations established by the Government of Ontario under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act](#), which may contain general or industry specific requirements or prohibitions, which may vary based on the reopening status of the applicable area, and which may not be specifically addressed in this document.

Learn more about:

- [workers' rights](#)
- [employers' responsibilities](#)

Workplace training and awareness

All individuals working on a production should be provided with and be required to review this guidance on *Film and television industry health and safety during COVID-19*, and any relevant company policies and protocols prior to beginning work.

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Adequately qualified individuals should provide training on:

- this guidance
- relevant company policies and protocols
- the proper use of, care for, and limitations of any personal protective equipment that a worker must use
- disinfection techniques
- handwashing and sanitization techniques

Visitors to these workplaces should also be provided with sufficient and relevant information from this guidance as well as company policies and protocols.

During safety meetings, workplace parties should review identified COVID-19 risks and corresponding mitigation strategies. They should also review applicable guidance as well as company policies and protocols.

In addition to the training described above, here are some tips to use when developing workplace best practices:

- You should consider the time it will take to develop, implement and train individuals on best practices aimed at mitigating risks associated with COVID-19 in the workplace.
- You should identify management individuals with chief responsibility(ies) for COVID-19 prevention/response, including responsibility for monitoring public health updates.

Share information

It is important that all parties in a workplace understand their roles and responsibilities. Employers should make sure that health and safety policies are kept up to date and posted for all workers to see. Using industry resources, including this one, will improve on-site understanding.

- You should provide workers with phone numbers/contact information of the people they should contact regarding COVID-19 response.
- You should consider the usual responsibilities of any people who are assuming additional duties relating to COVID-19 prevention and response. Make sure that adequate time and attention can be dedicated to these duties, and/or additional people are hired, if needed.
- You should consider additional supports such as set medics, external cleaning crews, etc., to put safety protocols into action.

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- Consider requiring sign-off (e.g. digital sign-off) that people have received and reviewed this guidance and any producer policies and protocols.
- Consider workplace posters on relevant topics including information about COVID-19 and its symptoms, hygiene, personal protective equipment, food safety, physical distancing, etc.
- Consider digitizing paper-based procedures like expense submissions, purchase orders, call-sheet and script distribution, etc.

Where travel is required, each case should be considered to ensure that proper steps are taken to arrange for appropriate means of travel and accommodation.

Policies/protocols

Applicable government laws and regulations, and available public health guidance, such as those referenced in [Resources](#) should be considered when establishing protocols for COVID-19.

Guidance and producer policies and protocols should be posted throughout the workplace and the necessary guidance, policies and protocols should be referred to or attached to call sheets. Protocols should be clearly communicated to everyone who needs to follow or be aware of them.

The policies/protocols should be based on the considerations in this guidance that applies to your specific workplace(s). This includes identifying roles and responsibilities. Your policies and protocols should cover how the workplace will operate, including but not limited to:

- screening measures.
- workplace parties and visitors who do not pass the screening or become symptomatic during the workday.
- how physical distance will be maintained.
- disinfection of the workplace(s).
- limiting the requirement for workers to physically attend at the production office for petty cash, P-Card increases, to pick up cheques, etc.
- accommodations for people at higher risk from infection. All personal information (e.g. where a worker discloses an underlying health condition) should be handled in accordance with applicable privacy legislation.

Any relevant policies and protocols should be provided to other workplace parties, such as third-party vendors and unions/guilds representing affected workers, as appropriate.

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You should coordinate with third-parties involved with production, such as studios, locations and post-production facilities, as appropriate, to ensure suitable measures have been put in place.

If there are multiple productions or tenants in a facility, protocols should be set up to meet the recommended physical distancing (and other appropriate measures) between productions/tenants.

General advice to workers

Coronaviruses are spread through close contact with others. Here are some helpful tips for workers to help prevent the spread of viruses in the workplace (and at home):

- You should perform daily self-screening at home prior to coming to work, for example, by using the [online self-assessment](#) .
- If you have been diagnosed with COVID-19 or have symptoms you should not attend any workplace.
- If you are currently required to self-quarantine or isolate due to a quarantine order or direction from public health (e.g. due to contact with an infected individual or after travel from outside Canada) you should not attend the workplace.
- [Wash your hands often with soap and water](#) or use an alcohol-based hand sanitizer (between 60% to 90% alcohol).
- If you use a tissue, discard immediately and wash your hands afterward.
- Avoid touching your eyes, nose or mouth.
- Avoid contact with people who are sick.

Screening for COVID-19

All individuals, whether at work or at home, should be aware of the symptoms of COVID-19. The symptoms of COVID-19 are similar to other illnesses, including colds and flus.

COVID-19 can be spread from one person to another through close contact, including while at work.

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A current list of symptoms from the online self-assessment tool should be provided to all workplace parties. A list of symptoms can also be found at the Ontario Government's [COVID-19 Stop the Spread page](#).

Workplace parties should regularly visit the [online self-assessment](#) for updates to this list. At this time, 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](tel:1-866-797-0000); or
- their primary care provider (for example, family physician)

Developing screening policies and protocols

Here are some tips for implementing screening policies and protocols:

- Review Ontario Ministry of Health's [COVID-19 Screening Tool for Workplaces](#) and applicable Regulations under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act](#) to confirm any mandatory screening requirements.
- Screening should assess all individuals before they come into the workplace to determine whether they are experiencing symptoms of, or have been diagnosed with, COVID-19, or may have been in close contact with other such individuals.
- A health questionnaire should be provided either verbally (with responses recorded by a screener) or electronically (e.g. administered through an app or website and accessed via personal devices) to all individuals the first time they enter the workplace each day. (See also: Record keeping).
- This questionnaire may include questions about:
 - whether the individual has COVID-19 or its symptoms.
 - travel history within the past 14 days, in particular travel outside of Canada.
 - whether the individual has had close physical contact (e.g. within 2 metres in the same room, in the same area for more than 15 minutes, or living in the same house) with someone who has tested positive for COVID-19 or has symptoms of COVID-19 or has travelled outside of Canada within the last 14 days.

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- A health questionnaire may also include an undertaking for the individual to immediately declare if they become symptomatic or become aware of circumstances that would change their answers to the questions/declaration.
- Health questionnaires should be used even if temperature checks are undertaken. Current evidence suggests that temperature checks on their own may be an insufficient screening tool.
- When temperature checks are performed, they should be done using a contactless thermometer by an individual adequately trained in its use. Additional temperature checks throughout the day may be considered.
- Production may consider arranging for diagnostic testing if it is reasonably available. Any diagnostic testing should adhere to guidance from applicable public health authorities.
- Any diagnostic COVID-19 testing should be administered by trained healthcare professionals.
- If initial screening is not conducted by a medical professional (e.g. a medic), a secondary assessment by a medical professional may be considered, if available and appropriate, prior to sending an individual home.
- A protocol should be implemented to manage situations where individuals do not pass the screening protocols.
- 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.
- A wristband or other system can be used to identify individuals who have successfully completed screening.

