



Camelot

Communications Group

communications group

***Covid-19 Health & Safety  
Set Guidelines and Protocols***

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## Covid-19 Health & Safety Set Guidelines and Protocols

Camelot is committed to providing a safe filming environment in this new era of COVID-19. In order to ensure the safety of all crew, cast and clients on set, the following new guidelines will be implemented. We look forward to making sure safety is the priority on set. We will do everything we can to provide a stress-free, productive experience. The following are guidelines and protocols that will ensure this for everyone.

These specific Covid-19 era guidelines and protocols will lay out, in detail, how we plan to approach filming for our upcoming film and digital projects and most likely, for future projects for the foreseeable future. Everyone on the Camelot Team understands that creative will still dictate our approach to some degree, however as your production partner, our steps will be to minimize crew needed on set and to build out shoot days that will allow for a pace that prioritizes safety first.

# Covid-19 Health & Safety Set Guidelines and Protocols

## OVERVIEW – Production Logistics

### 1. Crew size

We will use as minimal a crew as possible in every situation. Crew size will be based on the current CDC guidelines regarding the number of people permitted to gather. The required social distancing will be maintained at all times while working.

### 2. Payroll/Invoices

Payroll/invoices for crew and talent will be completed entirely electronically and no paperwork will exchange hands on set. Fillable PDF time cards will be sent to each crew and cast member prior to the shoot date and reviewed by production. All work times will be filled in by production and a PDF will be sent to each person for final approval. Only electronic invoices will be accepted from the few non-union crew members.

### 3. Casting

Casting will be done remotely. Callbacks will be done via livestream, Zoom or equivalent. Casting directors will be vetted and their procedures approved in advance.

### 4. Locations

We will intend to film interiors and exteriors on private property. We will look to avoid permits until those offices are up and going again. Once permitting is possible, we would ask for as much advance notice as possible to avoid logistical complications impacting the shoot schedule.

### 5. Production Documents

All production documents will be exclusively digital. Pre-Production Books, call sheets, timecards, releases and set rules will all be distributed prior to shoot day.

### 6. Set Access

Anyone that doesn't need to be on set will be provided streaming access to the camera feed via Zoom Monitoring, with the ability to provide real-time feedback. Zoom Monitoring is a new tool in our production toolbox that allows for remote direction and interaction. We have been using this tool on our Post and Animation projects, Zoom connecting creatives in Atlanta, Connecticut and NYC to our Post Studio in Westchester. This process enables creatives and clients to view the true camera framing and audio feed direct from the camera. If Zoom monitoring is unavailable in certain locations, wireless Monitors will be provided. We will plan to have as many wireless monitoring solutions as needed to allow for safe distancing.

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### Pre-Production and Health Evaluation

**1. Travel to set**

Each crew member will be asked to travel individually to set, ideally in their own private vehicles. Public transport will unfortunately not be an option.

**2. Questionnaire**

The completion of a health questionnaire will be required by all member of the cast and crew. Every person will be, up to the day of the shoot, asked about their recent contacts with work colleagues and family. If there is any hint of a concern by the Camelot producer or Camelot, then the personnel situation will need to be addressed before work can ever begin. In addition, prior to each shoot day, production will have a conversation with every crew member insuring they remain in good health. If there is any sense of concern then we will choose to pay them to stay home and pay a replacement as well. We need to encourage transparency and disclosures without risk.

**3. Insurance and liability**

All cast, crew, vendors and participants will need to sign an electronic CCG liability waiver indemnifying Camelot Communications Group and UPMC Health Plan for any potential exposure of the Coronavirus.

**4. Pre-Production Meetings**

All pre-pro books, call sheets, and scripts will be distributed digitally (no printed copies). If a pre-pro meeting is requested, it will be held remotely.

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### On Set and Location Procedures and Process

#### 1. Temperature documentation

Everyone will need to have their temperature taken before they enter set each shoot day. Production will have a digital thermometer on set and a certified EMT, hired by Production, will be responsible for the process.

#### 2. Physical distancing

The physical distancing practice of six-feet will be mandatory and strictly adhered to. If there is any indication that this cannot be maintained for a moment, then each person involved will wear a mask and gloves while taking extreme caution. This will only be considered in extreme circumstances.

#### 3. PPE

Every person on set will wear a mask and gloves. No exceptions. Crew are encouraged to bring their own PPE, masks and gloves. Production will always have backups, but best everyone have their own. Homemade masks will be judged to be sufficient. Talent and director will be able to remove masks once set is ready and distances and comfort levels have been established.

#### 4. Location health evaluation

Our Camelot producer, in addition to her "normal" production duties, will carry out a health assessment of every location. Production will be responsible for evaluating locations and procedures on set to hold crew accountable. When possible, we will hire a certified health professional designated to monitor/instruct on all health and sanitation procedures. Health protocols for all locations (particularly interiors) to be evaluated and performed are as follows:

