

# BC Post Production Health & Safety Task Force



**COVID-19 Safety Guidelines**

# BC Post Production Health & Safety Task Force

Updated: June 24, 2020

British Columbia's post production community is open for business! We have built upon the province's successful COVID-19 strategy and have developed guidelines for our industry which conform to the strict protocols provided by Canadian and BC health authorities. In crafting our guidelines, we emphasized safe, sustainable and flexible working practices for post production crew, while also providing reliable and effective creative input for Producers, Directors, Networks and Studios.

We have systems in place for both centralized and remote workflows which can be adapted to suit the preferences and creative needs of each production. The safety guidelines provided here have been developed with the participation of facilities management, producers, editorial crew, and picture & sound post production teams from across the industry. Our top priority is the health and safety of all individuals.

While this guideline is created in collaboration across post sectors and intended to address our overall best practices; employers operating in British Columbia's Motion Picture Industry are required to develop their own specific facility/crew COVID-19 safety policies, procedures and guidelines in accordance with orders from the PHO and WorkSafeBC regulations. In addition, the B.C. MOTION PICTURE INDUSTRY COVID-19 BEST PRACTICES COALITION is further developing detailed resources including a Pandemic Production Guide and Department-specific Guidance to support employers returning to operation.

## Document Outline

### Picture, Sound & Editorial Facility Policies page 2

Facilities Clearance Policies for All Crew, Staff, Clients, Visitors and Deliveries

### Facility Preparation pages 3-4

Floor Plans & Room Capacity; Workstation & Workflow Reimagining;  
Gear Sanitization & Facility Sanitization; Maintenance; First Aid & PPE; Information Posting;  
Food & Beverage Restrictions & Guidelines

### Facility Staff & Editorial Crew Support pages 5-6

Employees Returning to Work; Physical Support;  
Self-Diagnosing/Monitoring; Information Sharing;  
New Day to Day Adjustments; Employment Support/Legal;  
Supervisor Support and Training

### In Facility Client / Talent / Visitor Management page 7

Facility Policies re: Client/Visitor Clearances; Client/Visitor Pre-Visit Preparation

### Outbreak Plan page 8

### Additional Resources page 9

### COVID 19 Policy – Personnel Acknowledgment Form page 10

This document was created through the participation of the following individuals and companies:

Chair: Don Thompson (Finale Post/Picture Shop Vancouver), Co-Chairs: Lindsay Elizabeth Donovan and James Cowan (Encore/Company 3); Subcommittee Leads: David Dewar, Gary Lam, Linda McAteer (Post Modern Sound); Members: Brad Goodman, Brendan Smith (OmniFilm), Craig Berkey, Jason Mullen (Great Pacific Media), Jonathan Shore, Kelly Cole (Sharpe Sound), Kerry McDowall (Vancouver Post Alliance), Lisa Binkley, Nicole Ratcliffe, Paul Sharpe (Sharpe Sound), Phil Klapwyk (IATSE 891), Randy Egan (Post Pro Media), and Trevor Mirosh.

## Picture, Sound & Editorial Facility Policies

### CLEARANCES: ALL CREW, STAFF\*, CLIENTS, VISITORS & DELIVERIES

\*Freelance contractors/crew and related or unrelated tenants of the facility should be considered as staff for the purposes of following these guidelines.

#### **BASIC CLEARANCE REQUIREMENTS FOR ALL PARTIES ENTERING A FACILITY \***

\*Excludes delivery drop-off/pickup if drivers are not entering the main facility.

- You must have a scheduled appointment or shift (pre-approved reason for being in the facility) and keep shift/visit to scheduled time. All non-essential visitors should be excluded.
- You must remain at home if you meet any of the British Columbia requirements for self-isolation or quarantine: you have recently traveled outside of the Province or country; you have been in contact with someone who has been sick or diagnosed with COVID19; you have been diagnosed with COVID19, have recently recovered from COVID19 or an illness, or are currently feeling unwell.
- You must stay home if you are sick, even with a common cold or severe allergies.
- You must wear a mask if at any point you are unable to maintain 2 meters distancing.
- You must thoroughly wash your hands throughout your day including upon entry to the facility, before/after preparing meals, or after using washrooms.
- You must sneeze or cough into your sleeve or tissue.

**CLEARANCES – CREW & STAFF:** In-facility crew and staff to be scheduled around: new room capacities; workstations with sanitization plans; necessity of in-facility work (vs. work from home options); current provincial guidelines.