Screening locations

You should consider the following tips when establishing screening locations:

- Entrances and exits should be regularly reviewed to ensure that individuals are not able to go in or out any other way.
- Screening sites should be located outside of or on the perimeter of the workplace. They should be in areas away from others and away from high-traffic areas.
- Consideration should be given as to the number of sites required throughout the workplace.
- If screening sites are outdoors, plans should be made to accommodate screening in the event of inclement weather.

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- Individuals performing the screening should be separated by at least 2 metres from those being screened, or work from behind a physical barrier (e.g. a plexiglass barrier). If this is not possible, the individual performing the screening should wear appropriate personal protective equipment (e.g. surgical/procedure mask, face shield/eye protection, gloves).

Record keeping

You should consider the following tips for keeping records on workplace screening:

- Ensure the privacy of screening participants, and screening records, are secure, including the methods of tracking screening information and personal information.
- Personal information and personal health information must be collected, used, stored and communicated as set out in the privacy laws that apply.
- A sign in/sign-out procedure should be implemented for everyone attending a workplace to record details that may assist with any necessary contact tracing.
- Any sign-in/sign-out registers should be recorded by one person when possible, and/or be facilitated with an electronic application. Other individuals should not touch the device.

Managing a suspected case or exposure to COVID-19

Symptomatic individuals or those diagnosed with COVID-19

Protocols to address workplace parties and visitors who experience symptoms or have been exposed to COVID-19 (on site or outside of work hours) should be set-up. These protocols should address the following:

- a procedure for contacting the local public health unit for support and potential contact tracing
- ensuring that people who become symptomatic at work can safely notify their supervisor, for example by telephone, so appropriate action may be taken without having to risk contact with others

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- isolation / evacuation of the symptomatic individual and other impacted individuals
- supplying masks in areas designated for the isolation of symptomatic individuals
- special cleaning / disinfection regimens, including conducting a risk assessment prior to disinfection, and protocols for the closing of the affected area(s)
- return to work protocols
- providing notice to affected workplace parties, (e.g. designated managers/supervisors, potentially affected workers and unions/guilds) if an individual diagnosed with COVID-19 has attended the workplace

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 may be required for return to work.

Information regarding the rights of workers, including those not able to work due to COVID-19, can be found at the Ontario government's [COVID-19: Support for Workers page](#).

Track your workforce

It is important to track where workers have been. If a worker tests positive for COVID-19, the local public health unit will ask employers to provide information on where the worker worked as well as the contact information of any other worker who may have been exposed. Employers will provide that information and public health units will respond.

Ministry of Labour, Training and Skills Development reporting requirements

If an employer is advised that a worker has tested positive for COVID-19 due to exposure at the workplace, or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), within four days of being advised, the employer is required to notify in writing:

- the Ministry of Labour, Training and Skills Development
- the workplace joint health and safety committee or a health and safety representative
- a trade union (if applicable)

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Controlling the risk of transmission

Screening should be undertaken to assess all individuals prior to entry into the workplace and to exclude anyone with symptoms of COVID-19. However, because people without symptoms may be able to pass along COVID-19, everyone must act as though they are infected.

Production's policies and protocols should include a hierarchical set of practices to minimize risk and prevent the spread of COVID-19 in the workplace. In particular, engineering and administrative controls should be applied to support physical distancing, good hygiene and environmental sanitation.

Physical distancing is among the primary methods that help to protect workplace parties. Controls to enable and support physical distancing should be put into place.

Proper hand washing or sanitizing, and the cleaning and disinfection of materials, surfaces and equipment should also be performed.

This guidance outlines numerous other engineering and administrative controls that may be applicable in various circumstances.

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

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.

Where the work requires close contact between crew or between crew and performers, PPE should be available for all workers in these interactions. (See department specific guidance in this document). Where needed, PPE will likely consist of a surgical or procedure mask and eye protection (face shield or goggles). For workers in hair and makeup the use of PPE is required. Personal protective equipment should be used where physical distancing of at least 2 metres cannot be maintained. Personal protective equipment should be used in combination with other controls. It should only be used on its own in limited specific instances when other controls are not feasible. The personal protective equipment to be used should be selected based on a risk assessment of the particular circumstances.

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Visitors/Interacting with external individuals and public spaces

Only essential visitors should be allowed into the workplace.

Here are some tips regarding visitors to the workplace and interacting with external individuals/public spaces:

- Regular workplace screening procedures should apply to visitors entering the workplace.
- If a visitor is entering the workplace, the visitor should be instructed on all applicable protocols.
- Visitors should be told the most direct route to their destination in the workplace in order to limit potential interactions with others.
- Where feasible, assign a specific individual(s) to receive deliveries for a specific workplace or department.
- Where feasible, process courier or other deliveries outside the workplace (i.e. outdoors) and in a contactless manner.
- Individuals picking-up, dropping off, receiving or going through materials from an external source (e.g. a rental house, courier deliveries) or materials that are not known to be disinfected should don appropriate personal protective equipment (e.g. gloves) and should wash or sanitize hands before and after handling such material.
- Individuals should exercise diligence when in a public space, consider appropriate use of personal protective equipment and practice appropriate hygiene.
- Individuals in a public space should adhere to any physical distancing guidelines or requirements established by the specific establishment (e.g. store, mall, etc.), the municipality, and the provincial and federal governments.

Physical distancing (two metres)

As advised by the Chief Medical Officer and public health officials, [physical distancing](#) is important to controlling the spread of COVID-19 (coronavirus).

You should have a combination of engineering and administrative controls in place to ensure that physical distancing of at least 2 metres is observed between individuals, whenever possible. Such controls may include:

- implementing remote work/work from home arrangements

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- limiting meetings and communications to telephone/videoconference or other forms of electronic communication (e.g. walkie-talkies)
- holding meetings or performing work outside
- marking 2 metre intervals on the ground in any place in the workplace where individuals are likely to form lineups
- identifying break and holding areas that provide enough room to ensure physical distancing
- limiting the number of individuals in the workplace at one time, to the extent possible
- arranging workflow to minimize inter-departmental contact, to the extent possible (e.g. electric works only when art is done)
- dividing workers (e.g. cast and crew) into pods with processes as to how to access, and who will access, the different areas
- limiting specific areas of the workplace such as sets and offices to essential personnel only. For example, implementing “closed-set” rules
- identifying choke-points and ways to avoid congestion such as having multiple monitored entrances/exits and staggering start times/end times and breaks.

