"Getting Back to Work in San Diego:

COVID Protocols on Set"

SD Media Pros, January 27, 2021

### COVID-19 Social Distancing Policy Helium Films USA



### Helium Films USA, LLC Covid-19 Social Distancing Policy

As you return to work in the [midst/wake] of the 2019 novel coronavirus disease (COVID- 19) pandemic, Helium Films USA. LLC wants to assure you of 116 continued commitment to maintaining a safe and healthy workplace and that we are taking additional measures to protect you, your coworkers, and your familes from the spread of COVID-19. As part of those efforts, we are implementing a new Social Distancing Policy Please read this policy carefully.

### Importance of Social Distancing

The Centers for Disease Control and Prevention (CDC) has found that one of the most effective ways of preventing the spread of COVID-19 is limiting face-1-face contact with others, known as social distancing or physical distancing. The Occupational Safety and Health Authority (OSHA) similarly recommends increased social distancing when prevaring workplaces to respond to COVID-19.

This Social Distancing Policy is a key part of our overall strategy and commitment to maintaining a healthy workplace in light of the COVID-19 pandemic. Although knowledge about the virus and how it spreads are evolving, based on the information we have now, these measures will help curb its spread. Compliance with this policy is essential because current consensus on the virus suggests, among other things, that:

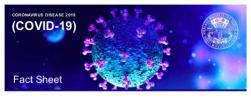
COVID-19 is highly contagious.

then touching their own mouth, nose, or eyes.

- COVID-19 spreads mostly among people who are in close contact (within about 6 feet, or two arms' lengths) for a prolonged time period (between 10 and 30 minutes, depending on the distance).
- The virus generally spreads when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose get in the air and land in the mouths or noses of nearby people.
- A person who has the virus may not have any symptoms but may still spread COVID-19.
- A person can get COVID-19 by touching another person, such as with a handshake, or by touching another surface or object that has the virus on it and
- The virus can live on surfaces for up to several days, depending on the surface and other conditions.

For these reasons, the CDC and other public health experts have recommended limiting contact with other people and common surfaces to limit the spread of Helium Films USA, LLC

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### What is coronavirus disease 2019 (COVID-19)?

COVID-19 is a new connairus not previously identified in humans. Cornairusse are a category of viruses normally bund in arimals, but some can evoive and infect humans. Coronairusse can infect pur nose, situases, or upper fibroat. This specific coronairus was first identified as the cause of an outbreak of respiratory officially named COVID-19 on February 11, 2020 by the World Health Organization (WHH).

### What are the symptoms of COVID-19?

Coronaviruses can cause mild to moderate symptoms like the common cold. Complications and outcomes of COVID-19 are still being investigated. Symptoms of COVID-19 may include:

- Runny nose
   Headache
  - Sore throat
     Fever
     General feeling of being unwell
- Control of the Contro

### Who is at risk for COVID-19? The health risk from COVID-19 to the general American

The resear risk for Lovillor's p to the general Articles public may change over time as the situation unfolds. Risk is based on exposure and a variety of factors that may vary, including the community in which you live, places you have visited, interactions you have had, and your line of work.

contact their healthcare provider to be evaluated for COVID-19:

If you have traveled to an area affected by COVID-19 within the last 14 days **OR** had dose contact with a person confirmed to have COVID-19.

- Developed a fever and symptoms of respiratory illness, such as count or shortness of breath.
- Rev 03.09.3030

### How is coronavirus spread?

Human coronaviruses like COVID-19 are most commonly spread from an infected person to others through:

- · Close contact (within 6 feet/2 meters);
- Respiratory droplets from a person coughing or sneezing;
   Close personal contact, such as touching
- or shaking hands; and

  Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing

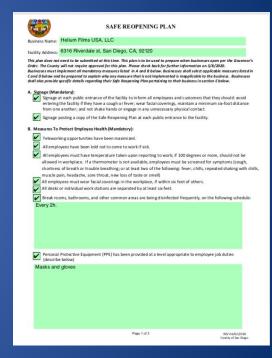
### What should I do if I think I have been exposed to COVID-19?