All crew and staff are subject to Basic Clearance Requirements for All Persons Entering Facility.

**CLEARANCES – CLIENTS & TALENT:** In-facility client and talent sessions to adhere to provincial distancing & gathering guidelines; new room capacities; necessity of in-facility presence (vs. workaround solutions for remote meetings & reviews); current provincial guidelines; facility discretion.

All clients and talent are subject to Basic Clearance Requirements for All Persons Entering Facility.

**FACILITY CLEARANCES – VISITORS:** Limited to visitors deemed necessary for business to operate and adhering to the same facility and provincial guidelines detailed above for staff & clients, and as prescribed by Provincial Health Authority.

All visitors subject to Basic Clearance Requirements for All Persons Entering Facility.

**CLEARANCES—VENDORS, MAINTENANCE, CONTRACTORS:** Vendors, Maintenance and other outside contractors to have limited access to facilities and to be scheduled around staff/client sessions when possible. Employees to be notified in advance of any planned work or disruptions. Barriers to be encouraged and use of PPE implemented when working around others. Maintenance or other workers to use their own gear (keyboard, mouse, etc.) and tools when assessing technical problems or completing facility work.

All vendors, maintenance and contractors subject to Basic Clearance Requirements for All Persons Entering Facility.

**INGOING/OUTGOING DELIVERIES:** Designated delivery & pickup areas assigned with sanitization protocols. Proper distancing rules to be followed and barriers installed where required. No delivery person to enter facility or editing room workspaces, and common areas.

Implement sanitary procedure for in and outgoing packages/gear, as well as proper disposal of packaging.

Delivery of personal packages to the facility should be discouraged to reduce potential contamination.



## Facility Preparation

- **FLOOR PLANS & ROOM CAPACITY:** Use facility floor plans and employee count per shift to establish new capacities per room in adherence to provincial guidelines for physical distancing. In larger facilities, drawn plans for flow of personnel in the facility and identifying points of high traffic, outlining alternative safe routes and safe rooms, may be required.
- **EDITORIAL ROOMS:** Prior to the opening of a production editing room, a risk assessment is to be completed by a qualified person who is familiar with editorial practices and safety best practices.
- **REMOTE WORK:** Any installation of remote workstations in workers' or clients' homes will be compliant with any electronic and physical content security agreement (e.g. TPN), as necessary. Safety protocols will be in place for installers entering a client's home, and the option for touchless delivery and remote technical support will be available when in-home installation is unwanted or not possible.
- **WORKSTATION REIMAGINING:** Assign distinct workstations that eliminate the need for shared equipment (ex: computers & accessories such as keyboards and mice; office supplies; gear such as control panels, microphones, headphones & tablets; etc.). When equipment must be shared, use of PPE is encouraged and an outlined sanitation plan is to be enacted. Crew should have the option to bring their own input devices (i.e. keyboards or mice) when desired.
- **WORKSPACES:** Separate workspaces to be provided whenever possible. In all open workspaces or bullpens, consider alternate workspace layouts to minimize risk, or remove them entirely if they do not allow for recommended physical distance. Adequate and healthful ventilation systems to be provided.
- **GEAR SANITIZATION:** When individual workstations cannot be provided, all equipment and accessories to be sanitized at the beginning and end of each session or change of operator.
- **FACILITY SANITIZATION:** Detail sanitization plan throughout the day and between shifts for all common spaces, and shared facilities and rooms. Setup sanitization stations in high traffic areas (shared door handles, etc.) Remove excess clutter or unnecessary surfaces (i.e. additional seating, magazines, etc.) that could carry COVID19.
- **MAINTENANCE:** Maintenance or other workers to use their own gear (keyboard, mouse, etc.) and tools when assessing technical problems or completing facility work.
- **FIRST AID:** Ensure on-site first aid stations are stocked, including COVID-specific items such as Tylenol and thermometers.
- **PPE:** Maintain stock of sanitization equipment and PPE for staff and clients, including gloves, non-medical masks, hand sanitizer, wipes, etc. (or as otherwise defined by provincial regulations or company policies). Plexiglass or other barriers installed when possible where physical separation per current guidelines cannot be maintained.
- **INFORMATION:** Post signage re: facility-specific safety protocols, best hygiene practices, employee's designated safe areas as well as off-limits zones, movement routes, capacity per room, sanitization station locations, current provincial guidelines and restrictions, and relative information hotlines (BC Center for Disease Control, WorkSafe BC, studio hotlines, etc.)