You should develop methods to limit the number of interactions with outside parties / the general public and to make these contactless whenever possible. Some examples follow.

- Interactions may be handled by a single or a small number of selected individuals.
- Engagements may be kept as brief as possible.
- Paperwork may be managed digitally rather than physically.
- Delivery drivers may remain in their vehicle.
- When meetings must be held in person, applicable requirements for maximum group sizes should be adhered to.
- Consider methods that promote greater air flow where it is feasible to do so.

Social gatherings must be limited as required by applicable public health guidance. Large physical gatherings, such as in-person wrap parties, should be avoided.

If work tasks require working in close proximity (within 2 metres) workers performing this work should be cohorted. This means that if work must be conducted in pairs, the same two individuals should always perform this work together. Other controls should also be in place, such as personal protective equipment (PPE).

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Please note that cohorting is not a replacement for physical distancing and other controls.

Personal protective equipment (PPE)

When physical distancing of at least 2 metres cannot be reasonably maintained, appropriate safeguards should be instituted, which may include the use of PPE (e.g. masks, gloves, gowns, and 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.

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.
- Protocols for the use of masks should consider the types of masks available and the different functions and considerations for the use of such masks, for example non-medical masks and medical masks.
- Applicable mandatory masking requirements, whether established by the Government of Ontario, for example pursuant to Regulations under the [*Reopening Ontario \(A Flexible Response to COVID-19\) Act*](#), or municipal by-law, etc., must be complied with.
- Ensure workers are appropriately trained on these protocols.
- Consider providing separate bins for the disposal of PPE, for example, at all exits and entrances.

Personal hygiene

Here are some tips for employers:

- Hand washing facilities and/or hand sanitizer (between 60%-90% alcohol) should be provided at screening sites, entrances, exits, and throughout the workplace.
- Portable handwashing stations should be considered where established hand washing facilities are not available.

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- Washrooms should be assessed to consider the identification and posting of maximum capacities to maintain physical distancing.
- Work flow and scheduling should be considered to provide people with sufficient time to wash/sanitize their hands throughout the day, as appropriate.
- Consider providing workplace parties with individual sanitation/hygiene kits where feasible (e.g. personal-sized sanitizer, wipes, etc.).

All individuals in the workplace should be instructed on proper hygiene, including:

- Washing hands (for at least 20 seconds with soap and (preferably warm) water, when available) or using hand sanitizer:
 - on entering the workplace and again before leaving
 - before and after breaks
 - after using the washroom
 - after coughing, sneezing or using a tissue
 - as may be required based on interaction with other individuals, surfaces, items or equipment
 - otherwise regularly throughout the workday
- Whenever possible, handwashing is preferred to the use of hand sanitizer.
- Coughing or sneezing into a tissue (and immediately throwing it away) or into an elbow.
- Avoiding touching eyes, nose, mouth and face.

Cleaning and disinfecting

Employers should establish policies and protocols to ensure effective cleaning and disinfecting of all materials across all departments. Employers should clearly establish responsibility for the set-up of these policies and protocols. Such policies and protocols may include:

- a schedule to regularly disinfect high-touch surfaces/objects (e.g. equipment, props, tools, keyboards, telephones and handsets, desks, light switches, door handles, washrooms, handwash stations, etc.)
 - This schedule may consider the length of time that the COVID-19 virus may remain active on particular surfaces/objects.
 - Depending on the circumstances, it may be useful to maintain a log to help track scheduled cleaning.
- identifying which disinfectants are appropriate for specific surfaces/objects/equipment. This may include UV disinfection for certain electronics that may be damaged by liquid disinfectants.

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- ensuring that appropriate individuals are adequately trained on the use of the specific disinfectants. This should include being familiar with public health guidance about cleaning and disinfection to combat COVID-19, such as Public Health Ontario's "[Cleaning and Disinfection for Public Settings](#)".
- assignments of specific cleaning tasks to specific people (whether general/production wide, or department-specific) and ensuring that these individuals have/receive appropriate training.
- instructions for individuals to regularly disinfect personal equipment and supplies (e.g. tools, walkie talkies, cell phones, etc.).
- assessing entrances and exits to determine whether the requirement for individuals to use their hands to open doors can be limited.
- instructions to use disposable cloths or paper towels, whenever possible.
- instructions that reusable cloths, sponges, mops, etc., should be disinfected or washed after each use and rotated and disposed of as needed.
- protocols for the safe disposal of PPE.
- protocols for the safe disposal of cleaning/disinfecting materials.

Managing equipment and supplies

Employers should put measures in place to deal with the risk of virus spread through the sharing of items. This may include the following actions:

- avoiding the sharing of equipment and supplies (tools, office supplies, walkie talkies, etc.)
- taking appropriate precautions if items need to be shared (e.g. regularly clean the items, wear gloves, wash / sanitize hands before and after use, etc., in addition to any other necessary general safety precautions)
- encouraging individuals to store their own equipment in a predefined area or in a bag labeled with their name when not in use
- appropriate supplies of personal protective equipment and materials for the disposal of personal protective equipment should be maintained in accordance with the protocols established
- personal protective equipment should not be shared

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Resources

Where to get information on infection prevention and control

[Contact the local public health unit](#) for questions on workplace infection prevention and control related to COVID-19 infections.

COVID-19 government updates

Stay updated with daily government updates:

- [Government of Ontario](#)
- [Government of Canada](#)
- [Public Health Ontario](#)

Ontario government and agency-issued resources about COVID-19

The [Ontario Ministry of Health](#) is providing consistent updates on the provincial government's response to the outbreak, including:

- status of cases in Ontario
- current affected areas
- symptoms and treatments
- how to protect yourself and self-isolate
- updated Ontario news on the virus

[Public Health Ontario](#) is providing up-to-date resources on COVID-19, including:

- links to evolving public health guidelines, position statements and situational updates
- synopsis of key articles updating on the latest findings related to the virus
- recommendations for use of personal protective equipment
- information on infection prevention and control
- testing information
- other public resources
- information for [local public health units](#)
- a [poster for how to wash your hands](#)
- Information on [mask use for non-healthcare workers](#)

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- Information on [COVID-19: Heating, Ventilation and Air Conditioning \(HVAC\) Systems in Buildings](#)

Ontario government:

- [Develop your COVID-19 workplace safety plan](#)
- [Workplace PPE Supplier Directory](#)
- [Reopening Ontario \(A Flexible Response to COVID-19\) Act](#) and its Regulations.

Other COVID-19 resources

[Health Canada](#) outlines the actions being taken by the Government of Canada to limit spread of the virus, as well as what is happening in provinces and communities across the country. It also maintains a live update of the number of cases by province.