If you have had close contact (within 6 feet/2 meters) with someone who is confirmed to have, or is being evaluated for COVID-19 infection, you should:

- Monitor your health starting from the day you first had close contact with the person and continue for 14 days after you last had close contact with the person
- Watch for these signs and symptoms:
   Fever of 100.4 F/38 C or higher take your temperature twice a day;
- Shortness of breath or difficulty breathing;
   Coughing;
- Other early symptoms to watch for are chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.
- If you develop fever or any of these symptoms, call your healthcare provider right away and let them know about your recent travel or exposure and symptoms.





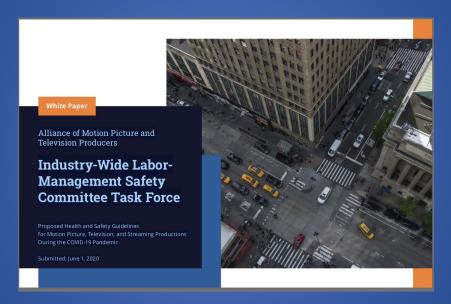


**Policy** 

**Fact Sheet Information** 

Safe Reopening Plan

# "White Paper" The Alliance of Motion Picture and Television Producers



https://www.sandiego.gov/sites/default/files/iwlmsc\_task\_force\_white \_\_paper\_6-1-20.pdf

# "The Safe Way Forward" A Joint Report from SAG-AFTRA, IATSE and Teamsters' Committee



https://www.sagaftra.org/news-events/news/covid-19/safety-first https://www.sagaftra.org/files/sa\_documents/ProductionSafetyGuidelines\_June2020EditedP.pdf

### City of San Diego Special Events and Filming Website



https://www.sandiego.gov/specialevents-filming/filming

### City of San Diego Filming Guidelines (6/9/20)



Supplemental Guidelines on Film/Still Photography Permitting and COVID-19

As of 6/9/2020

### Overview

The City of San Diego understands the need for studios, production companies, agencies, and crew members to return to work with the goal of mitigating and preventing the spread of COVID-19 for cast, crew, support services, and the public.

The City of San Diego's current policy on film and still photography production is in line with the County of San Diego's Public Health Orders, California Department of Public Health guidelines, and Central Ord Disease Control and Prevention guidelines. It is the responsibility of the production company, its crew members, contractors, vendors, and other representatives to be aware of and comply with guidelines as they are issued.

This policy direction is current as of June 9, 2020, but may change subject to our continuing adoption of public health guidance to ensure measures to mitigate and prevent the spread of COVID-19 are followed. Deviations from proposed plans, perceived risk to public health, and to our public safety resources will result in suspension of the film/still photography production.

### Guidelines

The City of San Diego will begin processing permits for film and still photography productions on City of San Diego public right-of-ways on a case-by-case basis provided the productions comply with the following nutletines:

- All productions must complete the County of San Diego's Safe Reopening Plan, prominently post
  the completed plan on-set, and distribute copies to all cast, crew, and individuals that will be onreferenced.
- The order prohibings acciding datherings does not apply to worken supporting the entertainment industries, studies, and other leitable ablibitments as they have been identified as an essential service, but there must be more than enough space for a minimum of physical distancing for all statest and creamments within the film of prohibingshy board Corpornt. Therefore, the City's requiring a cap of cast/crew within a diffined area; a maximum group of 15 on boardow will be considered based on foorprint size. The cap may be smaller or large prefuting review of submitted
- All cast, crew, extras, and audience members must wear a face covering while on location. An
  exception will be made for on-camera talent only while actively being filmed or photographed,
  provided all other individuals are a minimum 6 physical distance from talent.
- Productions must make accommodations for hand washing and/or sanitation stations on set available for all cast/crew.
- All cast, crew, extras, and audience members must maintain a minimum 6' physical distance from each other at all times.
- All productions on public and private property must comply with County of San Diego's Public Health Orders, California Department of Public Health guidelines, and Centers for Disease Control and Prevention guidelines.

