

**Implementing the Ontario *Film and Television Industry Health and Safety During COVID-19 Guidance***

***Checklists & Policy/Protocol Templates***

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***Introductory Note***

The checklists and policy and protocol suggestions contained in this document are drawn from the considerations listed in the *Film and Television Industry Health and Safety During COVID-19* guidancedocument, published by the Ontario Section 21 Film & Television Health and Safety Advisory Committee and endorsed by the Ontario Ministry of Labour, Training and Skills Development (the “Guidelines”).

Please note that the Section 21 Committee will be continue to watch developments with respect to COVID-19 including public health information and government orders that increase or reduce restrictions. Changes may be made to the Guidelines that alter the information contained herein. Companies utilizing these checklists and policy and protocol suggestions are solely responsible for keeping abreast of any changes that could impact their own policies and protocols.

This document is intended as a resource for production companies creating their own COVID-19 policies and protocols and is not intended to be adopted without modification. Not all of the considerations listed in the Guidelines or this document may be relevant to a production. A production may also raise health and safety considerations related to COVID-19 that are not addressed in the Guidelines or this document. In drafting production-specific policies and protocols, a company must conduct an individualized risk assessment to identify the specific health and safety hazards posed by COVID-19 in their workplace(s) and review the Guidelines, applicable laws and regulations, and public health guidance.

**The provision and contents of this document do not constitute legal or business advice. We strongly recommend obtaining independent legal advice when drafting your policies and protocols. The CMPA makes no representations or warranties in relation to this document or its use and disclaims any and all liability in relation to the same.**

Please note that “producers” and “employers” are used synonymously throughout the Guidelines and this document.

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# Checklist for Creating COVID-19 Policies and Protocols

1. *Risk Assessment*
* Conduct a risk assessment (e.g. a review of all risks relating to production activities, locations etc.) to identify which of the risks related to the COVID-19 hazard identified within the Guidelines apply to your workplace (along with any additional hazards), so that policies and protocols may be implemented to ensure all workplace parties are properly equipped to meet their respective obligations under Ontario’s health and safety laws.
1. *Policy / protocol drafting resources*
* Consider and address applicable government laws and regulations, available public health guidance, including but not limited to that referenced in the Guidelines’ Resources section, and those elements of the Guidelines applicable to your production’s workplace(s) when establishing production-specific policies and protocols related to COVID-19.
1. *Drafting and actioning policies and protocols*
* Consider the time it will take to develop, implement and train individuals on policies and protocols aimed at mitigating risks associated with COVID-19 in the workplace.
1. *Potential policies and protocols to consider*
* Develop policies and protocols to cover how the workplace will operate, including at minimum those areas identified throughout these resources, which include, but are not limited to:
	+ Screening measures.
	+ Workplace parties and visitors who do not pass the screening or become symptomatic during the workday, on the way to work, when away from the primary workplace, or during non-working hours. These should include protocols for:
		- A procedure for contacting the local public health unit for support and potential contact tracing.
		- Ensuring that individuals 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.
		- 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.
		- 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.
	+ 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.
	+ Seeking methods by which to accommodate individuals seeking entry into the workplace who declare themselves as being 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.
* If there are multiple productions or tenants in a facility, establishing protocols should be set up to meet the recommended physical distancing, and other suitable measures, between productions/tenants.
* Relevant policies and protocols should be provided to other workplace parties, such as third-party vendors and unions/guilds representing affected workers, as appropriate
* 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.
1. *Management responsibility and contact*
* Identify management individuals with chief responsibility(ies) for COVID-19 prevention/response, including actioning policies and protocols and responsibility for monitoring public health updates.
* Provide workers with phone numbers/contact information of individuals they should contact regarding COVID-19 response.
1. *Existing responsibilities*
* Consider the usual responsibilities of any individuals who are assuming additional duties relating to COVID-19 prevention and response to ensure that adequate time and attention can be dedicated to administering these duties, and/or additional personnel are hired, as necessary.
1. *Training*
* Develop a training program with respect to:
	+ The Guidelines.
	+ Any relevant company policies and protocols.
	+ The proper use of, care for, and limitations of any personal protective equipment that a worker must use.
	+ Proper disinfection techniques.
	+ Handwashing/sanitizing techniques.
* Training will be delivered by adequately qualified individuals.
* Establish methods to provide training on guidelines and workplace policies and protocols *before* any individuals begin performing any work in a production workplace.
* Communicate the Guidelines and COVID-19 policies to all workplace parties.
* Post the necessary Guidelines and your policies and protocols throughout the workplace.
* Applicable Guidelines, policies and protocols will be referenced on or attached to call sheets.
* Sufficient and relevant information about the policies and protocols will be clearly communicated to visitors to the workplace required to adhere to, or who should otherwise be aware of, them.
* During safety meetings, workplace parties will review identified COVID-19 risks and corresponding mitigation strategies, as well as applicable Guidelines, policies and protocols, will be reviewed during safety meetings.
* Consider workplace posters on relevant topics including information about COVID-19 and its symptoms, hygiene, personal protective equipment, food safety, physical distancing, etc.
1. *Communication of policies and protocols*
* Any relevant protocols will be provided to other workplace parties, such as third-party vendors and unions/guilds representing affected workers, as appropriate.
* Consider requiring sign-off (e.g. digital sign-off) as to the receipt, review and acceptance of the Guidelines and production’s policies and protocols.
1. *Additional Staffing*
* Consider additional supports such as set medics, external cleaning crews, etc., to action safety protocols.
1. *Travel*
* Where travel is required, each case will be considered to ensure appropriate steps are taken to arrange for appropriate means of travel and accommodation.

# General Guidelines Checklist for Maintaining Physical Distancing

* Physical distancing should be amongst the primary methods to protect workplace parties.
* Protocols are in place to establish engineering and administrative controls to ensure that physical distancing of at least 2 metres (6 feet) is observed between individuals, wherever possible. Such protocols address at minimum those of the areas related to physical distancing identified throughout these resources, which may include, but are not limited to:
	+ Implementing remote work/work from home arrangements.
	+ 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 distance on the ground in any place in the workplace where individuals are likely to form lineups.
	+ Identifying break and holding areas that provide sufficient 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.
* Develop methods to limit the number of interactions with outside parties / the general public and to make these contactless whenever possible. For example:
	+ Interactions may be handled by a single or a small number of pre-defined individuals.
	+ Engagements may be kept as brief as possible.
	+ Paperwork may be managed digitally rather than physically.
	+ Delivery drivers may remain in their vehicle, etc.
* When meetings must be held in person, requirements for maximum group sizes must be adhered to.
* Social gatherings will be limited in accordance with applicable public health guidance. Large physical gatherings, such as in-person wrap parties, should be avoided.
* When physical distancing of at least 2 metres cannot be reasonably maintained, appropriate safeguards will be instituted, which may include the use of personal protective equipment (e.g. masks, gloves, gowns, and goggles or face shields as / when appropriate).
* Where possible, individuals working in close proximity (within 2 metres) will remain in these cohorts for any close work. For example, if work must be conducted in pairs, the same 2 individuals should always perform this work together.

