



## **COVID-19 Production Guidelines**

**Last Update: August 4, 2020**

**The following production guidelines were created based on the recommendations from “The Safe Way Forward: A Joint Report of the DGA, SAG-AFTRA , IATSE and Teamsters’ Committees for COVID-19 Safety Guidelines” and various production guidelines from film commissions across the United States, Europe, and Australia.**

### **The Zone System**

- **Zone A:** The least protected area. Limit personnel in Zone A to performers being used in a shot and the most necessary crew members. Anyone who is not a performer in costume is required to be in full personal protective equipment (PPE) the entire time they are in Zone A. Any performer who is not being used in a shot is highly recommended to have PPE nearby. All production staff who work in Zone A must have a negative COVID-19 test submitted 24 hours before work may begin, and must continue to get tested at least once a week for a two-week to a month-long shoot. If production runs longer than a month, testing will be required twice a week.
- **Zone B:** All cast and crew members on set are considered to be in Zone B. Any cast or crew member in Zone B is required to be in PPE at all times. All production staff who work in Zone B must have a negative COVID-19 test submitted 24 hours before work may begin, and must continue to get tested at least once a week.
- **Zone C:** The outside world (homes, hotels, and any public spaces). Production staff will make every effort to be conscious and aware of the spread of the coronavirus in all public places. We ask that production staff wear masks covering the nose and mouth whenever they leave their residence.

## **Testing and Monitoring**

- To find a COVID-19 testing center near you, consult your health insurance provider or click [here](#).
- All production staff who work in Zone A or cross between Zone A and Zone B must have a negative COVID-19 test submitted 24 hours before work may begin, and must continue to get tested at least once a week for a two-week to a month-long shoot. If production runs longer than a month, testing will be required twice a week.
- All production staff who work exclusively in Zone B must have a negative COVID-19 test submitted 24 hours before work may begin, and must continue to get tested at least once a week.
- All test results must be reported to the Health and Safety Supervisor appointed by Lumos Films. The test results will be kept confidential except as permitted to be disclosed and used.
- The Health and Safety Supervisor will keep a mindful eye on the spread of the coronavirus in nearby communities, and will keep the rest of the production staff informed of any news that will affect the production process. For more details, and to sign up for daily reports, please consult the [California Department of Public Health website](#).

## **Health and Safety Staff**

- Lumos Films will appoint a Health and Safety Supervisor (HSS) to lead the testing process and ensure a safe working environment for all production staff.
- The HSS will be the final authority on COVID matters and cannot be overruled in their efforts and activities to enforce COVID-19-related safety practices. This means that the HSS has the power to shut down production if necessary.
- The HSS will provide daily screening forms to all production staff to check for symptoms and potential exposure to individuals who may have symptoms consistent with the coronavirus.
- The HSS will monitor cast, crew, and craft services for compliance with the Zone protocols.

- The HSS will coordinate with production staff to supply the necessary cleaners, sanitizers, and PPE to the set and any production staff member.

### **On Set Procedures**

- All sets will be closed to visitors without exceptions. All crew must adhere to the Zone System. Important parties should participate virtually.
- Shooting days will be limited to a 10 hour window from crew call to camera wrap. The limited hours will ensure proper time to clean and sanitize the set and all production tools as well as give the production staff time to rest.
- If any production staff member is feeling sick with a fever, cough, or difficulty breathing, they are required to stay home and immediately notify their supervisor. No admittance to set will be granted to anyone who presents symptoms of respiratory illness, including a fever or cough.
- Meals will be staggered or taken during work hours. Craft service and catering will be provided in individually wrapped containers.
- Cleaning and disinfection will take place nightly by the Health and Safety team or an outside professional service.
- All production staff will submit to a medical check in with a Health and Safety team member every day prior to appearing on set. The check in may include a verbal questionnaire regarding potential exposure, temperature check with a no-touch thermometer, and submitting new test results as needed.
- All production staff will be given a COVID-19 safety briefing on their first day of work. The Health and Safety team will issue reminders and news to the production staff through weekly meetings and daily reminders.
- Production staff will be required to keep a physical distance of at least six feet between people in all Zones, even with full PPE. Remote working and videoconferencing should be used to minimize in-person contact on set. Anyone with clearance to be on set will be discouraged from all unnecessary physical conduct and touching one's face.

- Personal protective equipment should be made available to everyone on set, and are required for anyone not actively in costume. Full PPE consists of both a face mask that covers the nose and mouth and either goggles or a face shield. Gloves, hand sanitizer, and spray disinfectant should be readily available.
- Once production starts, the director should limit takes to make sets more efficient and result in less standing around/congregating time.
- To the extent possible, there will be limited to no physical contact between actors, including kissing, holding hands, or intimate scenes.

-----

**Please read and sign the following statement:**

**I, the undersigned, have fully read and agree to the above production guidelines. I promise to fully cooperate with all the above guidelines during my time on set with Lumos Films, and I understand that disregard and/or lack of adherence to these guidelines may result in my immediate dismissal from this production.**

**Name:** \_\_\_\_\_

**Production Role:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_