## **Food & Beverage Restrictions and Guidelines**

- **KITCHENS & COMMUNAL EATING SPACES:** Communal meal spaces to adhere to current Provincial guidelines for physical distancing. Staggered meal breaks to be implemented when physical distance cannot be maintained in communal meal spaces. Kitchens to be reduced to minimal use.
- **FOOD & BEVERAGE SERVICE (crew/clients/staff/visitors):** Single serving beverages only (no shared jugs, etc.). Prepared single serving beverages to be served in containers and cups that are sanitized (or are disposable), served by a crew member who is wearing proper PPE (mask/gloves). Single serving food or snacks only, packaged specifically for individual consumption (no family style servings or shared food, no re-plating takeout food, etc.). Any food service to be handled by a crew member who is wearing proper PPE (mask/gloves).  
Review Creative BC's Reel Green initiative for more best practices to reduce waste:  
<https://www.creativebc.com/industry-sectors/motion-picture/reel-green/index#click-to-find-out-how-to-be-reel-green>
- **FOOD & BEVERAGE PREPARATION IN-FACILITY (staff only):** Beverage preparation to follow aforementioned guidelines. Personnel may prepare food for personal consumption so long as preparation follows current facility sanitization practices. Each individual worker will be responsible for their own cleanup of all foodstuffs, plates, cutlery, etc. If an automatic dishwasher is available this can be used by personnel. Personnel must wash their hands prior to and after eating.
- **FOOD & BEVERAGE SOURCED BY CREW (e.g. Production Assistant):** Additional PPE provided as necessary to any crew member that requires increased exposure to others for reasons, such as picking up food & beverages.

## Support for Personnel & Supervisors

(Applies to all persons entering a post production facility or editing room.)

Individuals should be encouraged to continue working remotely when possible, in consultation with Employers and Managers. An individual's return to working in-facility is dependent on a production or facility's ability to maintain physical distancing and proper sanitization plans.

Additional considerations should be made for health issues affecting family members/partners/ roommates, as well as childcare issues and lack of available working space.

As is normal practice, employees should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the employer. Employers and workers should always come together to resolve issues.

Workers are responsible for taking reasonable care to protect their own health and safety and the health and safety of other people at workplace. In the context of COVID-19, this means workers are responsible for their own personal self-care, which includes frequent hand washing and staying home when sick.

Editorial crew to receive the same rights and safety options afforded to production crew.

- **PHYSICAL SUPPORT:** Room capacity and scheduling should be adjusted to ensure physical distancing can be maintained. Assure support and additional time for sanitization of workstations and shared facilities. Employer to provide required PPE such as non-medical masks as well as materials for sanitizing.
- **SELF DIAGNOSE & MONITOR:** Individuals must be informed of how to self-diagnose; self regulate; self protect. Ahead of any shift or in-facility meeting, ask yourself, *should I come in?* COVID warnings signs could include difficulty breathing, fever, chest pains, fatigue and loss of smell or taste, however; it is the responsibility of anyone feeling unwell to immediately alert their supervisors (via phone/email) and cancel or postpone any in-facility visits until proper recovery/quarantine period is completed.
- **STAFF & CREW TO BE INFORMED OF FACILITY AND EDITING ROOM SAFETY GUIDELINES, INCLUDING:**
  - PPE expectations: facility policy for PPE, where to source and how to maintain their own PPE, inform them of PPE that will be provided for them in-facility, proper training on use of PPE including donning and doffing masks.
  - Arrival policy and movement guidelines.
  - Room capacities, restrictions around shared spaces, outline where they can and cannot move within the facility.
  - Outline fire escape routes/earthquake safety zones or muster stations.
  - Provide any facility-specific safety protocols, best hygiene practices, including sanitization stations and current provincial guidelines and restrictions.
- **PREPARE FOR DAY TO DAY ADJUSTMENTS:** Prepare those who were able to remain working in-facility for the upcoming increase in crew, staff and client presence. Ensure all staff understand and adhere to: distancing regulations and best practices (2 meters apart), no unnecessary gatherings, make use of virtual meetings and other workaround options, adhere to paperless workflow, no borrowing or sharing gear without a sanitization plan in place, etc. On an ongoing basis, provide updated information to all individuals regarding the health & safety plan as circumstances change.
- **EMPLOYMENT SUPPORT/LEGAL:** Ensure everyone knows their rights, relative to the current COVID situation. Confirm for all staff/crew who is responsible for maintaining safety and sourcing information, and who to report concerns to. If any individual feels uncomfortable about their health and safety within the workplace, they must raise their concerns to their employer or supervisor, anonymously if desired.