# General Guidelines Checklist for Personal Hygiene

* Hand washing facilities and/or hand sanitizer (between 60-90% alcohol) will be provided at screening sites, entrances, exits, and throughout the workplace.
* Consider portable handwashing stations where established hand washing facilities are not available.
* Assess washrooms to consider the identification and posting of maximum capacities to maintain physical distancing.
* Consider work flow and scheduling to provide individuals with sufficient time to wash/sanitize their hands throughout the day, as appropriate.
* All individuals in the workplace will 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.
	+ Where possible, handwashing is preferred to the use of hand sanitizer.
	+ Coughing or sneezing into a tissue (and immediately throwing it away) or into their elbow.
	+ Avoiding touching eyes, nose, mouth and face.
* Consider providing workplace parties with individual sanitation/hygiene kits where feasible (e.g. personal-sized sanitizer, wipes, etc.).

# General Guidelines Checklist for Cleaning and Disinfecting

Employers must establish policies and protocols to ensure effective cleaning and disinfecting of all materials across all departments. Employers should clearly establish responsibility for the implementation of these policies and protocols. Such policies and protocols should address at minimum those of the areas identified throughout these resources related to cleaning/disinfection that are relevant to your production. These may include, but are not limited to:

* 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.
* Requiring individuals to familiarize themselves with public health guidance regarding cleaning and disinfection with respect to COVID-19, such as Public Health Ontario’s “Cleaning and Disinfection for Public Settings”.
* 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.
* Ensuring that appropriate individuals are adequately trained on the use of the specific disinfectants to be used.
* Assignments of specific cleaning tasks to pre-determined individuals (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.).
* Instructions to use disposable cloths or paper towels, when possible.
* Instructions to provide disposable toilet seat covers.
* Instructions that reusable cloths, sponges, mops, etc., should be disinfected or washed after each use and rotated and disposed of as appropriate.
* Protocols for the safe disposal of PPE in line with any applicable government regulations.
* Protocols for the safe disposal of cleaning/disinfecting materials.

# General Guidelines Checklist for Personal Protective Equipment

* The primary purpose of personal protective equipment will be to bolster other safety practices. It will only be the primary control measure after other controls have been carefully considered and all feasible options implemented.
* All feasible controls have been implemented to maintain distance and minimize the number of interactions within 2 metres.
* The personal protective equipment to be used will be selected 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.
* Review departmental Guidelines and have PPE available for workers performing work that requires close interaction. This will likely consist of surgical/procedure masks and eye protection (face shield or goggles).
* Require use of PPE for workers in hair and makeup in accordance with Hair/Makeup/Wardrobe Guideline.
* Establish protocols for each department and for workplace visitors concerning at minimum those of the areas identified throughout these resources related to the use of personal protective equipment that are relevant to your production. These may include, but are not limited to:
	+ 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 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.
* Ensure workers are appropriately trained on these protocols.
* Consider providing separate bins for the disposal of personal protective equipment, for example, at all exits and entrances.
* Appropriate supplies of personal protective equipment and materials for the disposal of personal protective equipment will be maintained in accordance with the protocols established.
* Personal protective equipment will not be shared. General Guidelines COVID-19 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).

# Checklist for General COVID-19 Protocols

* Develop protocols to address at minimum those of the areas identified below that are relevant to your production.
* Review the General Guidelines checklists for maintaining physical distance, cleaning and disinfecting, personal hygiene and personal protective equipment contained in these resources.

# General – COVID-19 Protocols

Production will take all reasonable steps to protect the continued health and safety of all workplace parties and mitigate the risk of transmission of COVID-19 in the workplace. Production is responsible for maintaining, communicating and administering these COVID-19 policies and protocols. These policies protocols may be amended by Production at any time, at its sole discretion.

Workers must adhere to all Production policies and protocols, including these policies and protocols related to COVID-19. It is vital that during the COVID-19 outbreak we all do our part to keep each other and the public safe and healthy so we can stop the spread. Failing to abide by Production’s COVID-19 policies and/or protocols may result in discipline, up to, and including, termination of your employment / engagement by Production for cause.

Everyone must comply with applicable requirements under the *Occupational Health and Safety Act* and associated regulations and with public health directives.

1. *Key Contacts*

The individual with primary responsibility for enforcing Production’s COVID-19 policies and protocols and monitoring public health updates is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who can be reached at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*Insert name, email and phone number of chief individual responsible for enforcement of policies/protocols*].

The following are the individuals with primary department-specific responsibility for actioning the policies and protocols:

* [*Insert, including any medics, etc.*]
1. *Training*

All individuals will be required to review a copy of the Film and Television Industry Health and Safety during COVID-19 Guidance.

All individuals will also be provided copies of and will be trained on Production’s policies and protocols as well as the following, prior to their individual start day [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* The proper use of, care for, and limitations of any personal protective equipment that a worker must use.
* Disinfection techniques.
* Handwashing / sanitization techniques.

Individuals such as managers, supervisors, etc. who provide training will themselves be adequately trained to do so.

Everyone entering the workplace will be required to confirm their acceptance of and agreement to abide by Production’s policies and protocols. [*Consider specifying the particular way you will require this confirmation to be provided*] Visitors will be given sufficient information about Production’s policies and protocols relevant to their visit, and will be required to abide by any such policies and protocols.

## *Symptoms of COVID-19*

All individuals must be aware of the symptoms of COVID-19. COVID-19 can be spread person to person through close contact, including while at work. The symptoms of COVID-19 are similar to other illnesses, including the cold and flu. As more is learned about COVID-19, additional symptoms may be identified. For an up-to-date list of symptoms, all workplace parties should regularly visit:

* the Government’s online self-assessment at <https://covid-10.ontario.ca/self-assessment>; or
* the “Stop the Spread” page at <https://www.ontario.ca/page/covid-19-stop-spread>.

## *Protecting Yourself and Your Co-Workers*

Coronaviruses are spread through close contact with others. All workplace parties are required to do the following:

* Perform daily self-screening at home prior to coming to work, for example by using the Government’s self-assessment tool.
* Do not come to work if you:
	+ are suffering from COVID-19 or its symptoms;
	+ have travelled abroad in the last 14 days;
	+ are otherwise required to self-quarantine due to an applicable quarantine order or direction from public health; or
	+ have come into close contact with anyone in the above categories. Close contact is defined as being less than 2 metres away in the same room, workspace, or area for over 15 minutes or living in the same home.
* Wash hands often with soap and water or use an alcohol-based hand sanitizer (between 60-90% alcohol).
* If you use a tissue, discard immediately and wash your hands afterward.
* Avoid touching your eyes, nose or mouth.

## *Symptomatic Individuals or Those Suffering from COVID-19*

* Production will take the following steps in the event that a symptomatic individual attends the workplace [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:
	+ - Symptomatic individuals who attend at the workplace must be instructed by their manager/supervisor or other management workers to isolate in a designated area/leave as soon as possible in accordance with established protocols. [*Consider specifying the particular procedure for determining whether/how to isolate in designated area/leave*]
		- If a worker is aware that someone with symptoms has attended at the workplace, they must immediately inform their manager/supervisor or another individual as identified in Production’s policies or protocols. [*Consider specifying who “another individual” would be for the purpose of your policy*] A risk assessment must be conducted in such cases. [*Consider specifying the particular procedure for conducting these risk assessments that you will be implementing*]
		- Ensure that individuals who become symptomatic at work can safely notify their supervisor, for example by telephone, so appropriate action (e.g. arranging for private transport home) may be taken without having to risk contact with others. [*Consider specifying the particular way(s) you will be requiring people to advise supervisor (or other designated individual(s)) if they become symptomatic*]
		- Provide notice to the local public health unit. [*Consider specifying particular procedure for contacting local public health unit and providing contact information*]
		- Provide notice to affected workplace parties, for example designated managers/supervisors, potentially affected workers and unions/guilds representing potentially affected workers if an individual diagnosed with COVID-19 has attended the workplace. [*Consider specifying the particular procedure that you are implementing for providing this notice*]

## *Return to Work*

Return to work for any workplace party previously diagnosed with COVID-19, or who experienced symptoms, must be coordinated with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*Designated Production representative*], the individual’s health care providers, and the \_\_\_\_\_\_\_\_\_\_\_\_\_ [*Name of local public health unit*], as applicable. Production may require confirmation of a negative COVID-19 test and/or clearance (e.g. a doctor’s note) from an individual’s healthcare provider prior to any return to work.