## Covid-19 Health & Safety Set Guidelines and Protocols

### On Set and Location Procedures and Process continued..

- 4a. **Hand-washing accessibility and implementation...** Everyone will be required to immediately wash hands for 20-seconds upon arriving at location. 60%+ alcohol hand sanitizer will be used continuously. Hourly hand washing breaks will be provided.
- 4b. Surfaces will be disinfected by wipes before anyone is allowed on set.
- 4c. Crew will be asked to remove jewelry/watches/bracelets, etc., before entering location, and leave them in their vehicles.
- 4d. Individuals with glasses will be encouraged to clean their glasses with soap and water.
5. **Talent Contracts**  
All talent contracts will be completed electronically prior to reporting to set.
6. **Meals**  
All crew will be instructed to arrive "having-had" as no breakfast will be provided on location. There will be no snacks/coolers/coffee. Nothing to be shared. Production will have bottled water on hand for emergency, but all crew will be encouraged to bring their own water/beverages for the duration. Boxed lunches will be ordered from a locally sourced, trusted restaurant. All meals will be individual meals, as there will be no sharing of serving utensils. Lunch locations will need to be large enough to maintain physical distancing. As we see a need for increased protections, it is likely that crew will be asked to bring their own lunches as well.
7. **Holding areas**  
Multiple holding rooms will be required to hold the allowable number of people per room following the State and the CDC requirements

## Covid-19 Health & Safety Set Guidelines and Protocols

### On Set and Location Procedures and Process continued..

#### 8. On Set Crew and Cast

For all shoot days, the total crew will be at a maximum of 35 people total per day. To minimize the amount of people on set, the crew and cast will be divided into and located within four (4) physically separate sections or pods. Departments will sequester in these department sections or pods and will eliminate crossing their sections as much as possible:

- a. On set Cast & Crew,
- b. Design & Set-up (Lighting, Art, Camera),
- c. Base Camp Essentials (Make-up/Hair, Wardrobe) and Talent
- d. Production Staff & Agency and Client.

9. Crew allowed on set to be limited to a maximum of 10 people that would include; director, one producer, camera operator, AC, gaffer, grip, sound operator, one art representative and one production assistant. One Client or Agency representative will also be allowed on set. The number of talent on set will be determined by the creative, however will be kept as small as is possible. In the case of this project, we are estimating a maximum of 4-5 talent on set for any given scene.

10. Sections 8c & 8d will be stationed in separate interior locations or tents outside of the location if interior spaces are not available. The tents will be set-up in the parking lot. Seating will be arranged to promote social distancing. As much as possible, interactions should be kept to a minimum. There will be a designated representative to handle any needs.

11. Call times for crew will be staggered and each department will be given a certain time to arrive and unload to prevent crowding on arrival. Departments will not be given access to set until the previous department is completed and has exited the space. This may take longer in the morning and ultimately, lengthen the shoot day, but call times will allow for this extra set-up.



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### On Set and Location Procedures and Process continued..

#### 12. Equipment Handling

##### A. Staging area requirements

There will need to be a staging area for equipment/personnel, that allows for the physical distancing to be maintained.

##### B. Equipment cleaning

Producer will oversee that all equipment on set has been disinfected by each individual crew member. This will need to be carried out in the staging area space made specifically available to each individual crew member.

##### C. Camera handling

Each facet of the camera prep and attachments will be methodically done to maintain the necessary physical distancing. We will also encourage a wired director monitor that will only be handled by the DP or AC. Like all equipment, the camera/tripod/lenses, etc., will only be touched or handled by the designated person.

##### D. Audio

All talent will affix their own wireless microphone. If they are unable to do so in a satisfactory way after direction from audio engineer, then a boom will have to be set up in order to maintain the 6 feet minimum distance.

##### E. Make-up and wardrobe

This is certainly the trickiest of on-set problems to be solved. It will be suggested that talent bring their own makeup brushes/sponges and apply their own make up with guidance from the on-set Make Up Artist. The make up artist is required to bring disposable sponges and make up applicators. The make up artist will only apply make up if the talent is comfortable with her doing so. If help is required, then the make up artist will absolutely wear gloves and a N95 protective face mask. Wardrobe styling will be allowed for featured cast only. Wardrobe will not be permitted on set. Cast will be asked to provide as much of their own wardrobe as possible. Stylist will work closely with the cast to see what can be used from their own wardrobe to avoid many items being brought to set.

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### **General**

It will be made clear to everyone prior to assembling, that the concerns and input of every single person on set will be taken into account. If anyone voices a concern, then production will be halted until that concern is addressed and resolved. Each crew member will be tasked with numerous duties that will be new to them, and to each of us. Teamwork has never been more essential.

### **Pace and patience**

We know that every single facet of how we operate will be impacted, and that this may result in delays and complications. We will urge everyone on set to proceed slowly and methodically. Each person will be responsible for supporting everyone else verbally throughout the shoot. From the very outset, a realistic timeframe will have to be established in order to maintain these safety procedures.

### **Conclusion**

Production is far from essential, however we are now at the point where there is a need for brands to create new content that communicates their message to the community. Until there is a vaccine, or effective testing that a person can self-administer daily, the bottom line is that how we operate will not be the same for a while. The way we operate will also change and adapt as guidelines change. We all want to get back to work, but only if the proper safety measures and precautions are put into place and followed. All we can do is be as prepared and vigilant as possible, with our primary objective being to function safely. If at any point that cannot be done, the work on set will be paused and we will discuss how to make changes that will allow everyone to continue safely and comfortably. Everyone's voice is valid. This is new to all of us and we will adapt and get better as we go.

*Louis LaRose*  
*Executive Producer*

## Sources

*The following sources were utilized in the creation of this deck*

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**Sweden & Denmark Could Soon Resume Film & TV Production; Read The Wide-Ranging Coronavirus Guidelines**

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**Lionsgate: NEW PRODUCTION SAFETY GUIDELINES 2020/2021**

Telephone conferencing and emails with Dawn Keezer, Director Pittsburgh Film Office

If you have any questions, please feel free to contact:

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