SAN DIEGO

Supplemental Guidelines on Film/Still Photography Permitting and COVID-19

Prevention As of 6/9/2020

### Frequently Asked Questions (FAQs) 1. Are film/still photography permits being processed at this time?

- Yes, provided productions comply with the guidelines detailed on the previous page and with county, state, and federal guidance. Please plan for longer processing times for permit requests
- (up to five business days for low-impact filming/still photography that does not involve City/public safety staffing).
- 2. Do these guidelines also apply for film or still photography production on private property? Yes, however, the City of San Diego does not process film permit requests for private property unless filming activity involves public stafety hasdards or ancillary us of public property. Productions taking place on private property must still comply with county, state, and federal activities.
- 3. Can I request posting for no-parking to support my shoot?
- Posting for no-parking requests will be reviewed on a case-by-case basis. Productions will be asked to request the bear minimum quantify of parking spaces for essertial production vehicles needed to support the film/still photography shoot (not to exceed six (ii) parking spaces) mitigate regarder impacts to businesses that are re-pering and/or offering outside pick-up. A detailed case parking half of diagram, identifying the requested parking spaces, steet names addition to completion of the required food Neephbo Churchis process.
- Can I request a street or sidewalk closure as part of my filming activity?
   Street sidewalk and right-of-way closure requests will be reviewed on a case-by-case basis.
- 5. Can I request a film permit for a City of San Diago park, beach, pier, library, or take? Film and still plotography request for City of San Diago parks, beaches, piers, libraries, and lakes that are closed to the public or open only for limited activity will not be processed at this time. For specific locations that are open for permitting activities, on self city or public salery staffing may be required and hourly staffing fees may apply. To inquire about a specific location, send an email to film/fils-andienous.
- I'm interested in participating in an all-hands production/roundtable meeting to discuss my production. How can I schedule this?

Accommodations will be made to host preliminary discussions and/or production meetings via video/web conference. To request a video/web meeting, please send an email request to film@sandiego.gov.

 Is there any expected date for full re-opening of film permitting without restrictions or additional guidelines?

The City of San Diego does not yet have a timeline for expanded permitting services at this time. Please check back frequently at https://www.sandiego.gov/specialevents-filming for updates.

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https://www.sandiego.gov/sites/default/files/city\_of\_san\_diego\_-\_guid elines\_on\_filming\_covid-19\_prevention\_as\_of\_06-09.pdf

## Special Events & Filming Department Overview on State, County and City Guidelines

### State of California

- Per the State's Industry Guidance, the entertainment industry and the workers supporting the entertainment industry are defined as essential
- State defers to individual counties and jurisdictions for specific guidelines and restrictions, EXCEPT...
  - Production/back office staff and management must comply with the State's Office Workplace Guidelines

### County of San Diego

- Must comply with the County of San Diego's Safe Reopening Plan
  - Broad COVID-19 safety protocols checklist for all essential businesses operating during the pandemic, including film, TV, music, and photography productions
  - What You'll Need To Do:
    - Complete the Safe Reopening Plan for all of your filming locations
    - Post or have a copy of the completed Safe Reopening Plan accessible on-set
    - Provide a copy to all cast, crew, and individuals that will be on-set
    - If applying for a County, City, or Port film permit, provide a copy to their respective permit offices as part of your permit application packet