## *Screening Policy and Protocols*

[*The Guidelines provide that when developing screening protocols, employers should follow public health guidance concerning the ability of individuals to spread COVID-19 while not displaying any symptoms**.*]

[*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]

* 1. *Health Questionnaire*

All individuals seeking access to the workplace (which is any place where work is being performed including but not limited to a set, location, production vehicle, etc.) must complete Production’s health questionnaire prior to the first time they come into the workplace each day. Production’s questionnaire aligns with provincial guidance. [*See province’s self-assessment / public health guidance for most current questions.*] [*You may consider added protocols respecting the screening of individuals who typically work / start work away from set / location / office, etc.*]

* 1. *Temperature Taking*

Production may require temperature taking of any individual seeking access to the workplace. In such cases, a contactless thermometer will be utilized by a trained individual.

* 1. *Diagnostic Testing*

Production may require workplace parties to take a diagnostic test. Any diagnostic testing will adhere to guidance from applicable public health authorities and will be administered by trained healthcare professionals. [*Consider specifying what type of testing you are implementing, the specific timing for tests, etc.*]

* 1. *Monitoring Symptoms and Notifying of Changes*

Everyone entering the workplace must be instructed to self-monitor for symptoms of COVID-19. [*Consider specifying the particular way that this instruction will be provided (e.g. verbally, with signage, etc.)*] Such individuals must also agree to immediately declare if they become symptomatic or become aware of circumstances that would change their answers to Production’s health questionnaire questions/declaration.

* 1. *Individuals Performing Screening Functions*

Individuals performing screening functions must[*Select applicable option on either side of the “//”*]be separated by at least 2 metres from those being screened // work from behind a physical barrier (e.g. a plexiglass barrier) and wear appropriate personal protective equipment. [ *Consider specifying what you are particularly requiring for “appropriate” PPE* ]

* 1. *Pass / Failure of Screening Protocols*

[*Consider whether to institute a system (e.g. wristbands) to individuals who have successfully completed screening*]

The following will occur should an individual not pass screening protocols:

* [*Insert*]

[*You should consider whether a medically-trained professional (e.g. a medic, nurse, etc.) will be utilized to conduct screening. If not, consider whether such individual will conduct a secondary analysis should a person not pass Production’s screening protocols, prior to that person being sent home*]

* 1. *Privacy and Human Rights*

Screening will be performed in a manner that provides individuals with an appropriate level of privacy. The personal information and human rights of screened individuals will be maintained in accordance with Production’s privacy policy and human rights policy and applicable legislation.

* 1. *Locations of Screening Sites and Waiting Areas*

Screening sites will be located outside of, or on the perimeter of the workplace, in areas away from others and away from high-traffic areas.

\_\_\_\_\_\_\_\_\_\_\_\_\_ [*Responsible individual/position*] will regularly check workplace entrances and exits to ensure individuals are not able to go in or out any other way.

An appropriate number of screening sites will be made available around the workplace based on the particular needs of Production at a given time. These sites will be clearly marked and communicated to individuals.

Clearly designated safe waiting areas that provide for adequate physical distancing will be made available for anyone required to wait before entering the workplace (e.g. while awaiting screening results, if discussing results with a Production representative, etc.).

The location of screening sites and waiting areas may be moved to accommodate inclement weather.

## *Sign-in / Sign-Out Register*

A sign-in / sign-out sheet must be completed in respect of every individual entering or exiting the workplace. Registers will be recorded by [*Select one on either side of the “//”, if appropriate*]a single individual where possible //an electronic application. Individuals screened should not touch the electronic device.

## *Equipment and Supplies*

Workplace parties must take the following steps to mitigate the risk of virus spread through the sharing of items [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* 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); and
* Storing your own equipment in a predefined area or in a bag labeled with their name when feasible and when not in use.

## *Visitors*

Only essential visitors are allowed into the workplace. Regular workplace screening protocols apply to all visitors entering the workplace and they must be instructed on all policies and protocols applicable to their visit. Visitors are to be provided the most direct route to their destination in the workplace to limit potential interactions with others.

## *Deliveries and Materials from an External Source*

[*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]

* 1. *Deliveries and Couriers*

Each department is to assign specific individuals who can receive deliveries for that department. Where feasible, couriers and other deliveries are to be processed 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 must don appropriate personal protective equipment [*Consider specifying what you are particularly requiring for “appropriate” PPE*] and must wash or sanitize hands before and after handling such material.

* 1. *Interactions in Public*

Individuals are required to exercise diligence when in a public space, don personal protective equipment appropriate for the circumstances, and practice appropriate hygiene practices.

Individuals in a public space are required to 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.

## *Contact Tracing*

The government of Ontario has advised that it is important to track where workers have been. If an employee tests positive for COVID-19, the local public health unit will ask employers to provide information on where the employee worked as well as the contact information of any other employee who may have been exposed. Production will provide that information to the Public Health Unit as requested/required.

## *Resources*

[*These are taken from resources listed within specific guidelines. General resources can be found under the Guideline’s Resources section*]

* Ontario’s Guide to the *Occupational Health and Safety Act*: <https://www.ontario.ca/document/guide-occupational-health-and-safety-act>
* Public Health Ontario guidance on self-monitoring (<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?la=en>) and self-isolation (<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en>)
* Ontario online self-assessment: <https://www.ontario.ca/page/2019-novel-coronavirus-covid-19-self-assessment>
* Telehealth Ontario: 1-866-797-0000
* Ontario public health units: <http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx>
* Public Health Ontario guidance on physical distancing: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-guide-physical-distancing.pdf?la=en>
* Government of Canada guidance on non-medical and medical masks: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>
* Government of Ontario guidance on workers’ rights: <https://www.ontario.ca/page/covid-19-support-workers#section-0>)
* Government of Ontario guidance on support for workers <https://www.ontario.ca/page/covid-19-support-workers#section-0>

# Buying – COVID-19 Protocols Checklist

* Develop protocols to address at minimum those of the areas identified below that are relevant to your production.
* Consider policies and protocols for quarantining/disinfecting materials that will be used by production. These policies and protocols should include protocols for:
	+ Marking and tracking disinfected versus non-disinfected items.
	+ Ensuring materials are disinfected/quarantined before being returned to storage to avoid contamination.
	+ Identifying the individual(s) responsible for these protocols.
* Communicate policies and protocols for disinfecting/quarantining materials that will be used by productions to all individuals involved with the purchases/receiving/retrieval and storage of such materials.
* Consider measures to limit, to the extent possible, in-person contact between Buyers and other crew, including on-set crew.
* Review the checklists for maintaining physical distance, cleaning and disinfecting, personal hygiene and personal protective equipment contained in these resources.

