



SASKATCHEWAN MEDIA PRODUCTION
INDUSTRY ASSOCIATION

**Saskatchewan On-Set COVID-19
Safety Protocol**

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Introduction

The Saskatchewan On-Set COVID-19 Safety Protocol is intended to be used as a guideline for all screen-based media productions in Saskatchewan. It will assist producers and directors in developing a safe on-set production environment that protects all participants against Covid-19 exposure. This particular on-set safety protocol incorporate the standards of practice for on-set production that have been developed across Canada, but, in particular, it incorporates the guidelines provided by the Saskatchewan Ministry of Health. The guidelines provided by the Ministry of Health for businesses are a requirement of all those who seek to do business in the Province of Saskatchewan.

Cleaning and Disinfecting:

- Employer must provide workers with appropriate cleaning supplies, such as soap and water, hand sanitizer, and disinfectant wipes for all cleaning duties. It will be the responsibility of individual crew members to maintain a clean and sanitized workstation, including sanitizing their own equipment/tools. Cleaning procedures should include use of Personal Protective Equipment (PPE), such as masks and gloves. *Personal PPE will NOT be allowed on set.
- All masks or gloves should be disposed of when dirty or unusable.
- All PPE must be placed in a provided sterilized bag, marked with your name, if reusing, to be kept with you at all times and discarded when no longer usable.
- Must have a minimum of one cleaning person on and off set to make sure areas are being cleaned/disinfected regularly.
- For electronics, follow the manufacturer's instructions for all cleaning and disinfecting. Consider using wipeable covers for electronics.
- Interior locations should be thoroughly disinfected before anyone arrives on set.
- All surfaces, furniture, equipment, tools, props, and cast/crew chairs (used indoors or outdoors) in every department should be cleaned and disinfected regularly and after each use by different people.

- Workers must sanitize their hands before and after using shared tools, equipment, props, or other.
- Hard-surface disinfectants and hand sanitizers best used against SARS-CoV-2 (the coronavirus that causes COVID-19) can be found on the Government of Canada's website: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html>
- Wardrobe should be laundered or dry-cleaned before being used or kept in airtight bags for a minimum of 7 days.
- Water and coffee dispensers will be cleaned and disinfected daily.
- Multiple hand cleaning stations must be set up throughout (such as at craft services, catering, actors holding area, hair and makeup station, wardrobe station, etc.) which contain disinfectant, hand sanitizer, paper towels, and a garbage can.
- Ensure that the entire inside of the cast trailers/rooms and outside doors (plus handles) are disinfected before and after use by each cast member and allow enough time for trailer/room to air out after each clean to ensure healthy, quality air.
- Must have an ample supply of cleaning and PPE supplies, as well as disinfectant and hand sanitizer.

Food Handling:

- Must have single-serve, pre-packaged foods (including creamers, sugar, condiments, etc.)
- The craft service table is not communal. Must have a craft service person on set who will plate and serve snacks and beverages to the cast and crew. A list of craft items will be provided ahead of time so that all cast and crew will know what is available to them when craft service arrives to ask them what they would like. Those who come to the craft service table cannot help themselves and must wait to be served by the craft service person.
- If any meals are to be served, a caterer must be employed to prepare and plate said meals (ensuring proper food handling and single serve preparation is in place), OR the meal may be ordered from a local restaurant to be picked up or delivered to set, as long as meals are individually packaged.
- Cutlery, napkins, and straws must be individually wrapped.
- Meals will be delivered to each crew department and to actors' rooms/trailers. When an individual does not have their own department/room/trailer, they will be served in an area with ample space between seats while adhering to occupancy limit. One-way entry and one-way exit out of eating area signs will be posted.