The [World Health Organization](#) updates guidance and information related to the global outbreak and spread beyond Canadian borders.

It also provides the most up-to-date information on:

- current research and development around the virus
- a COVID-19 situation “dashboard”
- emergency preparedness measures
- live media updates on the spread of the virus

The [City of Toronto](#) COVID-19 page outlines actions being taken by the city as well as the current health situation.

[Ontario Workplace Safety & Prevention](#) services has various COVID-19 workplace resources available including a [Post-Pandemic Business Playbook](#).

Ontario Human Rights Commission [Policy Statement on the COVID-19 Pandemic](#)

Ontario Film Commission [COVID Response](#) page

Note: This resource does not replace the *Occupational Health and Safety Act (OHSA)* and its regulations, and should not be used as or considered legal advice. Health and safety inspectors apply the law based on the facts in the workplace.

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Departmental guidance

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Buying

The following are tips regarding buying:

- Production should develop policies and protocols for disinfecting and/or quarantining materials that will be used by production (e.g. costumes) and communicate the policies and protocols to all individuals involved with the buying, receiving, retrieval and storage of such materials.
- These policies and protocols should include procedures for:
 - marking and tracking disinfected versus non-disinfected items.
 - ensuring materials are disinfected/quarantined before being returned to storage to avoid contamination.
- These policies and protocols should identify individual(s) responsible for these procedures.
- Whenever possible, purchases should be made in a “contact-less” manner.
- Individuals should avoid making purchases in cash, to the extent possible.
- Production should consider measures to limit, to the extent possible, in-person contact between buyers and any other crew, including on-set crew.

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Camera

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2. [Personal protective equipment](#)
3. [Equipment](#)
4. [Cleaning/disinfecting](#)
5. [Scanning units](#)

Physical distancing

You should implement practices and procedures to allow for physical distancing of at least 2 metres whenever possible. See the [general guidance sections](#) for information about physical distancing and interactions. In addition to this general guidance, specific considerations for camera may include:

- arranging for video village to be outdoors, where possible, and weather permitting
- arranging video village to permit for 2 metre distancing
- limiting the individuals permitted to be in/around video village
- establishing separate areas where different individuals can monitor video
- the use of wireless and/or remote monitoring/communication to allow individuals to monitor playback on their own devices and communicate while maintaining physical distancing
- the use of remote follow focus, or other remote technologies
- when technically possible, having meta data (e.g. lens information) displayed on the video village monitor
- limiting the use of equipment where physical distancing is unlikely to be possible
- limiting the number of camera workers with access to set while filming, particularly if filming in a small space
- allowing camera placement to be organized without non-essential personnel present

Personal protective equipment (PPE)

All feasible controls must be implemented to maintain distance and to minimize the number of interactions within two metres

Where the work requires close contact between camera workers or between camera workers and cast, PPE should be available for all workers in these interactions. Where

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needed, PPE will likely consist of a surgical or procedure mask and eye protection (face shield or goggles).

See the [general guidance section](#) for guidance regarding personal protective equipment.

Equipment

Whenever possible, the sharing of equipment between individuals should be avoided. See the [general guidance section](#) for guidance regarding equipment. In addition to the general guidance section, specific considerations for camera may include:

- recommending that camera workers not share kit pieces unless they have been appropriately disinfected between uses
- requiring that only authorized personnel handle camera equipment
- setting up protocols to ensure consistency with respect to which individual(s) uses each specific piece of equipment
- avoiding the use of runners, unless specifically assigned to the camera department
- instructing individuals not to touch, move, lean against, pick up or otherwise disturb any piece of equipment/object that they are not required to handle

Cleaning/disinfecting

Equipment should be regularly disinfected. See the [general guidance section](#) for information about cleaning. In addition to the general guidance section, specific considerations for camera workers may include:

- disinfecting camera cards in an appropriate manner before they are picked up by someone else
- regularly wiping down/disinfecting equipment in accordance with established disinfection protocols
- considering the technical specifications of equipment and whether certain disinfectants may cause damage to the equipment (for example, whether certain equipment should be disinfected using UV equipment rather than using wipes or liquid disinfectants)

Scanning units

The following are tips regarding the use of scanning units:

- all scanning technicians should be required to wear masks and gloves when completing character scans

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- contactless scanning systems should be used when completing character scans, whenever possible
- a technician operating a scanning system should stay at least 2 metres from the individual being scanned
- all areas inside of the scanning vehicle should be appropriately disinfected before/after scans

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Construction

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| 1. Physical distancing | 4. Equipment |
| 2. Personal protective equipment | 5. Cleaning/disinfection |
| 3. Hygiene | 6. Food |

All individuals involved in construction should be familiar with the Ontario government's "[Construction site health and safety during COVID-19](#)" guidance document.

Policies and protocols to reduce the risks associated with COVID-19 are in addition to, and must account for, existing health and safety obligations with respect to construction.

Physical distancing

Production should implement practices and procedures to allow for physical distancing of at least 2 metres whenever possible. See the [general guidance section](#) for information regarding physical distancing and interactions. In addition to this general guidance, specific considerations for construction may include:

- limiting the number of daily workers that are coming into the workplace.
- implementing a shift schedule to limit worker overlap
- establishing separate "shop" and "studio" or "location" worker crews and avoiding overlap between these crews
- installing barriers (e.g. around machinery)
- limiting the number of people who use elevators or hoists at any time
- limiting unnecessary on-site contact between workers, as well as between workers and outside service providers
- avoiding using construction work areas for storage for other departments

Personal protective equipment (PPE)

All feasible controls must be put in place to maintain distance and to minimize the number of interactions within two metres

Where the work requires close contact between workers, PPE should be available for all workers in these interactions. Where needed, PPE will likely consist of a surgical or procedure mask and eye protection (face shield or goggles).

See the [general guidance section](#) for information about PPE.

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Hygiene

Workers should be diligent with respect to handwashing/sanitizing, including washing or sanitizing hands before and after handling equipment or materials, and throughout the day.

Equipment

The sharing of equipment between individuals should be avoided. See the [general guidance section](#) for information about equipment. In addition to the general guidance section, specific considerations for construction may include:

- encouraging workers to provide as many of the tools they need from their own kit, if possible, and recommending that kit materials not be shared unless properly disinfected between uses
- where shared tools are required, consider providing multiple pieces of the same equipment to limit the frequency with which tools must be shared
- implementing a method (e.g. a dedicated store-person) to track the assignment of tools to specific individuals and ensuring that tools are properly disinfected before returning to storage and/or being reassigned.

Cleaning/disinfection

Equipment/tools should be regularly disinfected. See the [general guidance section](#) for information about cleaning.

