

CSU School of Film & Media Arts COVID-19 Safe Sets Protocol Compliance

PHYSICAL DISTANCING

- Approved physical distancing of at least 6' must always be practiced. Consider incorporating signage and tape markers to ensure proper distance.
- Whenever possible, set scenes in outdoors or in large open spaces for greater capacity to achieve physical distancing and/or ventilation.
- Locations must have enough space to allow for physical distancing for cast and crew.
- Small closed indoor spaces without proper ventilation (i.e. dorm rooms) may not be used. Case by case exceptions may be granted by Instructor if certain parameters are met (i.e. small cast & crew, proper ventilation, etc.)

PPE/GENERAL HYGIENE

- All cast and crew must wear a facial covering at all times. 1 person (cast) may remove mask for the duration of a scene/take only between 'action' and 'cut' and must be physically distant (6' minimum) from other cast members and crew. Actors should stay as quiet as possible between takes to avoid spreading droplets.
- Crew members who can't always maintain a safe physical distance due to their positions (i.e. DP, AC) must wear a mask AND a face shield.
- Scenes with direct prolonged physical contact between cast (i.e. intimate scenes, fight scenes) are not allowed at this time.
- All cast and crew shall wash or sanitize hands when beginning the filming of a scene and not touch their face during the filming session. Any crew member who must interact with the set or cast must also wash or sanitize their hands at the beginning of filming.
- Hand sanitizer, masks and face shields must be made available to all cast and crew on set/at location. Frequent handwashing is encouraged.
- Before, during and after production sessions, frequently touched objects (i.e. tables, doorknobs or handles, props, common equipment) are to be disinfected using EPA approved disinfectants. Such surfaces should be cleaned before, during and after.
- All crew members must provide their own pens, clipboards, etc. to eliminate sharing.

CREW SIZE

- Total crew and cast size on location should be no more than 10 people maximum at any one time AND the space must always be large enough for all to achieve 6 feet physical distancing (40 square feet per person).

TRANSPORTATION

- Transportation to and from location must be arranged independently.

COSTUMES, PROPS, MAKEUP, ETC.

- All props, costumes and set materials must be disinfected before first use on the set.
- Props, costumes and set materials that can be more easily disinfected are preferred.
- Cast and crew must wash or sanitize hands before touching props, costumes, etc.
- Sharing of costumes (especially theatrical masks) is not allowed.
- Where feasible, cast will bring their own props and costumes to avoid sharing.
- Actors must arrive with hair and makeup done if needed.

PRE-PRODUCTION

- All location permits/agreements, talent releases, etc. must be completed digitally and submitted to Dave Tarbert (d.tarbert@csuohio.edu) at least one week prior to shoot date.
- All contracts, scripts, and any other documents that are normally shared are either distributed digitally or are printed and individually assigned to cast and crew.
- Auditioning should be performed remotely through tools such as videoconferencing.
- Scouting should be performed virtually or rely on existing site photographs.

EQUIPMENT

- All equipment will be cleaned and sanitized by the FMA Equipment Cage prior to check-out. Gear must be assigned to crew members and a log must be kept of all assignments. It's imperative that only the assigned crew member touch 'their' gear (i.e. DP/AC: camera, etc. Grip: light/c-stand, power cord, etc. AD: slate, etc.). Anyone handling equipment must wash their hands or use hand sanitizer before and after use. Everyone using FMA equipment is required to wear a mask at all times- even if they are alone.

CRAFT SERVICES, CATERING, PERSONAL FOOD & BEVERAGES

- All cast and crew must wash or sanitize hands before handling any food.
- Sit-down meals, buffets and catering are prohibited.
- No communal food or drink service (no coffee pot, no single service coffee makers).
- Any food or beverages brought by individuals should be labeled and not be shared.
- Food and drinks may be consumed only in designated spaces to ensure that masks can be worn consistently and correctly.

COMPLIANCE

All shoots must assign a crew member (not the director – typically, producer, production manager, 1st AD) as COVID Safety Compliance Representative who will, in addition to enforcing all safety guidelines on set, be responsible for collecting this document signed by all members of the cast and crew and delivered to Workflow Coordinator Dave Tarbert (d.tarbert@csuohio.edu) prior to production. **No exceptions.**

Upon arrival on set, a health evaluation will be conducted by the COVID Safety Compliance Representative for the production. Symptom checks will be conducted consistent with CDC screening guidelines including identifying conditions/symptoms of cough, shortness of breath, difficulty breathing and fever or chills. In addition, information gathered as to whether any cast or crew member has had contact with a person known to be infected COVID-19 in the last 14 days.

All cast and crew members **must be [Safe Sets International](#) certified.** Producers must collect copies of certification of completion for all cast and crew, and submit them to Dave Tarbert (d.tarbert@csuohio.edu) prior to production. **No exceptions.**

It's a one-time online course. It's free of charge and only takes about 10 minutes to complete. Link: <https://bit.ly/2E7GQGL>

NAME: _____ INSTRUCTOR: _____

PROJECT TITLE: _____ CLASS: _____

START DATE & TIME: _____

LOCATIONS: _____

ARE YOU SAFE SETS INTERNATIONAL CERTIFIED? No Yes

LIST EVERY CAST AND CREW MEMBER ON THE NEXT PAGE. EVERYONE ON YOUR SET SHOULD BE FAMILIAR WITH THESE SAFE SET PROTOCOLS.

SIGN AND RETURN THIS COMPLETED PAGE TO YOUR INSTRUCTOR. KEEP A COPY FOR REFERENCE.

SIGNATURE: _____ DATE: _____

