



# COVID-19 Safety Plan Checklist

Production Name:	DATES
C19CO:	

**SIGNAGE INCLUDES:**

Health screening questions	
How to wash your hands	
Cover your cough or sneeze	
Maintain physical distancing (no closer to 6 feet/2 meters)	
Do not enter production site if you have a fever, cough, or COVID-19 symptoms. Stay home if you are sick.	

**COVID-19 REQUIRED PERSONNEL:**

Designated COVID-19 compliance officer to be present on site for health screening, general set monitoring.	
Recommend assistant for crews larger than 50 or multiple active shooting spaces in one location.	

**ACTIVE SCREENING:**

Active screening plan includes both a health screening questions and a touch-less temperature check procedure	
Temperature screening process indicates turning away personnel who have temperatures greater than 100.4°F	

**PHYSICAL DISTANCING:**

Maintaining a minimum of 6 feet/2 meters of physical distancing at all times	
Control of “choke points” and “high risk areas” where workers are unable to maintain 6 feet/2 meters physical distancing and prohibit or limit use to ensure that 6 feet/2 meters can be maintained between workers.	
Shuttles should be limited in capacity to small groups, around 25% of vehicle capacity.	

**CLEANING SERVICE / ASSIGNED CLEANING PA: RECOMMENDATIONS:**

High touch areas to be wiped down every 2 hours with disinfectant - PA or Cleaning service.	
Disinfectant and/or hand sanitizer available at entrances, work areas, food areas. PA monitors and refills as necessary.	
Deep cleaning of set and locations before and after use - Professional Service	

**SEPARATE PREPARATION AND SET AREAS:**

Separate prep from working sets with physical barriers, when necessary	
Access area from an alternate entry/exit door if possible	
Every effort must be taken to minimize contact between workers, including maintaining a minimum of 6 feet/2 meters physical distancing at all times	

**VENTILATION:**

Available open doors and windows to ventilate the work area	
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**FOOD & HYDRATION:**

Provide water in single-serve containers	
No buffet/individual meals only	
Single serving pre-packaged food	

<b>Production Name:</b>	<b>DATES</b>
<b>C19CO:</b>	
<b>FACE COVERINGS:</b>	
Requires reusable (e.g. cloth) face coverings to be worn by all individuals at production site, unless superseded by required PPE (e.g. face shield, masks, respirator)	
<b>PERSONAL PROTECTIVE EQUIPMENT:</b>	
Provide PPE as required for crew including face shields, and face mask or respirator as needed for the activities being performed.	
Face shields for hair and makeup team, as well as any crew who will be within close proximity of anyone who must remove their mask (talent)	
Prohibit PPE sharing	
<b>TOOL USE AND CLEANING:</b>	
No shared desks/ work tools/ equipment	
Clean and disinfect with disinfectants for shared tools	
<b>WASH FACILITIES AND CLEANING SERVICE RECOMMENDATION:</b>	
Place multiple portable wash stations and hand sanitizers at entrances, on set and when on location	
Clean and sanitize hand washing facilities, portable washing stations, production site restroom areas or other enclosed spaces daily with disinfectants. PA or professional cleaner assigned to monitor and maintain clean and disinfected spaces hourly.	
<b>DAILY CONTACT REPORT:</b>	
C19CO will maintain daily attendance log of all workers that includes name, phone number, email, check-in time, health screening and temperature clearance	
<b>CONFIRMED CASE PROCEDURE:</b>	
Infected worker will not be able to access set, will be sent home. Production will be notified immediately. Production will notify crew of possible exposure / contact tracing.	
Should someone become ill on location, production will cease work, assess the exposure, decontaminate and sanitize areas which may have been compromised, including the option of outside sanitization vendor cleanup.	
Upon 3 total positive Covid cases, C19CO and production will notify County Public Health officials, per law.	
<b>PRODUCTION PROTOCOL</b>	
Require 6 feet/2 meters distancing between workers at all times except as strictly necessary to carry out a task associated with the project.	
Establish cleaning and decontamination protocol prior to entering and existing the production site for workers returning the same day.	
Frequent clean and sanitize all high traffic and high touch areas including at minimum meeting areas, production site lunch and break areas, entrances, exits, trailers, hand washing areas, tools, equipment, production site restrooms, stairs, elevators, lifts.	
Allow adequate time in the work day for proper cleaning and decontamination including prior to starting or leaving the production site for the day.	
Supply all crew and talent with personnel with proper PPE. Provide anyone assigned to cleaning with full PPE.	
Prohibit gatherings of any size on production site except safety meetings. 6 Foot Distancing at safety meeting should be maintained.	
C19CO is responsible person(s) to compile daily written verification that each production site is compliant with components of the the protocol.	
Proper copy and storing of the COVID completed verification form to provide to County official upon request. C19CO will provide check-in documents, as well as a digital report to Production. These documents must be stored separately of the standard wrap book and personnel files.	