



RECOMMENDATIONS FOR SAFE & HEALTHY PRODUCTION SETS

Here at the Orange County NY Tourism & Film Office, we recognize that these are challenging times for film productions due to the COVID-19 crisis. Our office has been consulting with government, and film industry professionals to find solutions and come up with recommendations for best practices to ensure productions maintain a healthy set. The safety and health of everyone on set is a top priority of OCNY Film, and we hope to hear productions yelling “Pictures Up” & “Action” very soon.

GENERAL RECOMMENDATIONS

- Ask crew to fill out health questionnaires to determine if someone could have been exposed to illness recently.
- Daily temperature checks for All cast and crew members.
- Self-monitor for signs / symptoms of illness and report if you are feeling ill.
- Require anyone who is sick to get tested and stay at home.
- Incorporate daily updates of pertinent CDC, Union and state; COVID-19 recommendations.
- Consider sequestering cast and crew in hotels, or rental homes to control the environment and avoid bringing illness to and from set.
- Principal actors in scenes that do not allow for social distancing, should consider quarantining together.
- Cover your mouth (not with hand) for coughs and sneezes.
- Utilize appropriate Personal Protective Equipment (PPE), including but not limited to gloves, goggles, face shields, masks that cover the nose and mouth, etc.
- Crew should always wear (PPE) on set (masks, gloves). (Production and/or individuals need to provide).
- Cast or crew who find wearing a mask difficult to breathe in, due to outdoor weather conditions, indoor temperatures, or underlying respiratory conditions, should wear a face shield and retreat to an open space for fresh air when necessary.
- Limit number of people in all areas to essential personnel only.
- Maintain social distancing of no less than 6 feet whenever possible.
- Make 6-foot distance markings on the floor in environments where people need to line up.
- When possible, have one department at a time in a work area.
- All on set personnel must wash hands frequently.
- If hand washing stations are not available, use alcohol-based hand sanitizer or sanitizing wipes.
- Frequently clean and disinfect of surfaces, equipment, and other elements of the work environment using alcohol-based sanitizing wipes.
- Divide up studio backstage space and/or on-location areas into sections with production teams isolated from each other.
- Identify who may effectively be able to work from home for prep, shoot, wrap.
- Once production starts, the director should limit takes to make sets more efficient and result in less standing around/congregating time.
- When filming in doors, limit those on set to essential personnel only.
- Assign one individual per department to be responsible for constant wipe-downs of surfaces





PRODUCTION OFFICE / TRAILER / TENTS

- Consider utilizing larger tents with portable A/C or heat in lieu of trailers/motorhomes.
- Limit the amount of people in a trailer and maintain social distance.
- Keep windows and doors open to increase ventilation when possible.
- Deliveries should be handled outside of an office or any closed space and wiped down/sprayed with sanitizing solution.
- Use disposable, ecologically friendly flatware, plates, and cups, when possible.
- Place sanitizing wipes at printer station if there is a community printer/copier.

HANDLING OF EQUIPMENT

- Use gloves and change regularly.
- Walkies and surveillances should be disinfected before each use.
- Members of each department should disinfect gear during breaks in activity.
- Minimize the number of people having to touch the same items. This may require additional gear.
- Strive for consistency regarding which pieces of equipment are handled by whom.
- All crew that requires tools should consider bringing their own, when possible and not allow sharing.

CASTING

- When possible, castings and callbacks should be done remotely via Facetime, Zoom, Skype, etc.
- When in-person auditions and callbacks are necessary, schedule auditions further apart and require social distancing. and wear clear face shields and gloves,
- Eliminate “open calls” and give everyone assigned window to arrive.
- Encourage actors to wait in their cars, not in the waiting area of the casting facility.
- Have actors check in from outside using their cell phone with Casting Personnel.
- Identify wardrobe specs in the breakdowns to increase the likelihood the actor brings something that can be worn on the shoot.

STAFFING

- Anticipate inefficiencies due to new procedures. When possible, call times should be staggered to avoid large groups converging on a single area at one time.
- Build in time for one department to “step in, step out” at a time.
- Consider whether a prep or pre-light day will be required to lessen the amount of crew on shoot day.
- Some locations may only allow limited truck parking resulting in the need to cross-load and drop off gear.
- Be prepared with back up crew in case of illness during filming.





LOCATION / TECH SCOUT

- Scouting should be done virtually as much as possible.
- Schedule the tech scout as early as possible.
- Digitally distribute tech scout packets.
- Consider size and space when deciding among location options.
- Carefully consider the number of locations that get director scouted in-person.
- Self-drive when possible.
- If carpooling, everyone should be in masks, gloves, etc.
- Consider renting multiple vehicles to allow distance between seats.
- While at location, have as much conversation outside as possible.
- Try to maximize space and air flow when designating spaces for a shoot.
- Drivers should wipe down inside vans (seats, handles, etc.) inside and out every time people exit the vehicle.

ON-SET PROTOCOL

- Departments should sequester in department pods.
- Eliminate crossing pods as much as possible.
- Each department should individually set up the
- filming area and leave sequentially, so as not to cross contaminate personnel crew.

BREAKDOWN OF RECOMMENDATIONS BY DEPARTMENT

ART DEPARTMENT

- Ask owner of the location to reduce personal items until after wrap.
- Make decisions on the tech scout, get approvals as early as possible.
- Consider potential value of prep and strike days. This may be combined with location cleaning requirements.