Food

Protocols should be established for any kitchen/eating areas. See the [Food guidance section](#) for information about communal kitchen/eating areas, snacks and drinks.

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Food

1. Hygiene
2. Food preparation
3. Communal kitchens
4. Physical distancing
5. Food service
6. Cleaning and disinfecting

Check the Ontario Government's [Guidance Note for restaurant and food services health and safety during COVID-19](#) , as well as any applicable laws.

Hygiene

Handwashing or sanitizing stations should be available in, or reasonably close to, food preparation and service areas. All individuals should wash their hands before and after entering food preparation and service areas. These handwashing/sanitizing stations should be contactless whenever possible.

Food preparation

Only required individuals should be present in food preparation areas.

Individuals preparing and serving food should take appropriate steps to limit the risks of transmission of the virus via food, material and equipment handling. This should include:

- washing or sanitizing hands before entering the food preparation area, and before and after serving food.
- wearing appropriate personal protective equipment if needed.
- regularly cleaning/disinfecting food preparation equipment and surfaces.

You should establish specific policies or protocols for the regular disinfection of all food preparation areas.

Communal (shared) kitchens

You should have specific policies or protocols in place with respect to any communal kitchen area(s) (e.g. office kitchens). Considerations for such policies or protocols may include:

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- limiting access to such areas to a specified individual(s) who can utilize any equipment (e.g. microwaves) on behalf of others. In such cases, the individual(s) should be familiar with the guidance regarding food preparation areas
- requiring individuals to wash or sanitize their hands upon entering and exiting such areas
- requiring individuals to disinfect all surfaces and objects immediately following touching or using them

Physical distancing

You should take steps to maintain physical distancing during breaks and meal times. Such steps may include:

- encouraging or directing workers to maintain a 2 metre distance when eating
- marking 2 metre intervals on the floor, if line-ups are required
- staggering lunches and meal breaks
- encouraging or directing workers not to eat in communal areas
- having multiple food stations or lines
- setting up outdoor eating areas
- allowing workers to eat in different areas to avoid congregating
- workers not sitting facing each other

Food service

You should consider food service practices to limit the risks of transmission of the virus. Self-service buffet-style meals and snack stations and the use of communal tongs, serving spoons and other implements should be avoided.

Additional practices that may be considered include:

- serving individually packaged (e.g. pre-packaged or individually wrapped) food and snacks
- having servers serve food directly to tables in advance of workers entering to eat
- using food guards/sneeze shields and/or means of creating additional physical distance between food servers and people being served
- providing for advance ordering of individual meals (e.g. by app or phone)
- providing individual take-away or delivery type service with meal orders placed earlier in the day
- disinfecting packaging, including cans and bottles
- using disposable plates, bowls, etc., and individually wrapped cutlery

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- providing pre-packaged water, or water coolers with foot pumps or other “non-touch” controls, provided they do not require contact between the bottle and dispenser and meet sanitization standards
- limiting access to, and use of, coffee machines. For example, having one person operate such machines
- utilizing single use creamers, sugars, etc.
- allowing or encouraging workers to bring their own food; food brought from home should not be shared with others.

Cleaning and disinfecting

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
- door handles
- vending and coffee machines

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Hair/makeup/wardrobe

1. [General](#)
2. [Hair/makeup](#)
3. [Wardrobe](#)

General

The following are tips regarding hair/makeup and wardrobe:

- You should have protocols in place regarding receiving materials. See the [general guidance section](#) for information about receiving/handling/disinfecting materials received from external sources.
- You should have protocols in place to maintain a physical distance of at least 2 metres within hair, makeup and wardrobe facilities, whenever possible. Such protocols may include:
 - establishing and posting a notice about the maximum number of individuals who may be present in an area (e.g. in a hair/makeup/wardrobe trailers)
 - limiting the number of performers that may be in a space receiving styling at a time
 - placing workstations at least 2 metres apart
 - scheduling makeup tests and fittings to avoid overlap/congestion
 - installing screens or physical barriers (e.g. sneeze/cough barriers) between workstations
 - limiting physical interactions between hair, makeup and wardrobe workers and performers
- You should assess hair/makeup/wardrobe areas (e.g. trailers) to determine whether they provide adequate ventilation.
- You should establish measures to limit instances in which multiple individuals will be required to interact with the same equipment or materials. Such measures may include:
 - having fitting or test photos taken by one person to avoid multiple individuals touching the camera
 - minimizing the kit items that are left out on a workstation at any time
- The use of contactless sanitizer stations in or nearby to hair/makeup/wardrobe areas should be considered.

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- Eating/drinking should not be permitted by anyone in hair/makeup/wardrobe areas at any time when work is being performed on performers.
- If possible, performers being styled should wear an appropriate face covering. Persons who provide hair and make-up services **must wear appropriate personal protective equipment** (e.g. surgical/procedure mask and face shield).
- Stylists/artists working directly on performers should wash or sanitize their hands before and after working on the performer and must wear appropriate personal protective equipment.
- Stylists/artists should consider that it may be appropriate to wash their arms up to the elbow based on the nature of the work performed and parts of their arms that may be in contact with the performer. Stylists/artists should avoid wearing clothing or jewelry that covers their wrists to allow for this.
- If gloves are utilized, gloves should be changed between performers if working on multiple performers.
- You should have protocols in place as part of the established disinfecting protocols to ensure the adequate disinfection of all surfaces, materials and equipment utilized in the hair, makeup and wardrobe processes. Such protocols may include:
 - providing appropriate disinfectant sprays, wipes, etc. at each station
 - disinfecting workstations, including all surfaces, handles, chairs, etc. in between each use
 - disinfecting all items that will be in contact with performers between each use, for example hair extensions, wigs and prosthetics
 - disinfecting all tools and products in between uses
 - considering which disinfectant products or processes are appropriate for each particular piece of equipment, for example, whether certain equipment should be disinfected using a UV autoclave, or whether certain equipment requires soaking in barbicide, etc.

Hair/makeup

The following are tips regarding hair/makeup:

- Measures to maintain physical distance to the extent possible may include:
 - providing assisted styling for key cast only
 - having performers do their own hair or makeup, including being directed by a stylist/artist from a distance, where appropriate
 - having performers remove their own makeup, where appropriate
 - encouraging performers to do what they can on their own before coming to the workplace (e.g. shaving) to shorten chair time

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- avoiding styling for child performers, whenever possible
- avoiding or limiting hair and makeup on set
- limiting the time spent on final checks
- If hair/makeup work will be performed on set, you should consider assigning separate stylists/artists to on-set and off-set work to limit crossover and interaction between off-set and on-set workers.
- Additional measures to limit instances in which multiple individuals will be required to interact with the same equipment or materials for hair/makeup, may include:
 - having separate supplies (e.g. makeup, applicators, brushes, hair pins, etc.) for each individual cast member and storing these supplies in separate marked bags
 - avoiding sharing makeup between performers
 - utilizing sinks that can be operated by elbow/foot/knee, if available
 - using disposable applicators, brushes, etc., whenever possible
 - mixing makeup on disposable palettes, whenever possible
 - de-potting makeup, whenever possible
 - providing disposable single-use chair covers for each performer
- You should make appropriate arrangements for the safe disposal of disposable applicators, etc.