On/Off Set Requirements:

- The employer is responsible for communicating the required protocols and providing the appropriate training for each department, team, crew member, cast, and workplace visitor concerning the use, changing, reuse (if appropriate), and disposal of PPE in accordance with Saskatchewan provincial regulations, including masks, gloves, face shields, etc.
- Every Saskatchewan workplace with 10 or more workers must have a worker/management occupational health committee. In saying that, employers, representatives, and committees should ensure all workers are following COVID-19 guidance recommendations.
- A zero-tolerance policy will be implemented; whereby, employees and contractors who do not abide by all of the COVID-19 Health and Safety Guidelines at all times can be terminated.
- Employees and contractors will be informed of a safe process that does not endanger their own employment and to report employers, employees, and contractors who do not abide by all COVID-19 Health and Safety Protocols at all times.
- Productions must hire a person who has extensive knowledge of the COVID-19 Set Protocols and will be dedicated to communicating and enforcing COVID-19 Health and Safety Protocols on and off set. They must follow the Minister of Health requirement for the application of industry guidelines. This would include making sure everyone is wearing PPE properly, sanitizing, and maintaining social distance requirements.
- Production will provide PPE as required, and it will be the responsibility of the individual crew member provided with the PPE to clean and maintain it as appropriate. WHO (World Health Organization) approved medical masks (<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-on-covid-19-and-masks>) will be provided for those who will be working in close proximity with other individuals. Other approved masks may be provided for those who can guarantee a 2-metre distance between themselves and others.
- PPE must not be shared.
- Must have basic COVID-19-safe guidelines signs posted throughout the set (which include hand hygiene and cough and sneeze etiquette).
- Must have large tents and/or large holding areas for actors/background performers where social distancing of 2 meters (6.5 feet) minimum can be achieved while adhering to occupancy limit.
- All washrooms must have hand sanitizer, paper towels, and a garbage can. Light switches must be taped in the "on" position with a sign that instructs to keep light on at all times to prevent unnecessary light switch touching.

- If possible, have an orientation meeting at the beginning of the day that outlines basic on-set protocol and procedure and handwashing/disinfectant stations are located; and inform actors/background performers throughout the day as they arrive.
- Limit or restrict visitors to sets, studios, and post-production facilities.
- Personal animals such as pets will not be allowed, excluding guide dogs and service dogs, in the workplace, as allergic reactions may be mistaken as COVID-19 symptoms.
- To facilitate communication between departments and workers while maintaining physical distancing, use devices such as two-way radios, mobile technology, Bluetooth, and WiFi.
- Work schedules must be staggered to reduce the number of workers required at one time.
- One department will work at a time on set while maintaining 2-meter (6.5 feet) distance. For example, the art department completes dressing before the lighting department lights a set.
- Assess the workplace for potential choke-points and consider ways to avoid and redirect congestion (e.g.: hallways are one-way, stagger access to small spaces)
- Assign pre-sterilized personal visual and audio equipment such as microphones, radios, cameras, headsets, etc. to individual workers for their exclusive use. These can be stored in labelled, sealed bins or bags and must be re-sterilized when the assigned individual no longer requires the equipment
- Performers should wear masks on set wherever possible.
- Incorporate alternate shot set-ups, camera angles, lenses, etc. to allow for greater distance between performers.
- Consider alternative methods to achieve film sequences that necessitate close contact between workers. This may include intimate or fight scenes that require close contact over extended periods. Discuss protocols with appropriate person for performers who have scenes that require closeness or intimacy, and schedule those scenes strategically. The performer has the right to refuse close contact with other performers, such as hugging, kissing, and stunts requiring close contact.
- Scenes involving singing, loud yelling, or the use of wind instruments may increase the risk of transmission. Where possible, film these outdoors and/or ensure adequate distancing between people.
- Limit access to video village to essential personnel only, making sure all those who are within close proximity of one another are wearing masks.
- Access to the shooting space should have a defined entrance and exit area that is marked with noticeable entry and exit signage.