# Buying – COVID-19 Protocols

The following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Materials that will be used by Production must be disinfected and/or quarantined. [*Specify the particular policies and protocols for disinfecting/quarantining materials that you are establishing*]
* Where possible, purchases must be made in a “contact-less” manner.
* Individuals must avoid making purchases in cash, to the extent possible.
* In-person contact between Buyers and any other crew, including on-set crew must be limited. [*Specify the particular way that you will be limiting this contact*]

# Camera Department – COVID-19 Protocols Checklist

* Develop protocols to address at minimum each of the areas identified below that are relevant to your production.
* Review the General Guideline regarding physical distancing, personal protective equipment, equipment and cleaning/disinfecting.
* Review the checklists for maintaining physical distance, cleaning and disinfecting, personal hygiene and personal protective equipment contained in these resources.
* Consider 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 via wipes or liquid disinfectants).
* Implement all feasible controls to maintain physical distance and minimize the number of interactions within 2 metres.

# Camera Department – COVID 19 Protocols

1. *Physical Distancing*

All workers must maintain physical distancing of at least 2 metres, whenever possible.

Additionally, the following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Video village will be arranged outdoors, where possible, and weather permitting.
* Video village must be arranged to permit for 2 metre distancing.
* The individuals permitted to be in/around video village will be limited [*Consider adding detail regarding who this is “limited” to*].
* Separate areas will be established where different individuals can monitor video.
* Wireless and/or remote monitoring/communication will be used to allow individuals to monitor playback on their own devices and communicate while maintaining physical distancing.
* Remote follow focus, or other remote technologies [*Consider specifying based on what you are specifically implementing*] will be used.
* When technically possible, meta data (e.g. lens information) will be displayed on the video village monitor.
* The use of equipment where physical distancing is unlikely to be possible will be limited [*Consider whether you want to add detail regarding procedural requirements for approving the use of such equipment*].
* Camera workers with access to set while filming will be limited, particularly if filming in a small space [*Consider specifying any general limitations that will apply in all circumstances*].
* Camera placement must be organized without non-essential personnel present.
1. *Personal Protective Equipment*

A surgical/procedure mask and eye protection (face shield or googles) must be worn whenever at least 2 metres of physical distance cannot be maintained.

1. *Equipment*

The sharing of equipment between workers must be avoided, whenever possible.

Additionally, the following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Workers must not share kit pieces unless they have been appropriately disinfected between uses.
* Only authorized personnel may handle camera equipment.
* Specific equipment will be assigned to a specific individual(s) and only that individual(s) may handle that equipment.
* Runners may not be used unless specifically assigned to the camera department.
* Individuals must not touch, move, lean against, pick up or otherwise disturb any piece of equipment/object that they are not required to handle.
1. *Cleaning/Disinfecting*

Equipment must be regularly disinfected.

Additionally, the following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Camera cards must be disinfected in an appropriate manner [*Consider specifying “appropriate manner”*] before they are picked up by someone else.
* Equipment must be regularly disinfected/wiped down as follows:
	+ [*Add details regarding specific disinfection/wipe down requirements for camera equipment.***]**.
1. *Scanning Units*

[*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]

All Scanning technicians must wear masks and gloves when completing character scans.

Contactless scanning systems must be used when completing character scans, whenever possible.

A technician operating a scanning system must stay at least 2 metres from the individual being scanned.

All areas inside of the scanning vehicle must be appropriately disinfected [*Consider specifying “appropriately disinfected”*] before/after scans.

# Construction Department – COVID-19 Protocols Checklist

* Develop protocols to address at minimum each of the areas identified below that are relevant to your production.
* When developing protocols, consider existing health and safety obligations regarding construction.
* Review the Ontario government’s “Construction site health and safety during COVID-19” (https://www.ontario.ca/page/construction-site-health-and-safety-during-covid-19) guidance document.
* Review the General Guideline for guidance regarding physical distancing, personal protective equipment, equipment and cleaning/disinfecting.
* Review the Food Guideline for guidance regarding food.
* Consider limiting the use of daily workers.
* Review the checklists for maintaining physical distance, cleaning and disinfecting, personal hygiene and personal protective equipment contained in these resources.
* Implement all feasible controls to maintain physical distance and minimize the number of interactions within 2 metres.

# Construction Department – COVID-19 Protocols

All individuals involved in construction should be familiar with the Ontario government’s “Construction site health and safety during COVID-19” (https://www.ontario.ca/page/construction-site-health-and-safety-during-covid-19) guidance document.

These protocols are in addition to existing general health and safety obligations with respect to construction.

1. *Physical Distancing*

All workers must maintain physical distancing of at least 2 metres, whenever possible.

Additionally, the following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* A shift schedule will be implemented to limit worker overlap [*Consider providing specific information regarding the schedule that will be implemented/how the schedule will be communicated*].
* Separate “shop” and “studio” or “location” [*Adjust list of crews, as appropriate*] worker crews will be established. Overlap between these crews is not permitted.
* Barriers will be installed [*Provide information regarding where barriers will be used/how it will be determined where barriers need to be installed/etc.*].
* The number of people who use elevators or hoists at any time will be limited [*Provide information regarding the specific limit(s) being established/how the limits will be determined and communicated*].
* Unnecessary on-site contact between workers, and between workers and outside service providers is not permitted.
* Construction work areas must not be used for storage for other departments.
1. *Personal Protective Equipment*

Surgical/procedure masks and eye protection (face shield or googles) must be worn whenever at least 2 metres of physical distance cannot be maintained.

1. *Hygiene*

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

1. *Equipment*

The sharing of equipment between workers must be avoided, whenever possible.

Additionally, the following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Workers are encouraged to provide as many of the tools they need in their own kit, as possible.
* Kit materials must not be shared unless properly disinfected between uses.
* Where shared tools are required, multiple pieces of the same equipment will be provided, if possible, to limit the frequency with which tools must be shared [*Consider adding any specific information regarding what equipment this applies to*].
* The following method will be implemented to track the assignment of tools to specific individuals and ensure that tools are appropriately disinfected before returning to storage and/or being reassigned:
	+ [*Describe method being implemented (e.g. a dedicated store-person)*]
1. *Cleaning/Disinfection*

Equipment/tools must be regularly disinfected. [*Describe specific protocols being implemented for the regular disinfection of equipment/tools*]

1. *Food*

Workers must refer to the Food – COVID-19 Protocols for information regarding protocols for communal (shared) kitchens/eating areas.

# Food – COVID-19 Protocols Checklist

* Develop protocols to address at minimum each of the areas identified below that are relevant to your production.
* Review the Ontario Government’s Guidance Note for restaurant and food services health and safety during COVID-19 (https://www.ontario.ca/page/restaurant-and-food-services-health-and-safety-during-covid-19).
* Consider food service practices to limit the risks of transmission of the virus.
* Review the checklists for maintaining physical distance, cleaning and disinfecting, personal hygiene and personal protective equipment contained in these resources.

# Food – COVID-19 Protocols

Workers involved in the preparation and service of food must be familiar with: The Ontario Government’s Guidance Note for restaurant and food services health and safety during COVID-19 (https://www.ontario.ca/page/restaurant-and-food-services-health-and-safety-during-covid-19)and any other applicable laws.

1. *Hygiene*

Handwashing or sanitizing stations will be available in, or reasonably close to, food preparation and service areas. Where possible, these handwashing/sanitizing stations will be contactless.

All individuals must wash their hands before and after entering food preparation and service areas.

1. *Food Preparation*

Only required individuals may be present in food preparation areas.

