

IATSE COVID-19 Return to Work Summary 9.21.20

This is a summary only and is not contract language. The executed COVID-19 Return to Work Agreement is the final contract document.

1. Term: September 21,2020 – April 30, 2021
2. Unions, Guilds and the AMPTP shall meet 1 month after the effective date and then every 2 months thereafter to discuss potential modification based on evolving scientific information and conditions.
3. Scope: All agreements that a Producer, or its related or affiliated entities, has with the IATSE throughout North America.
4. The provisions of The White Paper incorporated in this Agreement apply.
5. Union or Producer shall give good faith consideration to any requested case-by-case modifications.
6. Testing:
 - a. Types of Tests and Consent to Testing:
 - i. Diagnostic tests, other than antigen or antibody tests, that test for the virus that causes COVID-19 are allowed.
 - ii. Testing may be done on- or off-site.
 - iii. Tests results shall be provided to the employee.
 - iv. Employee may be required to sign consent forms prior to testing for the test and disclosure of test results. Producer must follow all applicable laws. There shall be no waivers of the Producer's liability. Union agrees to make best efforts to assist the Producer in obtaining such consent forms, if necessary.
 - b. Payment for testing:
 - i. For tests outside the home, not done as part of the workday: \$250 stipend. This may also cover training of up to 1 hour (which need not occur on the same day as the test), as well as time spent completing start paperwork, if the Producer requires the completion of such on a non-work day.
 - ii. For testing done at home on a non-work day: \$20 stipend.
 - iii. No stipend is due if the employee is otherwise paid for the day (e.g. a travel day).
 - iv. Producer may individually negotiate testing payment with those who are working under the Basic, the ASA, or the NY Local Agreements for work outside the limits of the U.S., its territories and Canada.

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- c. Limited testing availability – in such situations where tests are limited or there are known delays of processing, the Union and Producer will discuss the possibility of adjustments to the testing requirements.
- d. Testing limited by law – in jurisdictions where there are limits or prohibitions on COVID-19 testing, the Producer will comply with the testing requirements of this agreement to the extent permissible by law. The Producer shall notify the Union of this situation and the parties shall discuss adjustments to the testing requirements.
- e. Testing in jurisdictions with a low or high rate of infection - the parties shall discuss changes to the testing protocols for these areas. Employees traveling by air from a high rate area to a low rate area shall not have their air travel testing protocols changed (6 h).
- f. Pre-employment testing - There are 3 options that are acceptable for pre-employment testing (testing is not required for those who work at facilities and returned to work prior to the effective date of this agreement and who continue to work during the term of this agreement or employees who work from home or alone):

- i. A Lab-based PCR diagnostic test within 72 hours of the start of employment. Effective January 1, 2021, testing must occur within 48 hours of the start of employment.

A negative result must be obtained prior to the start of employment. An employee who begins work on a Monday may be tested on the preceding Friday.

(Efforts will be made to transition to a lab-based PCR test with a turnaround time of less than 72 hours prior to December 31, 2020.)

- ii. If an employee cannot receive the results within that 72 hour window, the lab-based PCR test shall be administered as soon to employment as possible, with a rapid test within 48 hours prior to employment. Both test results must be obtained prior to the start of employment.
- iii. Alternatively, 2 rapid tests conducted within 48 hours (with the samples collected at the same time) may be used. Both tests results must be negative prior to the start of employment.

A pre-employment test is not required if the employee has been tested by a Producer within 48 hours prior to employment and the test is negative. If a lab-based PCR diagnostic test is used, the test may be administered up to 72 hours before employment. If conducted by a different Producer, the employee must have documentation establishing the time and result of the test.

Once a negative test is obtained, the person is considered employed, and all provisions related to sick leave and other working conditions apply on a go-

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forward basis, even if the employee develops symptoms or fails their Health Assessment Survey (HAS) prior to their first day of work.

Producer may require additional pre-employment testing. If so, the Producer will notify the prospective employee of the policy prior to the first pre-employment test.

If an employee is required to stay home on the first day of work due to failing a temperature check or the HAS, they will first exhaust any accrued sick leave already provided for under the applicable agreement. Once that is exhausted, the COVID 19 sick leave provisions shall apply.

g. Acceptable Types of Tests for Periodic testing:

- i. The pre-employment test, return-to-work test, if tested 1x a week or every other week: the test shall be a lab-based PCR diagnostic test, with results returned within 72 hours, for as long as that applies.

If tested more than 1x a week, the rest of the tests can be rapid tests.