Wardrobe

The following are tips regarding wardrobe:

- Specific considerations for receiving materials may include:
 - disinfecting wardrobe items regularly, for example before/after each use and before/after being placed in storage
 - implementing a quarantine period or disinfection protocol, as appropriate, for wardrobe items received from an external source
- As a measure to maintain physical distance to the extent possible, and limit instances in which multiple individuals are required to interact with the same equipment or materials, you should consider providing wardrobe information as far in advance as possible and permitting performers, including background performers, to wear their own clothing.
- Additional measures to limit instances in which multiple individuals will be required to interact with the same equipment or materials for wardrobe may include:
 - bagging costumes separately by performer
 - having separate wardrobe pieces for stunt performers or doubles

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- utilizing underdressed second skin costumes to limit direct contact with wardrobe pieces

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Locations/studios

1. Location scouting
2. Selecting locations
3. Arranging space/physical distancing
4. Cleaning/disinfecting
5. Other considerations

Only essential visitors should be allowed in the studio/location.

Location scouting

The following are tips regarding location scouting:

- You should consider virtual scouting where available.
- Generally, you should consider protocols to limit the interaction between location scouts and other workers, production office personnel, etc.
- When in-person scouts are conducted, they should be limited to only those individuals who are necessary, and individuals should maintain physical distancing, including limiting individuals travelling in the same vehicle, when possible.
- Whenever possible, discussions/meetings should take place outdoors.
- In-person interactions with location contacts, owners, etc., should be limited, whenever possible.

Selecting locations

Policies and protocols, as well as applicable current government regulations and guidance, related to COVID-19 should be considered when selecting locations. Such considerations may include:

- the layout of the location with respect to the ability to monitor entrances and exits to ensure proper screening protocols can be maintained
- the size of a location with respect to the ability to maintain physical distancing
- the ability to have sufficient washroom facilities, which may exceed the minimum legal requirements, handwashing/sanitizing stations, receptacles for disposable personal protective equipment, etc., for the number of workers, and work that will be performed, on the site. For example, where construction is required facilities must meet the minimum legal requirements in sections 29-30 of O. Reg. 213/91

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- whether the location provides for adequate ventilation
- whether the location may require interaction with the general public. High-traffic public locations where production activities cannot be isolated from the public should be avoided whenever possible
- whether the location can be appropriately cleaned/disinfected before and after production work, as well as during the course of production at that location. Locations that cannot be appropriately cleaned/disinfected should be avoided
- in the case of private residences, whether they are currently occupied, and whether any occupants:
 - have been recently symptomatic or diagnosed with COVID-19.
 - have travelled outside of Canada within the last 14 days.
 - have been in contact with someone who has travelled outside of Canada within the last 14 days or who is known to have, or suspected of having, COVID-19.
 - can vacate the residence at an appropriate time in advance of production work commencing in the residence.
 - are within a high-risk category with respect to COVID-19.

You should use a locations risk assessment plan/checklist, which may include the considerations identified above, as appropriate, for the assessment of the risks associated with particular locations being considered.

You should consider limiting door-to-door canvassing of residential locations. If door-to-door canvassing is required, you should consider appropriate protocols to maintain physical distance and avoid the sharing of equipment (e.g. pens) with members of the public.

Arranging space/physical distancing

At each location being used for production a specific area should be identified where individuals may self-isolate, if required, if they begin experiencing symptoms of COVID-19. This area should be identified/communicated to all individuals present at the location.

If there are multiple productions or tenants in a facility, protocols should be established to facilitate the recommended physical distancing between productions/tenants.

Before the start of shooting, consider marking areas for specific departments on set for equipment that is not currently being used by that department.

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You should have protocols for the location/studio in place to maintain physical distancing. See the [general guidance section](#) for information about physical distancing and interactions. Specific considerations for locations/studios may include:

- whether there is an area that can be made available for departments/workers on stand-by to wait in while maintaining physical distance from workers working on set
- marking one-way pathways through the location/studio to avoid individuals having to pass each other in narrow spaces
- determining appropriate set size based on the overall size of the location
- marking areas for social distancing (i.e. 2 metre spaces) where appropriate
- whether base camp can be established within walking distance of the set to limit the need for individuals to be transported by vehicle
- designating a specific space for deliveries/goods received from external sources
- ensuring locations are locked or monitored when production activities are not occurring to limit the risk of contamination

You should identify designated smoking/vaping areas with nearby hand sanitizer or handwashing facilities. Provide receptacles for the safe disposal of cigarette butts (and exercise appropriate safety precautions when removing butts), and require individuals to adhere to appropriate re-entry procedures.

Cleaning/disinfecting

You should take appropriate steps with respect to cleaning/disinfecting to limit the risk of exposure. Such steps may include:

- if arrangements have been made with a third-party (e.g. location owner) regarding the cleaning/disinfection of a location prior to production coming into the location, requiring that third party to provide detailed written confirmation regarding the cleaning/disinfection performed (e.g. when it was performed, what areas/items were cleaned/disinfected, how this was done, etc.) A designated production representative(s) should maintain this information, and it may be provided to individuals working at the location, if appropriate.
- cleaning/disinfecting the space in advance of the commencement of production work, at regular periods during production work and upon the completion of production work, in accordance with the established cleaning/disinfection policies and protocols
- choosing effective cleaning agents and disinfectants to minimize damage, as appropriate

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- asking location owners to remove/limit any personal items prior to production coming into the space
- limiting or restricting access to any areas that cannot/have not been adequately cleaned/disinfected

Other considerations

Studios and other locations should have ventilation/exhaust systems that are clean and fully functioning. Other methods of increasing fresh airflow into the workplace should be used when appropriate (e.g. opening studio doors during setups, at lunch, etc.) When possible, a specific individual(s) should be assigned the responsibility for putting up, handling, and taking down all location signage.

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Performers

1. Casting
2. Voice performance and music recording
3. Maintaining physical distance on set
4. Surfaces and objects on set
5. Stunt performers
6. Child performers

This guidance applies to all performers including stunt performers, child performers, background performers, voice performers and musicians.

Guidance with respect to hair, makeup and wardrobe can be found in the Hair, Makeup and Wardrobe guidance.