- Only necessary cast and crew will be permitted in filming areas and must stay a minimum of 2 meters (6.5 feet) apart whenever possible, or must wear masks otherwise (with the exception of the performers).
- Film large crowd scenes outdoors wherever possible. Limit the amount of time spent filming these types of scenes and keep people as far away from one another as possible, with the possibility of filling in the gaps with CGI. Consider altering background appearances to recycle them so less people are being used.
- Minimize day players or develop strategies to film day-players in isolation from the main cast and crew to protect all workers (e.g. splinter or 2nd unit filming)
- Anyone entering Saskatchewan **from outside of Canada** must self-isolate for 14 days and must complete their self-isolation before attending the work site. If the individual is coming into the province **from another province or territory**, the Government of Saskatchewan mandates the person must self-monitor and restrict their activities outside of their workplace (the set) or their accommodation. They must also communicate with a medical doctor immediately if they observe any of standard Covid-19 symptoms.
- Travel during, and leading up to, the production period should be limited to essential trips only (e.g. shopping for food). If the employee/contractor must travel for an essential trip, they must inform their employer (Head of Department, Production Manager, Producer, etc.) immediately. Any travel during days off and/or during a production hiatus should be avoided. Should rapid reliable testing be made available to travelers, and the employer wishes to hire someone who has traveled outside of Canada recently, the employer may arrange for safe isolated transport from the airport to the testing facility and then to a secure accommodation until the results are received.
- Employees/contractors must complete the Shared Health Saskatchewan Screening Tool (<https://public.ehealthsask.ca/sites/COVID-19/>) daily prior to reporting for work. This must include completing a contact tracing sheet at the beginning of the production.
- Productions may implement an additional daily COVID-19 questionnaire for details on current health conditions and may require that everyone have their temperature checked with a contactless thermometer prior to entering any production area at a designated check point outside of the secured work area.
- Post the COVID-19 Set Safety Protocol on they production company's website.
- Attach the COVID-19 Set Safety Protocol to the Deal Memo/Actor's Contract/Background Agreement which must be signed ahead of time with the understanding that it has been read and will be abided by.
- Establish a restriction policy that prevents those who are sick, have traveled from outside of Canada, or who have had close contact with someone with COVID-19, from working on set until they have been given a medical clearance. (i.e. have been tested and/or quarantined for 14 days).

- Will provide digital call sheets, production reports, contracts, etc. when possible.
- Identify workers who may effectively be able to work remotely or from home for portions of prep, shoot, or wrap.
- Must establish a drop-off zone for courier drivers and ensure that physical distancing is maintained throughout the delivery and drop-off. If contactless delivery is not possible due to having to sign or provide proof of receipt, put a fresh pair of gloves and a mask on, do the transaction, and throw the gloves away as soon as the transaction is complete.
- Employers must implement a process that allows for physical distancing when loading and unloading vehicles. Workers waiting for loading and unloading should maintain physical distancing while remaining safely away from traffic.
- Employers should have hand-washing facilities or sanitizing stations available to workers as they enter and exit vehicles at specific drop off/parking locations.
- All production vehicles must include sanitizer/disinfectant and employees must ensure that the interior of vehicles are thoroughly and routinely cleaned and disinfected, as well as the exterior door handles and surrounding areas.
- All transport drivers should wear PPE (i.e. masks) at all times due to ventilation issues and potential violation of physical distancing requirements within vehicles.
- Must incorporate end-of-shift vehicle wipe-downs, which include a method for tracking end of shift cleaning.
- Establish pick-up and drop-off areas in production office, studios, and locations for suppliers, buyers, and runners.
- Carpooling to and from work should be avoided. If it is not possible to ensure a minimum of 2 meters (6.5 feet) distance between workers in a vehicle, the employer must consider other control measures, such as the use of masks.
- If possible, provide each worker with their own set of tools (e.g. construction tools) which must be sterilized prior to use and re-sterilized after the individual no longer requires them.
- Discourage people from leaving and re-entering the premises.
- Washroom areas should be regulated to prevent congestion. An occupancy limit must be posted with markings on the floor to keep people a minimum of 2 meters (6.5 feet) apart while waiting to use premises.
- Individuals working in production office must be more than 2 meters (6.5 feet) away from each other. Engineering controls (barriers or plexiglass) should be used in closed spaces like production offices or other necessary locations.