### County of San Diego Safe Reopening Plan

£35	SAFE REOPENING PLAN	
Business Name:		
Facility Address:		
Order. The County Businesses must in C and D below and	need to be submitted at this time. This plan is to be used to prepare when businesses ope will not require peopure of per this plan. I and all below. Businesses shall select applicable population of mandatory measures listed in A and 8 below. Businesses shall select applicable be prepared to explain why any measure that is not implemented in impallicable to the be specific detail regarding their Safe Respensing Plan pertaining to their business in section I distrover.	ole measures listed in usiness. Businesses
Signage : entering from one	it each public entrance of the facility to inform all employees and customers that the the facility if they have a cough or fever; wear facial coverings, maintain a minimum another; and not shake hands or engage in any unnecessary physical contact.	
Signage	posting a copy of the Safe Reopening Plan at each public entrance to the facility.	
Teleworl All emple All emple fever, chi nausea o temperat before re allowed i All emple	Protect Employee Health (Mandadray): ing opportunities law been maximized, greets have been told not to come to work! sick, yees have been told not to come to work! sick, yees have been told not to come to work! sick is, mucke or body aches, fatigue, sore throat, congection or runny noue, new loss lis, mucke or body aches, fatigue, sore throat, congection or runny noue, new loss use taken upon returning to work. Alternatively, employees may yelf-screen or tak porting to work. All employees with symptoms or a temperature of 100 degrees or in the workplace. If yees must wear facial covering in the workplace, if within six feet of others, or individual work stations are separated by the stat six feet. Imm., bathrooms, and other common areas are being disinfected frequently, on the fi	of taste or smell, ), or have their e their temperature more, should not b
	I Protective Equipment (PPE) has been provided at a level appropriate to employee below)	job duties
	Page 1 of 3	REV 09/04/2020 County of San Diego

https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/phs/Epidemiology/covid19/Community\_Sector\_Support/BusinessesandEmployers/SafeReopeningPlanTemplate.pdf

## Special Events & Filming Department Overview on State, County, and City Guidelines (cont'd)

- City of San Diego
  - Film, TV, commercial, and still photography productions must comply with the following:
    - County of San Diego's Safe Reopening Plan (completed/signed copy must be provided to permit office if requesting to film on public property)
      - If filming on private property, Safe Reopening Plan must be completed, posted or made easily accessible on-set, and provided to all cast/crew. Production does *not* need to submit the Safe Reopening Plan to the City or County.
    - Physical distancing for all talent, crew and support services
    - Facial coverings required (exception for on-camera talent while actively being filmed)
    - Handwashing/sanitation stations
    - Cast/crew limit of 15 per location
      - Considerations for an exception: Location/venue provides adequate space to physical distance, use of pods or zones in separate locations (e.g. basecamp), surrounding community
- Questions about other cities or locations in San Diego County? Contact us at 619-685-1340 or film@sandiego.gov.

### COVID-19 Paperwork San Diego Productions

### RISK ACKNOWLEDGEMENT AGREEMENT

Production:	
Production Company:	
Advertiser:	Agency:
Shoot Date(s):	Location:
My Name:	
Role / Title (e.g., crew member, talen	n:
Address:	
Phone:	Email:

For good and valuable consideration, including without limitation the opportunity to provide services ("Services") in connection with the Production, the receipt and sufficiency of which is hereby acknowledged. I agree as follows:

- 1. I acknowledge and understand that: (a) by participating in the Production, including, without limitation, while present at the Location and during travel to and from the Location, there is a risk that I may be exposed to and contract COVID-19 or a related liness; (b) I tilly understand this risk, and I consent to participate in the Production; and (c) I tild on this irsk of my own free will without coercion or duress from anyone of any kind. I further understand and agree that COVID-19 is workwide and that in the event I do contract COVID-19, I may have been exposed to the virus in ways other than by participating in the Production.
- 2. I represent and warrant that (a) I will fruthfully and honestly complete the health questionnaire that will be provided to me; (b) in the past fourtien (I/4) days, I have had no symptoms generally associated with COVID-19, I have not tested positive for COVID-19, have not tested positive for COVID-19, have not been in close contact (e.g., within six (6) feet for a prolonged period of time or having direct contact with infections secretions) with any person who has tested positive for COVID-19, has displayed any of COVID-19; and (c) I have not had a lewer (of 100.4°F or greater) within the past seventy-two (72 hours without the use of medicine that reduces fever.
- 3. In order to promote my own safety and the safety of others who are involved in the Production, I agree that while I am at the Location or otherwise performing services, I shall follow all guidelines provided by the Production Company and Agency, including the following:
  - a. I will wear a mask and gloves whenever possible;