- **STAFF/CREW TRAINING - LEADERS:** Ensure department heads, safety officers, and HR are informed on how to address employee and client concerns. Provide them with resources on where to go for help within the company/production or externally. Educate on overall provincial guidelines and provide direction on where to get the latest updates. Ensure solid understanding of new facility guidelines and best practices.
- **STAFF/CREW TRAINING – FRONT LINE:** Ensure front line staff are educated and empowered to enact any policies around deliveries, traffic in & out of building (temperature screening requirements, room capacities, movement plans, etc.), food & beverage service, etc. Inform front line staff where to go for support should they be met with any pushback. Ensure they feel confident and safe in their duties.

## SUPERVISORS

- **STUDY BEST PRACTICES:** Employers and managers must study and remain up to date on all health and safety best practices, and government regulations.
- **SAFETY PROTOCOLS:** Each production editorial department and post facility must create safety protocols specific to their needs, and use these as the basis for training of all personnel. These must be updated and shared with personnel, clients and talent regularly. Employers and managers may appoint a Safety Officer who will be responsible for communicating these protocols and ensuring the job site conforms to them.
- **DOCUMENT:** Employers and managers will request all personnel sign a document acknowledging their understanding of the COVID 19 health and safety protocols (please see attached example)
- **SCHEDULE:** Employers and managers will have to plan for added time and resources to accommodate the health and safety protocols.
- **PHYSICAL SPACE:** Managers will work with vendors to determine how to use physical spaces and exploit technology to achieve the creative goals within a safe working environment. Managers should consider methods to increase physical distance in areas personnel, clients or talent tend to congregate.
- **MEETINGS:** Employers and managers will use alternate methods to conduct non-contact meetings and discussions with personnel and clients. Unnecessary travel is discouraged.
- **WORK FROM HOME:** Employers and managers should keep in regular touch with off-site workers on their working arrangements including their welfare, mental and physical health, and personal security. They may be experiencing additional COVID-19 related anxiety and stress at this unusual time.
- **HEALTH CONCERNS:** Employers and managers have the right to request any individual leave a workspace if concerned that person has symptoms of illness.
- **SUPPLIES:** Employers and managers will provide appropriate PPE to personnel to wear at their workplace, and must provide sufficient cleaning supplies for general janitorial, cleaning of high touch or high traffic areas, as well as for their personnel's on-site individual needs.
- **OUTBREAK PLAN:** Employers and managers will create an outbreak plan and will inform personnel and clients of the plan (single case, small outbreak, facility outbreak).

## In-Facility Client / Talent / Visitor Management

Remote sessions are to be encouraged in place of in-facility reviews or meetings, utilizing: online meetings, streamed sessions, remote review setups, etc. Consider hybrid approaches to supervised sessions such as:

- Artist in facility / Client remote supervising
- Artist Remote / Client in facility
- Artist and Client remote, Editorial Assistant in facility

All in-facility client/talent/visitor visits must be approved and scheduled to ensure room capacities and sanitization plans are protected.

For safety reasons, in-person contact will be kept to a minimum with the goal of limiting frequency and number of people attending in-facility or editing room sessions. All visitors must adhere to the facility clearance health & safety rules.

### INFORM CLIENTS/VISITORS OF THE FOLLOWING AHEAD OF ARRIVAL AT FACILITY

---

- **FACILITY EXPECTATIONS:** Inform any clients/talent/visitors ahead of their in-facility session of new facility guidelines and what to expect while visiting, including:
  - Arrival procedures including any pre-screenings or questionnaires and entrance procedures.
  - PPE expectations: facility policy for PPE, encourage them to source their own PPE, inform them of any PPE that will be provided for them in-facility.
  - New facility policies that are designed to protect their health and safety during their visit, and what's required of them to meet said policies.
  - Location of their session, movement plans within the building, and where to access sanitized shared facilities.
  - A facility will dictate the number of talent and or clients allowed in a single recording or review session based on the size of the room and conforming to physical distancing requirements. This applies to Walla sessions as well.
  - You must conform to physical distancing protocols, remaining 2 meters apart, unless a physical divider is in place. If you are unable to maintain 2 meters distancing, you must wear a mask.
  - Whenever possible please bring your own scripts on a device or in hard copy to your session
  - Talent will need to put on their own headphones and, if applicable, lav mic. They may also need to adjust standing microphones or other equipment as requested by the engineer.
  - Provide any facility-specific safety protocols, best hygiene practices, and note location of sanitization stations, current provincial guidelines and restrictions.
- **CLIENT SERVICE EXPECTATIONS:** Prepare clients/talent/visitors ahead of their in-facility session of any changes to client services, such as:
  - New Food & Beverage policies.
  - In-facility gathering regulations.
- **IN-FACILITY PERSONNEL/ROOM RESTRICTIONS:** Ensure clients understand their meetings are scheduled specific to their time, room location and staff attendees. Expanding meeting times, room moves or requesting unplanned session attendees will likely be denied.  
Outline any new off-limits areas.