Casting

The following are tips for casting:

- You should conduct remote casting (e.g. via videoconference or self-tapes), whenever possible. In-person auditions should be limited.
- When in-person auditions are required, you should avoid open calls and should take steps to maintain physical distancing. Such steps may include:
 - scheduling auditions for longer time periods or in such other manner as to avoid congestion
 - limiting the number of casting/production representatives physically present at the audition
 - advising performers to wait outside of the building, for example, in their vehicles, until receiving notification to come inside
 - arranging waiting areas to allow for physical distancing
- You should put appropriate measures in place in circumstances when 2 metres of physical distance cannot be maintained. Such measures should include having performers, and any other individuals unable to maintain this physical distance, wear personal protective equipment (e.g. face masks and shields).
- When in-person auditions are required, you should put appropriate measures in place to avoid transmission of the virus through the touching of persons, objects or surfaces. Such measures may include:

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- avoiding performers physically signing-in for their auditions, for example by utilizing an app that performers can access from their personal device, assigning an individual with the responsibility for signing in all performers or compiling the performer list when they come into the audition room
- avoiding the use of props or permitting performers to use a personal item such as their smartphone as a prop
- if providing paper copies of sides, not sharing them between performers and providing a recycle bin for performers to dispose of them
- disinfecting any surfaces touched by a performer and any props that will be re-used in between each audition

Voice performance and 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 implement measures to maintain physical distance. Such measures may include:
 - avoiding group recording sessions that require more than one person to be in the recording booth at a time
 - 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 appropriate disinfection to occur in between sessions.
- If in-person sessions are required, you should have appropriate measures in place to avoid transmission of the virus through touching of persons, objects or surfaces. Such measures may include:
 - disinfecting all surfaces and equipment performers come into contact with before and after each session, including microphones, POP filters, script or music stands
 - limiting the sharing of equipment as much as possible
 - using disposable covers for microphones
 - allowing performers to use their own headphones or providing disposable earphone covers

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Maintaining physical distance on set

You should consider whether script rehearsals or table reads can be conducted remotely.

Workers should direct performer movement while maintaining physical distance and should avoid physically touching performers to move them.

You should have protocols in place to permit performers to maintain physical distance from other performers, and from other workers, whenever possible. Considerations for such protocols may include:

- avoiding or limiting large crowd scenes
- utilizing the same individual background performers for different scenes
- setting the camera at least 2 metres from performers
- whenever possible, having performers perform tasks that would usually require a worker to be closer than 2 metres from the performer, for example, instructing performers how to wire themselves for sound or put on their own LAV microphones
- using boom microphones instead of LAV microphones
- providing single-occupancy dressing rooms
- providing background holding and change areas that allow for physical distancing, including arranging for background holding to be outdoors, if possible and weather permitting

You should have appropriate measures in place in circumstances when 2 metres of physical distance cannot be maintained. Such measures may include:

- performers, including stand-ins, wearing personal protective equipment (e.g. face masks and shields) whenever possible
- putting a clear barrier between performers, if possible
- requiring any individuals who interact with a performer at a distance of less than two metres to wear a mask and face shield and to wash/sanitize hands
- 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
- where performers will touch one another during a scene, requiring the performers to wash or sanitize their hands immediately before and after each take
- limiting the repetition of physical touching

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Surfaces and objects on set

You should have protocols in place to limit the risk of transmission of the virus due to multiple individuals touching the same surface(s) or object(s). Such protocols may include:

- permitting the performer handling a prop to reset the prop between takes
- disinfecting props and surfaces between takes, whenever possible
- requiring that animals and their trainer only enter set with when immediately needed and that only the performer(s) who interact with the animal in the scene and the trainer interact with the animal
- establishing protocols for the disinfection and maintenance of LAV microphones, which should include disinfecting the microphones before/after each use, replacing any mounting components that cannot be disinfected, and labelling microphones with performer assignments

Stunt performers

Policies and protocols for productions involving stunt performers should consider the unique aspects of stunt performance and the specialized equipment and personal gear that is used. Allocating time to adequately clean and disinfect stunt equipment should also be considered.

Child performers

The following are tips for addressing the presence of child performers:

- When establishing policies and protocols to address COVID-19 for productions involving child performers, producers should consider the unique and specific obligations with respect to child performers, and parents/guardians, where applicable, for example under the [Protecting Child Performers Act, 2015](#).
- Consideration should be given to extra diligence that may be required when child performers will be on set.
- Interaction between child performers and others on set should be limited as much as possible.
- When possible, a separate holding area should be provided for child performers.
- Virtual/remote tutoring should be considered.
- When possible, tutoring locations should not be used for other purposes. Tutoring locations should be appropriately disinfected in between each use.

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Post-production, animation and post-production VFX

1. [Physical distancing](#)
2. [Equipment and materials](#)
3. [Cleaning/disinfecting](#)

As some productions may operate in Ontario solely for post-production, applicable government travel regulations should be considered. See the [general guidance section](#) for information about screening applicable to all productions.

Physical distancing

You should consider work from home arrangements, when possible and appropriate. See the [general guidance section](#) for information about physical distancing and interactions. Where physical distancing cannot be maintained, you should consider alternative measures such as installing physical barriers or the use of personal protective equipment (e.g. masks/gloves).

You should arrange offices, post production suites, studios and other such spaces to maintain physical distancing, as much as possible. See the [Production Offices guidance](#) for general guidance regarding office arrangements.

Any mixing, screening or viewing should be conducted with as few individuals as possible to maximize ability to maintain appropriate physical distancing.

Equipment and materials

You should consider the assignment of, and access to, equipment and supplies to minimize communal use. See the [general guidance section](#) for information about equipment and supplies.

Specific considerations for post-production, animation and VFX may include:

- assigning workers to their own station and avoiding the sharing of screens or other equipment
- where the sharing of equipment is necessary, limiting such sharing and disinfecting between users
- arranging for personnel to view materials on their own computer

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You should establish protocols regarding the safe delivery of materials, including dailies, shuttle drives, etc. Virtual delivery should be considered, whenever possible. Where virtual delivery is not possible, drives, etc. should be appropriately disinfected.

Cleaning/disinfecting

Workspaces and equipment should be regularly cleaned and disinfected, as appropriate. See the [general guidance section](#) for information about cleaning practices. In particular, consideration should be given to ensuring appropriate disinfection of any shared equipment or workspaces before and after use.

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Production offices

1. [Physical distancing](#)
2. [Equipment and materials](#)
3. [Cleaning/disinfecting](#)

Only essential visitors should be allowed into the production office.

Additional consideration should be given to production offices located within shared spaces. See the [general guidance section](#) for information about screening, physical distancing and visitors and interactions with external individuals.