CAMERA DEPARTMENT

- Crew doing pick-up must handle cases with gloves.
- Cases should be wiped down before loading into vehicle.
- Only camera personnel should handle camera gear including carts, cases, tape, etc.
- Personal equipment should be wiped down upon arrival and before departure each day.
- Each camera crew personnel should have their own non-shareable camera kits.
- Camera prep should be isolated in individual area.





CATERING

- Hand washing stations should be present. Consider staggering lunch to ensure social distancing.
- Eliminate self-serve.
- Utensils should be individually wrapped in plastic (or similar).
- Seating should adhere to 6-foot rule. Order more tables or encourage crew to eat in their own vehicles.
- Serve boxed meals when possible.
- Allow cast and crew to bring their own food and/or eat in their car.

CRAFT SERVICES

- Everyone must wash their hands before entering the craft services area.
- Craft services table should include hand sanitizer and/or sanitizing wipes.
- Craft services should have capability to refill an individual's reusable water bottle brought to set without contact between refill source and bottle.
- Reduce and streamline variety of beverages.
- Community drink dispensers should not be used.
- Eliminate any self-service snacks or fruit bowls.

ELECTRIC, GRIP DEPARTMENTS

- More gear may be required to ensure people don't pass gear.
- Grip gear should only be handled by the grip department (apple boxes and stands often support other departments).
- Consider ordering additional gear and assign apple boxes and stands to other departments.

HAIR AND MAKE-UP

- PPE must be worn for the duration of person-to-person contact.
- Face shield should be worn by the Make-up Artist or Hair Stylist.
- Make-up stations should be a minimum of 6 feet apart.
- Talent and make-up artist should wash their hands with soap before and after session.
- Consider having a designated makeup kit for principal talent.
- Mix make-up on a disposable palette and use only one brush, applicator, etc. per actor.
- Clean hairbrushes and combs and reusable make-up brushes with appropriate disinfecting solutions.
- Possibly assign brush / combs to each actor so not to cross contaminate.
- Consider having the actor(s) show up having done their own make-up/hair.
- Avoid touch ups unless necessary.
- Avoid hair and make-up for secondary/back up actors.





LOCATION DEPARTMENT

- Sanitize locations thoroughly before and after use.
- Choose disinfectants carefully to avoid damage.
- Permit applications should go in as early as possible in case of new regulations.
- Consider permitting backup locations if a location pulls out or otherwise becomes unavailable.
- Provide alternative lodging to house occupants for the duration of the shoot, including pets.
- Increase space for social distancing during lunch.
- Provide sensor-activated soap dispensers, hand dryers, etc. to locations when available.
- Provide hand sanitizing stations when there is no access to running water.
- Have one individual put up and take down all location signs.
- Limit sets to essential personnel only, avoid additional visitors when possible.

MEDICAL PERSONNEL / SET MEDIC

- Medical personnel should take temperatures/check medical credentials/approvals.
- Medical personnel should patrol the set and proactively consult with personnel.
- Medical personnel should visually monitor cast & crew for those that look ill.

ON-SET COMMUNICATION

- Sanitized devices should be signed out the day before for quick distribution on the shoot day.
- Devices should be individually bagged and handed to the user in its bag.
- Do Not share devices.
- Replacement batteries should be disinfected in between uses, bagged, and handed to the crew as needed.

SOUND DEPARTMENT

- Disinfect equipment before and after each use.
- Label mics with the name of the user.
- Replace mounting components that cannot be thoroughly cleaned.
- PPE should be worn for the duration of person-to-person contact.
- Utilize boom-only audio when possible.
- Some multi-talent scripts under may require a second Boom Operator.

TALENT

- **ACTORS**
 - For intimate scenes, talent should have to test negative for the virus and show results.
 - Consider a temporary clear barrier between actors while establishing marks and positions and remove at the last moment.





TALENT CONT'D

- **EXTRAS**
 - Carefully consider the number of Extras required.
 - Have enough space and tables and chairs for Extras holding areas to practice social distancing.
 - Provide one pen for each Extra to execute paperwork and instruct them to not share.
- **MINORS**
 - Think about how to organize schooling if required.
 - Be sure to have PPE that fits the minors.

VIDEO VILLIAGE SET UP

- Chairs should be disinfected before and after people sit down.
- Eliminate Directors chairs for plastic chairs as they are easier to disinfect.
- Video Village should be set up outside if possible.
- Additional monitors should be set up to allow for social distancing.
- Each person that needs to view the scene should be provided separate monitor distanced appropriately apart.

WARDROBE DEPARTMENT

- Wardrobe fittings should be conducted remotely via Facetime, Zoom, Skype, etc.
- Wardrobe planning should be done ahead of shopping and pulling from rental houses.
- Limit handling of wardrobe to wardrobe department, until it's decided what the actor will actually try on.
- Use gloves and mask when looking through garments in rental houses and retail stores.
- Book talent as early as possible and get sizes as early as possible.
- Costumes and outfits should be bagged up individually, per performer
- When possible, actors should arrive in their own wardrobe.
- Disinfect jewelry and glasses in between use.

NY DEPARTMENT OF HEALTH: <https://coronavirus.health.ny.gov/protect-yourself-and-your-family-coronavirus-covid-19?gclid=CjwKCAjwh472BRAGEiwAvHVfGr1PbV>

OSHA: <https://www.osha.gov/Publications/OSHA3990.pdf>

CDC: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html><https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>



