

COVID-19: Health and safety policy

As part of our COVID-19 response, we are prioritizing smaller teams on set, shorter shoot days, and a rigorous adherence to the following health and safety protocols. We will be monitoring updates from the provincial government and will update our plan accordingly over time.

1. COVID-19 protocol officer (CPO)

- All shoots will have a designated COVID-19 Protocol Officer (CPO).
- This person will be responsible for planning, scheduling, and executing this policy, as well as coordinating any additional policy requirements from clients and essential personnel.

2. Cancellation and postponements

- There should be no disincentive for any talent or crew to stay home if they are sick or isolating. All contracts with talent and crew will include a cancellation and postponement policy related directly to COVID-19 health and safety.
- Where possible, risks will be clearly outlined and contingency plans and budget options will be recommended.

3. Contact tracing

- The CPO will maintain a complete contact list of all individuals present on set, the times they were present, their roles, and temperature screenings, in order to facilitate contact tracing in the event of a positive case of COVID-19.
- If anyone present during the shoot becomes symptomatic within 48 hours after the shoot, they will be asked to inform the CPO.
- The CPO will notify everyone who was on set with the symptomatic individual.

4. Preventing transmission

4.1 General

- All productions will be limited to essential personnel only.
- No visitors will be permitted on set.

4.2 Scheduling

- All shoots will be precisely scheduled ahead of time, with health and safety measures in mind, and be executed in the shortest amount of time possible to limit risk of virus transmission.
- Where possible, arrival and departure times will be staggered to reduce the number of individuals working on set at any given time.
- Time will be allocated for required safety measures such as cleaning and disinfecting.

4.3 Working remotely

- Anything that can be done remotely will be. This includes pre-production meetings, live-streaming of shoots, image review, and post-production.
- Client and/or art team will have access to a remote collaboration app that will allow them to seamlessly review, rate and download images straight from the digital capture station on set.

4.4 Screening

- 24 hours prior to the day of the shoot, the CPO will conduct remote screenings with all essential personnel.
- All essential personnel will be required to complete the Government of Ontario's online COVID-19 self-assessment and inform the CPO of any potential risk.
- On the day of the shoot, all essential personnel will be screened for symptoms prior to entering the set. Symptoms may include:
 - Fever
 - Difficulty breathing
 - Persistent cough
 - Sore throat
 - Runny nose
 - Headache
 - Loss of sense of smell or taste

- Anyone with symptoms will not be allowed to enter and will be encouraged to return home and contact their local public health unit for further directives on isolating.
- Anyone who has had close contact within the previous 7 days with an individual that has tested positive for COVID-19 will not be permitted on set.
- Anyone who has travelled internationally within the previous 14 days will not be permitted on set.

5. Shooting on set

5.1 Hygiene

- Water and soap and/or a 60% hydroalcoholic solution will be available on set for hand washing.
- Signage will be posted on set outlining public health guidelines for proper hygiene practices including:
 - Frequent hand washing.
 - Avoidance of touching your face.
 - Coughing and sneezing into your sleeve.
 - Frequent cleaning of handheld devices.

5.2 Personal protective equipment (PPE)

- PPE will be worn by all individuals whenever possible.
- Essential personnel will be asked to bring their own PPE to set in order to ensure that masks and gloves fit properly. Should they not have their own, the CPO will ensure that an adequate supply of PPE (masks and gloves) is available for use.
 - Hair and Makeup have specialized needs and their work puts them at a higher risk. As such, they will be required to bring their own PPE to the shoot to ensure that it is well-fitted and tailored to their specific needs.
- PPE is an additional and necessary health and safety expense and will be included in the total cost of production.

5.3 Physical distancing

- Physical contact will be avoided whenever possible.
- A physical distance of 2 meters will be maintained between all individuals on set whenever possible. This also applies to talent.
- Exceptions to physical distancing measures will only be made for those persons who are from the same shared household.

- If physical distancing is absolutely not possible, appropriate PPE will be worn.
- When choosing a studio or location, the CPO will ensure that it is large enough to accommodate physical distancing measures and that the layout of the set is organized in such a way that physical distancing can be maintained.

5.4 Shared spaces

- When possible, essential personnel will be assigned their own separate area indicated by appropriate markings.
- PPE will be worn when setting up work stations to avoid contamination.
- Surfaces in designated areas will be reserved for essential tools only (ie. makeup, hair, wardrobe).
- Food, drink, and other items unrelated to the work being performed in a designated area will be banned.

Bathrooms

- Bathroom policies laid out by the location or studio are to be followed at all times. Where possible, the CPO will ensure that proper sanitation practices are in place and that disinfectants will be available to wipe down surfaces before and after each use.

Kitchens and food

- Whenever possible, kitchens will not be used during the shoot. If a kitchen is to be used, a single designated person will be assigned to do so and the kitchen will be cleaned thoroughly after every use.
- Individuals will be asked to bring their own food and drink; including pre-filled water bottles. In order to reduce the risk of contamination, water bottles should not be re-filled on set.
- If it is necessary that food and drink be available on set it will be individually packaged.

6. Cleaning and sanitation

- The entire set/studio will be thoroughly cleaned and disinfected before and after every shoot day using Health Canada approved disinfectants.
- Only essential items will be on set and each item will only be handled by a single person.
- All equipment and gear will be cleaned and only used by assigned crew members established in the remote pre-production meetings.

- When it is not possible to have separate equipment for crew, all shared equipment will be cleaned and disinfected following each and every single point of contact.