You should identify designated smoking/vaping areas with nearby hand sanitizer or handwashing facilities. Provide receptacles for the safe disposal of cigarette butts (and exercise appropriate safety precautions when removing butts), and require individuals to follow appropriate re-entry procedures.

Physical distancing

You should arrange production offices to maintain physical distancing, as much as possible. Steps that may be taken to maintain physical distancing include:

- separating individual work areas/stations, including in writers' rooms, by at least 2 metres
- arranging offices by departments or "pods" and minimizing instances where workers would be required to interact across departments/pods
- having departments/pods set up their own work areas
- making use of available technology to allow individuals to work remotely
- providing departments working away from the main production office with equipment and supplies to reduce visits to the production office
- having individuals who have to be physically present in the office work from separate offices
- installing physical barriers
- considering methods to promote greater airflow in offices

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Equipment and materials

The following are tips about equipment and materials:

- You should consider the assignment of, and access to, stationery and office equipment to minimize communal use. See the [general guidance](#) for information about equipment and supplies. In addition to the general guidance, specific considerations for production offices may include:
 - assigning office supplies (e.g. pens, pencils, staplers, paper clips, etc.) to each individual
 - assigning specific individuals to be exclusively permitted to access stationery and equipment storage and distribute stationery and equipment as requested
 - avoiding individuals sharing computers, head sets, cash boxes, or other equipment
 - limiting access to photocopier(s) to designated individuals (e.g. one individual per department)
- You should establish a protocol for mail and other deliveries to the office. See the [general guidance](#) for information about visitors and interactions with external individuals.
- You should consider designating an individual(s) who will be responsible for receiving all mail/deliveries to the office.

Cleaning/disinfecting

When equipment will be used by multiple individuals, disinfectant wipes should be placed nearby and individuals should be directed to wipe down the equipment before and after each use.

Office spaces should be cleaned and disinfected daily, as appropriate. See the [general guidance](#) for information about cleaning practices. In addition to the general guidance section, office specific considerations may include arranging for nightly cleaning of all common areas.

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Technicians (General)

1. [Physical distancing](#)
2. [Hygiene](#)
3. [Personal protective equipment](#)
4. [Equipment and materials](#)
5. [Cleaning/disinfecting](#)
6. [Food as a prop](#)

Physical distancing

You should implement practices and procedures to allow for physical distancing of at least 2 metres whenever possible. See the [general guidance section](#) for information about physical distancing and interactions. In addition to the general guidance section, specific considerations for technicians may include:

- limiting the use of daily technicians in the workplace
- having performers physically wire themselves for sound, while the technician provides instruction/direction, rather than requiring physical contact between technician and performer
- use of a boom to record sound, when possible
- requiring technicians to avoid “hand-offs” as much as possible by putting down items to be picked up by others

Hygiene

Workers should be diligent with respect to handwashing/sanitizing, including washing or sanitizing hands before and after handling equipment, and throughout the day.

Personal protective equipment (PPE)

All feasible controls must be implemented to maintain distance and to minimize the number of interactions within two metres.

Where the work requires close contact between technicians or between technicians and cast, PPE should be available for all workers in these interactions. Where needed, PPE will likely consist of a surgical or procedure mask and eye protection (face shield or goggles).

See the [general guidance](#) for information about personal protective equipment.

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Equipment and materials

The sharing of equipment between individuals should be avoided. See the [general guidance](#) section for guidance regarding equipment. In addition to the general guidance section, specific considerations for technicians may include:

- approving and inspecting props from a distance or via photos
- recommending that technicians avoid sharing kit pieces that have not been properly disinfected
- setting up protocols to ensure consistency with respect to which technician(s) uses each specific piece of equipment
- setting up a protocol that designated departments may only handle specific pieces of equipment
- avoiding the use of runners, unless assigned to a specific department
- instructing individuals not to touch, move, lean against, pick up or otherwise disturb any piece of equipment/object that they are not required to handle

Cleaning/disinfecting

Equipment should be regularly disinfected. See the [general guidance section](#) for information about cleaning. In addition to the general guidance section, specific considerations for technicians may include:

- disinfecting LAV microphones before and after use
- wiping down/disinfecting props and other items that are being handled before and after use
- reviewing technical specifications of equipment and whether certain disinfectants could cause damage to the equipment (for example, whether certain equipment should be disinfected using UV equipment rather than via wipes or liquid disinfectants)
- instructing technicians to wipe down/disinfect gear during breaks in activity

Food as a prop

If food is to be used as a prop, you should have protocols in place to ensure that appropriate steps are taken to:

- disinfect utensils, plates, cups, etc. prior to use and in-between uses, where appropriate
- ensure that food is prepared/transported in a manner to limit the risk of contamination
- ensure that it is preserved in an appropriate manner between takes

Transportation

1. Multiple individuals in a vehicle
2. Equipment
3. Cleaning/disinfecting
4. Other considerations

Multiple individuals in a vehicle

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 (e.g. masks and gloves), 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, weather permitting, to improve air circulation
- establishing and communicating a maximum number of passengers for each vehicle or vehicle type
- directing passengers not to sit in the front passenger seat next to the driver, unless an appropriate physical barrier is in place, and to refrain from touching vehicle surfaces as much as possible
- limiting eating/drinking in passenger vehicles any time that a passenger is present
- having the same individuals ride in the same vehicle each day, whenever possible
- requiring that only members of the same department, or workers who otherwise regularly interact with one another in the course of their duties, be transported in the same vehicle at the same time, whenever possible

All items that a passenger brings into a vehicle, including any garbage, should be removed by that individual and not left for the driver, or anyone else, to clean up.

Equipment

You should consider work assignments to limit the instances in which multiple individuals will be required to utilize the same equipment. Such considerations may include assigning each vehicle to a specific driver(s), requiring that each vehicle be driven by no more than one driver each day, or assigning a driver(s)/vehicle(s) to a specific department.

Cleaning/disinfecting

You should have protocols in place to ensure that vehicles are disinfected as required. See the [general guidance section](#) for information about disinfecting. Specific protocols for transportation may include:

- maintaining a supply of disinfectant materials readily accessible to each individual in each vehicle, without the need to breach any physical distancing or barriers that are in place
- regularly disinfecting all frequent touch-points such as door handles and window buttons
- disinfecting work vehicles that are shared by multiple individuals or which are carrying passengers after each journey, including all external surfaces, handles and touch-points
- thoroughly disinfecting all vehicles at the start or end of each day

Other considerations

Additional consideration should be given to space between parked vehicles to allow physical distancing to be observed when loading, unloading, or working on vehicles.

You should assess trailers that will be occupied by individuals doing production work to ensure that they have adequate ventilation.