- Production companies should hold pre-production, production, and post-production meetings, including rehearsals, via a tele-working/virtual network wherever possible. If in-person meetings are required, 2m social distancing needs to be maintained at all time.
- On-site showers are not to be used.
- Out of town cast/crew airport pickups permit 1 passenger per production van to maintain physical distance standards. When sharing transportation is required, passengers and drivers are required to wear appropriate face masks (which will be provided).
- No food is permitted at any time in shared vehicles. Any personal beverages will be kept in containers, kept to the person, and only consumed if necessary.
- Must have a designated outdoor smoking area set up where individuals are able to distance themselves to a minimum of 2 meters (6.5 feet) apart with an occupancy limit sign posted.

Locations:

- When location scouting involves more than one person, individuals must travel in separate vehicles and maintain distancing of a minimum of 2 meters (6.5 feet) apart when out and about unless masks are used by all persons in the vehicle.
- Where feasible, conduct scouting using photo libraries and virtual scouting tools.
- Consider additional space requirements for the use of locations in public areas for workers to maintain physical distancing while adhering to occupancy limit. Hand sanitizer must be used frequently on all high touch areas.
- Sites should be treated as if they have contaminated surfaces and workers must be provided with hand sanitizer by production, which they must use frequently and keep on their person when scouting potential locations.
- Avoid interactions with the general public and keep people way from outdoor shoots by placing barricades that are interconnected with ribbon tape.

Hair/Makeup:

- Establish and post occupancy limits to rooms and trailers, arranging a minimum of 2 meters (6.5 feet) between workstations.
- Makeup should be disposable when possible and applied with disposable brushes, cotton swabs, mascara wands, and/or other disposable applicators.
- Reusable items must be disinfected between each use.
- Tools should be covered or stored in sealed containers whenever possible to avoid contamination.

- Each performer must be supplied with their own makeup/hair items which will be kept in individual labeled bags.
- Workers must wear masks when working on the talent.
- Workers should wear gowns, smocks, or aprons to cover street clothing and should be removed and laundered by production by the end of each day.
- Performers and artists should wash or sanitize their hands before and after each session.
- If possible, background performers should do their own hair and makeup at home before arriving on set.

Wardrobe:

- Establish and post occupancy limits to rooms and trailers.
- ONLY the necessary costume person and performer should be in the room/trailer.
- Change rooms must be separated by barriers or performers must have their own room to change in.
- Change rooms must be disinfected after each use.
- Whenever possible, background performers can be asked to provide and wear their own clothing to set. If required to bring additional options, clothes must be pre-laundered and brought to set in a small sterilized container.

Recording (Voice-over) Studios:

- Ensure the recommended minimum 2 meters (6.5 feet) of social distancing is being followed for recording sessions. This may require the producer to reduce the number of performers in a session.
- Regularly wipe down equipment after each use with disinfectant/cleaning products.
- Allow rooms to air out after cleaning/disinfecting to ensure healthy air quality.
- Provide disposable earphone covers.
- Reschedule sessions to allow for performers who are ill to stay home.

- Encourage performer to wash hands and/or sanitize them upon entering the studio with products provided by the production house.
- Encourage the submission of self-tapes instead of in-person auditions or stagger audition call times to reduce the number of people in the waiting area.
- Clean and disinfect all high-touch surfaces regularly, including waiting area chairs and tables.
- Ensure a minimum of 2 meters (6.5 feet) of physical distancing is being followed by each person in the waiting area.
- Encourage people to sign in with their own pen and/or wipe down pens after each use.
- Post prevention/hand-washing tips in washrooms.

These guidelines for an On-Set COVID-19 Protocol will be changed and reposted as the official requirements of the provincial government evolve.



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