Individuals preparing and serving food must take appropriate steps to limit the risks of transmission of the virus via food, material and equipment handling. This includes [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Washing or sanitizing hands before entering the food preparation area, and before and after serving food.
* Wearing appropriate personal protective equipment if needed [*Specify what PPE you are requiring them to wear*].
* Regularly cleaning/disinfecting food preparation equipment and surfaces. This includes:
	+ [*Specify your specific protocols for the “regular” cleaning/disinfecting*].
1. *Communal (Shared) Kitchens*

The following protocols must be adhered to with respect to communal (shared) kitchens (e.g. office kitchens [*Consider specifying any other communal kitchens you intend for this to cover*]):

* Access to such areas will be limited to a specified individual(s) who can utilize any equipment (e.g. microwaves) on behalf of others. The individual(s) must be familiar with the guidelines regarding food preparation areas contained in this guideline. [*Consider providing further detail regarding which individual(s) is assigned to which area(s)/how that will be communicated*]
* Individuals must wash or sanitize their hands upon entering and exiting such areas.
* Individuals must disinfect all surfaces and objects immediately following touching or using them.
1. *Physical Distancing*

Physical distance of at least 2 metres must be maintained during breaks and meal times, whenever possible. Additionally, the following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Workers must maintain 2 metres distance when eating.
* 2 metre intervals will be marked on the floor, wherever line-ups are required [*Consider providing further specifics regarding the places you will require distancing to be marked on the floor*].
* Lunches and meal breaks will be staggered. [*Consider providing further information regarding the specific system for staggering meal/lunch breaks that you will be implementing*]
* Workers must not eat in communal areas, whenever possible [*Consider providing specific information regarding the communal areas that eating is prohibited in*].
* Multiple food stations or lines will be established [*Consider providing specific information regarding the food stations/lines arrangement you will be implementing*].
* Outdoor eating areas will be established.
* Workers will be permitted to eat in different areas to avoid congregating [*Consider providing specific information regarding the eating arrangements you will be implementing*].
* Workers must not sit facing each other.
1. *Food Service*

Self-service buffets and the use of communal tongs, serving spoons and other implements are not permitted.

Additionally, the following protocols regarding food service must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Only individually packaged (e.g. pre-packaged or individually wrapped) food and snacks will be served.
* Servers must serve food directly to tables, for example, in advance of workers entering to eat [*Consider providing specific information regarding the table service arrangement you will be implementing*].
* Food guards/sneeze shields and/or means of creating additional physical distance between food servers and people being served will be implemented [*Specify the specific things that you will be implementing*].
* Individual take-away or delivery type service with meal orders placed earlier in the day will be implemented [*Specify the particular arrangement that you will be implementing*].
* Individual meals must be ordered in advance (e.g. by app or phone) [*Specify the particular arrangement that you will be implementing*].
* All packaging, including cans and bottles, must be disinfected. [*Consider specifying the specific disinfection protocols that you will be implementing*]
* Only disposable plates, bowls, etc., and individually wrapped cutlery may be used.
* Only 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, will be provided. [*Specify the particular arrangements that you will have in place*]
* Access to, and the use of, coffee machines will be limited. [*Specify the particular arrangements that you will have in place. For example, having one person operate such machines*].
* Only single use creamers, sugars, etc. will be used.
* Workers are encouraged [*Adjust appropriately if they will be “required”*] to bring their own food. Food brought from home must not be shared with others.
1. *Cleaning and Disinfecting*

All individuals must put their garbage, recycling and food waste directly into bins and not leave it for others to clean up.

Any communal surfaces must be appropriately disinfected in accordance with the established disinfecting policies and protocols at the beginning, end of, and throughout the day and, in particular, after breaks and meal periods. [*Specify the particular cleaning protocols you will be implementing for these surfaces*]

Such surfaces include:

* Tables.
* Chairs and benches.
* Door handles.
* Vending and coffee machines.

# Hair/Makeup/Wardrobe -COVID-19 Protocols Checklist

* Develop protocols to address at minimum each of the areas identified below that are relevant to your production.
* Review the General Guideline for guidance regarding receiving/handling/disinfecting materials.
* Establish and post a maximum number of individuals who may be in hair/makeup/wardrobe areas (e.g. trailers).
* Assess hair/makeup/wardrobe areas (e.g. trailers) to determine whether they provide adequate ventilation.
* 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, whether certain equipment requires soaking in Barbicide, etc.
* Review the checklists for maintaining physical distance, cleaning and disinfecting, personal hygiene and personal protective equipment contained in these resources.

# Hair/Makeup/Wardrobe – COVID-19 Protocols

1. *Receiving Materials*

Protocols regarding the receiving of materials must be adhered to. [*Specify the protocols you will be implementing or refer to appropriate protocols established in your general protocols*]

For Wardrobe, the following protocols apply [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Wardrobe items must be disinfected regularly, for example before/after each use and before/after being placed in storage. [*Specify the particular disinfection requirements you will be establishing for wardrobe items*]
* A quarantine period or disinfection protocol will be established, as appropriate, for wardrobe items received from an external source. [*Specify the particular quarantine/disinfection requirements that you are establishing*]
1. *Physical Distancing*

A physical distance of at least 2 metres must be maintained, where possible. Additionally, the following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Posted capacities for hair/makeup/wardrobe areas may not be exceeded.
* The number of performers that may be in a space receiving styling at the same time must be limited. [*Specify the particular way that you will be limiting this*]
* Workstations must be placed at least 2 metres apart.
* Makeup tests/fittings must be scheduled to avoid overlap/congestion. [*Specify the particular way that you will handle scheduling tests/fittings*]
* Screens or physical barriers (e.g. sneeze/cough barriers) will be installed between workstations.
* For hair/makeup in particular, the following protocols apply:
	+ Assisted styling will be provided to key cast only.
	+ Performers are required to do their own hair or makeup, including being directed by a stylist/artist from a distance, where appropriate.
	+ Performers must remove their own makeup, where appropriate.
	+ Performers are encouraged to do what they can on their own before coming to the workplace (e.g. shaving) to limit chair time.
	+ Styling will not be provided for child performers, where possible.
	+ Hair/Makeup on set must be avoided/limited [*Specify how you are particularly limiting or prohibiting Hair/Makeup on set*]
	+ Time spent on final checks must be limited. [*Specify the particular limits you are placing on final checks*]
* For wardrobe in particular, the following protocols apply:
	+ Wardrobe requirements will be provided as far in advance as possible and performers, including background performers, will be permitted to wear their own clothing.
1. *Equipment and Materials*

The following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Fitting or test photos must be taken by one person to avoid multiple individuals touching the camera.
* Contactless sanitizer stations will be utilized in or nearby to hair/makeup/wardrobe areas.
* The number of kit items that are left out on a workstation at any time must be kept to a minimum.
* Appropriate arrangements will be made for the safe disposal of applicators, etc. [*Specify particular arrangements you will be making for their disposal*]
* For Hair/Makeup in particular, the following protocols apply:
	+ You must have separate supplies (e.g. makeup, applicators, brushes, hair pins, etc.) for each individual cast member. These supplies must be stored in separately marked bags.
	+ Makeup must not be shared between performers.
	+ Sinks will be utilized that can be operated by elbow/foot/knee, where possible.
	+ Disposable applicators, brushes, etc., must be used, where possible.
	+ Makeup must be mixed on disposable palettes, where possible.
	+ Makeup must be de-potted, where possible.
	+ Single-use chair covers will be provided for each performer.
* For Wardrobe, in particular, the following protocols apply:
	+ Costumes must be bagged separately by performer.
	+ Separate wardrobe pieces will be provided for stunt performers, doubles.
	+ Performers may utilize underdressed second skin costumes to limit direct contact with wardrobe pieces.
1. *Cleaning/Disinfection*