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### COVID-19 Protocols

In order to ensure the safety of all our crew and clients due to the Covid-19 virus we have prepared the protocob below that will be in effect for all ord productions. We understand that our collective understanding of the virus is enobing and as we learn more about it, the protections that we put in place for everyon may also change. Or lifetal and goals are to protections that yet in place for everyon may also change. Or lifetal man goals are to the protection of the protection of the protection of the protection of the includes the general public who we interact with during both the protection cannot can have so of each beautiful protection. We not consider that the protection of the protection of public protections are considerable. Please everyon the protection of protections the production. Maintaining the health and safety of everyone is our priority – looking forward to a great safe short to typether.

### SENERAL PRACTICES

- You should avoid touching your mouth, eyes, and nose.
- . Wash your hands frequently with soap and water for at least 20 seconds.
- Utilize PPE, including but not limited to face coverings that cover the nose and mouth, gloves, etc., as needed or required.
- Replace your PPE as necessary.
- You should maintain social distance of a minimum of 6 feet whenever possible.
- Work with the Producer and Department Heads to follow proper sanitary guidelines.
- Limit your time on set and around groups of people to only when necessary.
   Maintain regular housekeeping practices in your immediate space, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work

You will find a Health Questionnaire as part of our protocol/guidelines. Please complete it immediately upon receipt and return to the Covid Compliance Officer via email.

Should you have 2 or more symptoms 2 days prior, we will not be able to allow you to work to ensure the safety of your colleagues.

Production will have a Covid Compliance Office on set to ensure the satiety of all Cewar Jaient Capacy/Client. They will choick in all crew at the start of the workday and perform a health assessment (per below). This Team will additionally provide PFE to all personnel as needed and continuously perform disinfection and wige down on the set throughout the day. They will monitor mask wearing, social distancing, congregation of personnel in each monon/space and any other task that is needed related to Covide related and covide or interest as we employ beet protection. If anymore does not follow their gardance they with to dismissed from employing controllers. If anymore does not follow their gardance they with to dismissed from

### COVID-19 ON-SET SCREENING SURVEY

 Are you suffering from any coronavirus related symptoms or had any symptoms within the previous 7 days?

If Yes, list each Symptom\_

Have you (as far as you are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days?

Yes	

3. Do you agree to immediately report the onset of any symptoms or contact with anyone who has symptoms of the coronavirus?

 Do you consent to having your temperature checked, wearing PPE, washing your hands and social distancing during the production, including during travel and after hours?

Yes No

 Have you or anyone in your household traveled outside of the country in the last 14 days?

Yes No

Do you agree to alert the production company if you test positive for Covid-19 before, during or within 14 days of wrap?

Risk Acknowledgement

Agreement

**COVID-Protocols** 

COVID-19 On-Set Screening Survey

### **COVID Safety on Set**





## State of California COVID Compliance Plan

California requires employers to have a COVID COMPLIANCE PLAN

Information:

https://www.safeatworkca.com/topic/covid-19/

Downloadable Template:

https://www.safeatworkca.com/safety-articles/covid-19-prevention-planning/

The template is an editable Word document



### SD Media Pros Website Resources

Find materials from tonight's meeting and more!

https://sdmediapros.org/page-18064



## Special Events & Filming Department Tips and Resources

- Special Events & Filming Department website
- City of San Diego's Supplemental Guidelines on Film/TV Production and COVID-19 Prevention
- County of San Diego's Safe Reopening Plan
- County of San Diego COVID-19 Resources, Posters, and Materials
- California Statewide Industry-Specific Resources
- Alliance of Motion Picture and Television Producer's Industry-Wide Labor-Management Safety
  Committee Task Force Proposed Health and Safety Guidelines for Motion Picture, Television, and
  Streaming Productions During the COVID-19 Pandemic
- California Film Commission | Financial Assistance Resources

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COVID Protocols on Set"

SD Media Pros, January 27, 2021