## Outbreak Plan

- **OUTBREAK PREPARATION:** Each facility to have their own, detailed outbreak plan, including the following considerations -
  - Train employees how to self-diagnose and report to management/HR\* if they feel they may have contracted COVID19.  
\*Requirements to report to management/HR specific to containing an outbreak, however; are subject to employee rights re: information sharing and privacy.
  - Inform employees, clients/visitors of outbreak procedures—what to expect and how they're protected.
  
- **TIERED OUTBREAK PLANS:** Outbreak plans to address –
  1. Small Outbreak (single, isolated workgroup within facility)
  2. Evolving Outbreak (outbreak occurring across more than one working group)
  3. Facility-Wide Outbreak

## **Additional Resources**

[Office of the Provincial Health Officer: Order regarding Workplace COVID-19 Safety Plans](#)

[BC Centre for Disease Control](#)

[BC Restart Plan](#)

[BC Go Forward Strategy Checklist](#)

[WorkSafe BC Covid19 General Workplace Information](#)

[WorkSafe BC - Protocols for Motion Picture and Television Production](#)

[Actsafes Safety Association](#)

[BC COVID-19 Support App & Self Assessment Tool](#)

[Studio Safety Hotlines information](#)

[Actsafes Working Remotely Guidelines](#)

[COVID 19 Health Declaration Fillable](#)

## **Disclaimer**

The Task Force and its members do not accept any responsibility or liability to you, whether in contract, equity or tort, or under any other legal principle, for any direct or indirect losses or damage of any kind arising from use of this document. This includes any action taken as a result of reading, or a reliance placed on the Task Force or its members as a result of having read, any part or all of, the document. Without limiting the above, you are advised that: 1. The information provided is of a general nature only and is not intended to address specific circumstances of any particular individual or entity. 2. The Task Force and its members make no warranties, guaranties or undertakings as to results that may be obtained from use of the document this endorsement applies to. Information provided is not professional or legal advice. Specific advice should be sought from qualified professionals prior to relying solely on any information in this document. The information provided is not in substitution for or in any way an alteration to the laws of Canada, nor to those of the Province of British Columbia, or any official guidelines or requirements.

*(Example)*  
**COVID-19 Policy – Personnel Acknowledgement**

By signing this document, the below noted employee confirms that they have reviewed and understand the requirements of the COVID-19 protocols. Any questions or concerns that employees have; they must ensure to bring forward to their supervisor.

**-Employee Acknowledgement -**

I, \_\_\_\_\_

*Accept that: I have been instructed and understand the information provided in the COVID-19 Policy. By signing this document, I acknowledge my responsibilities, duties and the expectations while at work.*

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original Copy of this document to be signed and maintained on file.

# COVID-19 Worker Health Declaration

Name: \_\_\_\_\_ Week of: \_\_\_\_\_

**1. To the best of your knowledge, have you or anyone in your household returned from a trip in the past 14 days?**

Outside Canada  Yes  No  Unsure  
 Inside Canada via air/bus/train  Yes  No  Unsure

**2. To the best of your knowledge, have you had contact with anyone with confirmed COVID-19 in the past 14 days?**

Yes  No  Unsure

**3. To the best of your knowledge, are you or any household members experiencing any of these symptoms?**

a) Fever above 38°C/100°F  Yes  No  Unsure  
 b) Sneezing  Yes  No  Unsure  
 c) Difficulty breathing  Yes  No  Unsure  
 d) Dry cough  Yes  No  Unsure  
 e) Sore throat  Yes  No  Unsure

Question	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1							
2							
3 a)							
3 b)							
3 c)							
3 d)							
3 e)							

**Steps:**

If you answer yes to any of the above questions, or experience symptoms after completing this form, report to your supervisor and follow their instructions.

**BC COVID-19 Symptom Self-Assessment Tool:** [bc.thrive.health/covid19/en](https://bc.thrive.health/covid19/en)