The following protocols must be adhered to:

* Appropriate disinfectant sprays, wipes, etc. will be provided at each station. [*Consider specifying what particular disinfectants will be provided*]
* Workstations, including all surfaces, handles, chairs, etc. must be disinfected in between each use.
* All items that will be in contact with performers must be disinfected between each use, for example hair extensions, wigs and prosthetics.
* All tools and products must be disinfected in between uses.
1. *Other Protocols*

The following additional protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Eating/drinking is not permitted by anyone in hair/makeup/wardrobe areas at any time when work is being performed on performers.
* If possible, performers being styled must wear an appropriate face covering. [*Consider specifying what you are particularly requiring for “appropriate” face coverings*] Stylists/artists must wear personal protective equipment (e.g. surgical/procedure masks and face shields) when working within 2 metres of a performer.
* Stylists/artists working directly on performers must wash or sanitize their hands before and after working on the performer and must wear appropriate personal protective equipment. [*Consider specifying what you are particularly requiring for “appropriate” PPE*]
* Stylists/artists must wash their arms up to the elbow if due to the nature of the work performed parts of their arms may be in contact with the performer. Stylists/artists must not wear clothing or jewelry that covers their wrists, which would not be cleaned by hand washing/sanitizing.
* If gloves are utilized, gloves must be changed or disinfected between performers if working on multiple performers.

# Locations/Studios – COVID-19 Protocols Checklist

* Develop protocols to address at minimum each of the areas identified below that are relevant to your production.
* Prepare locations risk assessment checklist.
* If there are multiple productions or tenants in a facility, protocols should be established to facilitate the recommended physical distancing between productions/tenants.
* Review the General Guideline for guidance regarding physical distancing and cleaning/disinfecting.
* Review the checklists for maintaining physical distance, cleaning and disinfecting, personal hygiene and personal protective equipment contained in these resources.
* 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 protocols.

# Locations/Studios – COVID-19 Protocols

Only essential visitors are permitted to be present at locations/studios.

1. *Location Scouting*

The following protocols must be adhered to regarding location scouting [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Virtual scouting must be used where available.
* Interactions between location scouts and other workers, production office personnel, etc. must be limited. [*Consider specific the particular rules that you are putting in place to limit these interactions*]
* When in-person scouts are conducted, they must be limited to only those individuals who are necessary [*Consider specifying which individuals are permitted on in-person scouts*], and individuals must maintain physical distancing, including limiting individuals travelling in the same vehicle, whenever possible.
* When possible, discussions/meetings must take place outdoors.
* In-person interactions with location contacts, owners, etc., should be limited, as possible. [*Consider specific the particular rules that you are putting in place to limit these interactions*]
1. *Selecting Locations*

Policies and protocols, as well as applicable current government regulations and guidance related to COVID-19 must be considered when selecting locations.

The following locations risk assessment plan/checklist must be utilized for the assessment of the risks associated with particular locations being considered [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* The layout of the location permits the ability to monitor entrances and exits to ensure proper screening protocols can be maintained.
* The size of the location permits the ability to maintain physical distancing.
* The locations allow for 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 requirements in sections 29-30 of O. Reg. 213/91.
* The location provides for adequate ventilation.
* The location does not require interaction with the general public.
	+ High-traffic public locations where production activities cannot be isolated from the public must be avoided, if possible.
* 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 must be avoided.
* In the case of private residences, the location is currently unoccupied, or, if occupied that none of the occupants:
	+ have been recently symptomatic or diagnosed with COVID-19.
	+ have travelled outside of Canada within the last 14 days.
	+ have been in close 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.
	+ Are unable to 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.

Door-to-door canvassing must be limited, as possible. If door-to-door canvassing is required, [*Specify protocols to maintain physical distance and avoid the sharing of equipment (e.g. pens) with members of the public*].

1. *Arranging Space/Physical Distancing*

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

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

Physical distancing of at least 2 metres must be maintained, whenever possible. Additionally, the following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* An area will be made available for departments/workers on stand-by to wait while maintaining physical distance from workers working on set.
* One-way pathways will be marked through the location/studio space to avoid individuals having to pass each other in narrow spaces.
* Set size must be determined based on what is appropriate based on the overall size of the location. [*Consider specifying any criteria that you will be applying to determine what “appropriate” set size will be*]
* Areas for social distancing (i.e. 2 metre spaces) will be marked where appropriate. [*Consider specifying how you will determine what areas are “appropriate” for these markings*]
* Whenever possible, base camp will be established within walking distance of the set to limit the need for individuals to be transported by vehicle.
* A specific space will be designated for deliveries/goods received from external sources.
* Locations must be locked or monitored when production activities are not occurring to limit the risk of contamination.
1. *Cleaning/Disinfection*

Appropriate steps must be taken with respect to cleaning/disinfecting to limit the risk of exposure. Such steps include [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* 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, the third party must be required 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) [*Consider specifying the designated production representative*] must maintain this information, and it may be provided to individuals working at the location, if appropriate. [*Consider specifying what your practice will be regarding communicating this information*]
* All spaces must be cleaned/disinfected 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. [*Specify the specific cleaning/disinfection policies and protocols that you will be implementing*]
* Effective cleaning agents and disinfectants will be chosen to minimize damage, as appropriate. [*Consider specifying the particular cleaning agents/disinfectants that will be utilized*]
* Location owners must be asked to remove/limit any personal items prior to production coming into the space.
* Access to any areas that cannot/have not been adequately cleaned/disinfected must be limited/restricted. [*Consider specifying the particular way that you will be limited/restricting access to these areas*]
1. *Other Considerations*[*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]

Studios and other locations must have ventilation/exhaust systems that are clean and fully functioning. Other methods of increasing fresh airflow into the workplace must be utilized when appropriate (e.g. opening studio doors during setups, at lunch etc.).

When possible, a specific individual(s) will be assigned the responsibility for putting up, handling, and taking down all location signage.

# Performers – COVID-19 Protocols Checklist

* Develop protocols to address at minimum each of the areas identified below that are relevant to your production.
* Consider the unique aspects of stunt performance and the specialized equipment and personal gear that is used.
* Consider allocating time to adequately clean and disinfect stunt equipment.
* For productions involving child performers, consider:
	+ The unique and specific obligations with respect to child performers, and parents/guardians, where applicable, for example under the Protecting Child Performers Act.
	+ Extra diligence that may be required when child performers will be on set.
	+ Remote/virtual tutoring for child performers.
* Review the checklists for maintaining physical distance, cleaning and disinfecting, personal hygiene and personal protective equipment contained in these resources.

# Performers – COVID-19 Protocols

These protocols apply to all performers including stunt performers, child performers, background performers, voice performers and musicians. [*Specify as appropriate*]

Performers must also review and be familiar with the protocols for Hair/Makeup and Wardrobe.

1. *Casting*

The following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Remote casting (e.g. via videoconference or self-tapes) must be conducted, whenever possible. In-person auditions must be limited. [*Consider specifying the particular limitations that you will put in place regarding the use of in-person auditions*]
* When in-person auditions are required, open calls must be avoided and you must take steps to maintain physical distancing, whenever possible. Such steps must include [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:
	+ 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. [*Consider specifying the particular way in which you will limit the number of casting/production representatives*]
	+ Advising performers to wait outside of the building, for example, in their vehicles, if possible, until receiving notification to come inside.
* Waiting areas must be arranged to allow for physical distancing.
* Appropriate measures must be in place in circumstances when 2 metres of physical distance cannot be maintained. Such measures must include requiring performers, and any other individuals unable to maintain this physical distance, to wear personal protective equipment (e.g. face masks and shields).
* When in-person auditions are required, you must put appropriate measures in place to avoid transmission of the virus through the touching of persons, objects or surfaces. Such measures must include [*Delete any suggested protocols that will not apply/add any additional protocols that will apply***]**:
	+ Not permitting performers to physically sign-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. [*Specify the particular sign-in system you will be implementing***]**
	+ Prohibiting the use of props. Performers may be permitted to use a personal item such as their smartphone as a prop.
	+ Not sharing paper sides, if provided, 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.
1. *Voice Performance and Music Recording*

The following protocols must be adhered to:

* Recording sessions must be conducted remotely, whenever possible, for example via self-records, using conferencing technology or by having disinfected recording kits delivered to performers. [*Consider specifying the particular remote recording protocols you will be implementing*]
* If in-person sessions are required, the following measures must be in place to maintain physical distancing of at least 2 metres, whenever possible [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:
	+ Group recording sessions that require more than one person to be in the recording booth at a time must be avoided.
	+ Staff must observe the session remotely to limit the number of people physically present at the session. [*Consider specifying the particular way that you will be limiting who attends these sessions*]
	+ Performers must wait outside of the building, for example, in their vehicles, until notified to come inside.
	+ Waiting areas must be arranged to allow for physical distancing.
	+ Equipment must be arranged to permit performers to be at least 2 metres apart. [*Consider specifying the particular way that you will arrange equipment*]
* In-person sessions must be scheduled to avoid congestion and to allow appropriate disinfection to occur in between sessions. [*Consider specifying the particular way that you will arrange for the scheduling of these sessions*]
* If in-person sessions are required, the following measures must be in place to avoid transmission of the virus through touching of persons, objects or surfaces [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:
	+ All surfaces and equipment performers come into contact with must be disinfected before and after each session, including microphones, POP filters, script or music stands.
	+ The sharing of equipment must be limited as much as possible. [*Consider specifying the particular rules you will have in place to limit the sharing of equipment*]
	+ Disposable covers must be used for microphones.
	+ Performers will be permitted to use their own headphones or provided with disposable earphone covers.
1. *Maintaining Physical Distance on Set*

Script rehearsals and table reads must be conducted remotely, whenever possible.

Workers must direct performer movement while maintaining physical distance, and must not physically touch performers to move them.

Performers must maintain physical distance of at least 2 metres from other performers, and from other workers, whenever possible. Additionally, the following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Large crowd scenes must be limited/avoided. [*Specify the particular limits/rules you will be putting in place regarding large crowd scenes*]
* The same individual background performers will be used for different scenes.
* The camera must be set at least 2 metres from performers.
* Wherever possible, performers must be required to perform tasks that would usually require a worker to be closer than 2 metres from the performer, for example, instructing performers how, and allowing them, to wire themselves for sound/put on their own LAV microphones. [*Consider specifying the particular tasks that you will require performers to do*]
* Boom microphones must be used instead of LAV microphones.
* Single-occupancy dressing rooms will be provided.
* Background holding and change areas must be provided that allow for physical distancing, including arranging for background holding to be outdoors, if possible, and weather permitting.

The following measures must be in place when physical distance of at least 2 metres cannot be maintained [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Performers, including stand-ins, must wear personal protective equipment (e.g. face masks and shields) whenever possible.
* A clear barrier must be in place between performers, whenever possible.
* Any individuals who interact with a performer at a distance of less than 2 metres are required to wear a mask and face shield and wash/sanitize hands.
* Where performers will touch one another during a scene, the performers are required to wash or sanitize their hands immediately before and after each take.
* The repetition of physical touching must be limited to the extent possible.

Where performers will have to work in close proximity and cannot wear PPE, measures (other than physical distancing and PPE) that are appropriate to the risk in the circumstances must be in place to mitigate the risk of exposure or transmission. [*Specify the particular measures you are implementing to address these situations*]

1. *Surfaces and Objects on Set*

The following protocols must be adhered to, to limit the risk of transmission of the virus due to multiple individuals touching the same surface(s) or object(s) [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Performers handling a prop will be permitted to reset the prop between takes.
* Props and surfaces must be disinfected between takes, whenever possible.
* Animals and their trainer must only enter set when immediately needed. Only a performer that interacts with the animal in the scene, and the trainer, may interact with the animal.
* LAV microphones must be disinfected before/after each use. [*Consider specifying particular way that microphones will be disinfected*] Any mounting components that cannot be disinfected must be replaced between uses. Microphones must be labelled with performer assignments.
1. *Child Performers*

The following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Interaction between child performers and others on set must be limited as much as possible.
* Whenever possible, a separate holding area must be provided for child performers.
* Tutoring will be conducted remotely/virtually, whenever possible.
* Tutoring locations must not be used for other purposes, whenever possible.
* Tutoring locations must be appropriately disinfected between uses. [*Consider specifying the particular disinfection requirements you are instituting for tutoring locations*]

# Post-Production, Animation and Post-Production VFX – COVID-19 Protocols Checklist

* Develop protocols to address at minimum each of the areas identified below that are relevant to your production.
* If operating in Ontario solely for post-production, ensure that you review the General Guideline with respect to screening requirements and consider government travel regulations.
* Consider work from home arrangements, where possible and appropriate.
* Consider protocols and work arrangements to ensure physical distancing of at least 2 metres, where possible.
* Review the General Guideline regarding physical distancing and interactions, and cleaning/disinfecting.
* Consider alternative measures, such as the installation of physical barriers and the use of PPE when physical distance of at least 2 metres cannot be maintained.
* Review the Production Offices guideline regarding office arrangements and equipment/supplies.
* Arrange offices, post-production suites, studios and other spaces to maintain physical distance of at least 2 metres, where possible.
* Consider the assignment of, and access to, equipment and supplies to minimize communal use.
* Consider the virtual delivery of materials, where possible.
* Consider appropriate disinfecting of shared equipment/workspaces before and after use.
* Review the checklists for maintaining physical distance, cleaning and disinfecting, personal hygiene and personal protective equipment contained in these resources.

# Post-Production, Animation and Post-Production VFX – COVID-19 Protocols

1. *Physical Distancing*

The following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Any mixing, screening or viewing must be conducted with as few individuals as possible to maximize ability to maintain appropriate physical distancing. [*Consider specifying the particular way that you will be requiring these individuals to be limited*]
1. *Equipment and Supplies*

The following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Workers will be assigned to their own station.
* Screens or other equipment must not be shared, whenever possible.
* Where the sharing of equipment is necessary, such sharing must be limited and equipment must be disinfected between users. [*Consider specifying the particular way that you will be limiting the sharing of equipment*]
* Arrangements will be made for any required personnel to view materials on their own computer. [*Consider specifying the particular arrangements that you will be making*]
* [*Add particular protocol that you are implementing for the safe delivery of materials (e.g. dailies, shuttle drives, etc.*]
1. *Cleaning/Disinfecting*

The following protocols must be adhered to:

* [*Add particular protocols that you are implementing regarding the cleaning/disinfection of departmental equipment, objects, surfaces and workspaces*]

# Production Offices – COVID-19 Protocols Checklist

* Develop protocols to address at least each of the areas identified in the template policy, below, that are relevant to your production.
* Provide additional consideration of production offices located within shared spaces.
* Review the General Guideline regarding screening, physical distancing, visitors/interactions with external individuals, equipment/supplies, and cleaning/disinfection.
* Production offices should be arranged to maintain physical distancing, where possible. Specific considerations 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 main production office with equipment and supplies to reduce their need to attend at production office.
	+ Having individuals required to be physically present in the office work from separate offices.
	+ Installing physical barriers to reduce physical interaction.
	+ Considering methods to promote greater airflow in offices.
* Consider the assignment of, and access to, stationery and office equipment to minimize communal use.
* Consider arranging for nightly cleaning of all common areas.
* Review the checklists for maintaining physical distance, cleaning and disinfecting, personal hygiene and personal protective equipment contained in these resources.
* 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 protocols.

# Production Offices – COVID-19 Protocols

Only essential visitors are allowed in the production office.

1. *Physical Distancing*

The following protocols must be adhered to:

* [*Specify particular protocols that you will be implementing to maintain physical distancing in production offices*]
1. *Equipment and Materials*

The following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Office supplies (e.g. pens, pencils, staplers, paper clips, etc.) will be assigned to each individual.
* Specific individuals will be assigned who are exclusively permitted to access stationery and equipment storage and distribute stationery and equipment as requested. [*Consider specifying the particular arrangements that you will be implementing regarding who may access supplies and how requests will be handled*]
* Individuals must not share computers, head sets, cash boxes, or other equipment.
* Access to photocopier(s) will be limited to only to designated individuals [*Consider specifying the particular way that you will be limiting this access (e.g. one individual per department)*]
* [*Specify particular arrangements for mail/deliveries. This may include designating a particular individual(s) to be responsible for receiving all mail/deliveries to the office*]
1. *Cleaning/Disinfecting*

The following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Disinfectant wipes will be placed by all equipment that will be used by multiple individuals. Individuals must wipe down the equipment with disinfecting wipes before and after use.
* Offices spaces will be cleaned daily. [*Consider specifying the particulars of what you will be doing to clean office spaces*]

# Technicians (General) – COVID-19 Protocols Checklist

* Develop protocols to address at minimum each of the areas identified below that are relevant to your production.
* Review the General Guideline regarding physical distancing, personal protective equipment, equipment and materials, and cleaning/disinfecting.
* Consider limiting the use of daily technicians.
* Consider 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 via wipes or liquid disinfectants).
* Review the checklists for maintaining physical distance, cleaning and disinfecting, personal hygiene and personal protective equipment contained in these resources.
* Implement all feasible controls to maintain physical distance and minimize the number of interactions within 2 metres.

# Technicians (General) – COVID-19 Protocols

1. *Physical Distancing*

The following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Performers will be required to physically wire themselves for sound, while the technician provides instruction/direction.
* A boom will be used to record sound, where possible.
* Technicians are required to put down items to be picked up and avoid “hand-offs”, whenever possible.
1. *Hygiene*

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

1. *Personal Protective Equipment*

The following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Where physical distancing of at least 2 metres cannot be maintained, a surgical/procedure mask and eye protection (face shield or googles) must be worn.
1. *Equipment and Materials*

Where possible, the sharing of equipment between individuals must be avoided. Additionally, the following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Props must be inspected and approved from a distance or via photos.
* Technicians must avoid sharing kit pieces that have not been properly disinfected.
* Consistency must be maintained with respect to which technician(s) uses each specific piece of equipment. [*Specify the particular measure(s) that you will be implementing to control which technician(s) handles which equipment (e.g. that designated departments only handle specific pieces of equipment*)]
* Runners must not be used unless assigned to the specific department.
* Individuals must not touch, move, lean against, pick up or otherwise disturb any piece of equipment/object that they are not required to handle.
1. *Cleaning/Disinfecting*

Equipment must be regularly disinfected. This includes [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Disinfecting LAV microphones before and after use.
* Wiping down/disinfecting props and other items that are being handled before and after use.
* Technicians wiping down/disinfecting gear during breaks in activity.
* [*Consider specifying the particular measures you will be putting in place to clean/disinfect specific equipment*]
1. *Food as a Prop*

If food is used as a prop, the following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Utensils, plates, cups, etc. must be disinfected prior to use and in-between uses.
* Food must be prepared/transported in a manner to limit the risk of contamination. [*Consider specifying the particular way you will be requiring this food to be prepared/transported*]
* Food must be preserved in an appropriate manner between takes. [*Consider specifying the particular way that you will be required food to be preserved*]

# Transportation – COVID-19 Protocols Checklist

* Develop protocols to address at minimum each of the areas identified below that are relevant to your production.
* Consider how to provide masks to individuals who will be picked up away from the workplace.
* Consider establishing a maximum number of passengers for each vehicle and how to communicate this information.
* Consider implementing requirements for certain groups of individuals to ride together in the same vehicle each day (e.g. members of the same department, people that regularly interact in the course of their duties).
* 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.
* Review the General Guideline regarding cleaning/disinfecting.
* Additional consideration should be given to space between vehicles to allow for safe distancing to be observed when loading, unloading, or working on vehicles.
* Assess trailers that will be occupied by individuals doing production work to ensure that they provide for adequate ventilation.
* Review the checklists for maintaining physical distance, cleaning and disinfecting, personal hygiene and personal protective equipment contained in these resources.

# Transportation – COVID-19 Protocols

1. *Multiple Individuals in a Vehicle*

The following protocols must be adhered to when multiple individuals are in a vehicle [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* Masks and gloves must be worn, even if physical distancing can be maintained.
* Diligence must be exercised when in vehicles with multiple individuals. Physical distance must be maximized to the extent possible. You must avoid touching your face, and wash/sanitize your hands before and after entering the vehicle.
* Hand sanitizer will be provided in all passenger vehicles where individuals will be seated.
* Windows in the vehicle must be kept down, weather permitting, to improve air circulation.
* The maximum number of passengers that has been established for each vehicle must not be exceeded.
* Passengers must not sit in the front passenger seat next to the driver, unless an appropriate physical barrier is in place.
* Passengers must refrain from touching vehicle surfaces, where possible.
* Eating/drinking in passenger vehicles must be limited/avoided any time that a passenger is present [*Specify the particular way that you will be requiring eating/drinking in vehicles to be limited*].
* Limitations on which individuals may ride together in the same vehicle must be adhered to. [*Consider specifying the particular system you will be putting place to control which individuals may ride together*]
* All items that a passenger brings into a vehicle, including any garbage, must be removed by that individual and not left for the driver, or anyone else, to clean up.
1. *Equipment*

Equipment must only be accessed/operated by individuals who are assigned to the particular vehicle/equipment. [*Consider specifying the particular system that you re implementing regarding the assignment of equipment*]

1. *Cleaning/Disinfecting*

The following protocols must be adhered to [*Delete any suggested protocols that will not apply/add any additional protocols that will apply*]:

* A supply of disinfectant materials must be maintained that is readily accessible to each individual in each vehicle, without the need to breach any physical distancing or barriers that are in place.
* All frequent touch-points such as door handles and window buttons must be regularly disinfected. [*Consider specifying what “regular” disinfecting will be required*]
* All work vehicles that are shared between multiple individuals, or which are carrying passengers after each journey, must be disinfected including all external surfaces, handles and touch-points. [*Specify the particular disinfecting arrangements that you will be putting in place, including thoroughly disinfecting all vehicles at the start or end of each day*]*.*