If a test result cannot be obtained within a 72 hour window, the employee can be administered a rapid test and receive a negative result within the past 24 hours; or

The employee is being periodically tested more frequently than the minimum requirements for their zone, and all tests taken and received within the past 7 days have been negative.

h. Positive COVID-19 Test Result Protocols:

- i. If an employee tests positive: Producer, employee, and employees exposed to employee shall follow current CDC guidelines or local govt. authority rules, whichever is stricter, regarding testing and quarantine.
- ii. Producer may establish a policy that is consistent with CDC guidelines:
 1. Due to evidence that people can falsely test positive, although fully recovered from COVID-19, the following shall apply: those who had symptomatic COVID-19, recover fully, and who remain asymptomatic, need not be tested within 3 months after the date of symptom onset for the initial infection.
 2. People who develop new symptoms consistent with COVID-19 during the 3 months after the date of initial symptom onset will be tested unless an alternative option can be identified by a healthcare provider.

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3. For those who never develop symptoms after a positive test, the date of the first positive RT-PCR test should be used in place of the date of symptom onset.

i. Testing in Connection with Air Travel:

- i. The pre-flight test shall have the same requirements as a pre-employment test, except if the employee is already being periodically tested. In that case, if they have had a negative rapid test within 48 hours of departure, or a lab-based PCR diagnostic test within 72 hours, they are cleared to fly.
- ii. If the employee was already on a periodic testing schedule, they can begin work upon arrival, continuing with their standard testing schedule.
- iii. If the employee has not yet begun periodic testing, they cannot begin work at their destination until they have been tested (with the same requirements as a pre-employment test) no sooner than 48 hours after arrival at the destination, except that:
 1. If they had a negative pre-flight test within 48 hours prior to departure, they can work during the 48 hour period following the pre-flight test, or;
 2. If employee is scheduled to work within 48 hours of arrival, employee can be given a post-flight test sooner than 48 hours after arrival, and after receiving a negative test, may begin work – so long as their first periodic test is conducted within 48 hours of that post-flight test.

7. Zones:

- a. Zone A are those employees who wear PPE at all times when working, and are present in a workspace with a performer who is not wearing a mask.

- i. Zone A employees who work 5 days or more in a week:

Testing regimen: no less than 3x a week.

More testing may be required for intimate or action scenes.

- ii. Zone A employees who work fewer than 5 days a week:

Testing regimen: Tested once within the 72 hours prior to each day of employment.

If the employee starts and ends the job within 72 hours following the negative pre-employment test, there is no need for further testing.

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- b. Zone B employees are those who:
 - i. Work on a “hot” set, but are not in the workspace when a performer is unmasked.
 - ii. wear PPE at all times when working, only work with others who can do the same, and are not required to be within 6’ of others for longer than 15 minutes while working.
 - iii. Also, those who work during prep or any other area where the production has a footprint that is not an area where Zone C or Zone D employees work.
 - 1. Testing regimen: no less than 1x a week if tested within 72 hours using a lab-based PCR diagnostic test.
 - 2. Alternately, tested 2x a week if using only rapid tests, results must be obtained within 48 hours.

- c. Zone C employees are those who:
 - i. wear PPE at all times when working, only work with others who can do the same, and are not required to be within 6’ of others for longer than 15 minutes while working.
 - ii. Do not come into contact with Zone A or B employees, unless all parties wear PPE and do not come within 6’ for longer than 15 minutes.

Zone C employees cannot enter Zones A or B unless they have a negative PCR lab-based diagnostic test within 72 hours, or 2 negative rapid tests within 48 hours of entry.

Producer shall provide the Union with a list of Zone C employees prior to the start of their employment.

- a. Testing regimen: no less than 1x every 2 weeks with a lab-based PCR diagnostic test with results returned within 72 hours.

Producer is encouraged to stagger testing of crew.

“Pool testing” may be used (as per FDA authorization; currently up to four people per pool.)

- d. Zone D employees:
 - i. Have had a negative pre-employment test within 72 hours of employment.
 - ii. Zone D employees cannot go to a “hot” set or enter Zones A or B unless they have a negative PCR lab-based diagnostic test within 72 hours, or 2 negative rapid tests within 48 hours, of entry.

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iii. wear PPE at all times when working, only work with others who can do the same, and are not required to be within 6' of others for longer than 15 minutes while working.

iv. Zone D includes these classifications:

Local 600 Publicists, except for Unit Publicists.

Local 695 projection personnel, all post-production and any employee on an animated project.

Local 700 facility or archive department, animated project, Screen Story Analysts, Lab Technicians (Still lab and film vault personnel), and WB Advanced Media Services (Film Archives) employees.

Local 705 Costume Department Foreperson and Supervisor, Costumer Keyperson, Costumer Entry Level, Checkers, Stock Clerk, Table Person, Figure Maker, Head Dyer, Beader, Cleaner, Finisher, and Workroom Apprentice – when working at a costume department house or studio wardrobe department and/or in the archive department.

Local 800 Set Designers and Model Makers, except when required to work with the shooting crew; Illustrators and Matte Artists; and Scenic, title and Graphic Artists.

Local 839

Local 871 Script Coordinators and Writers' Room Assistants.

8. Producers will adopt a system to divide employees into work groups (sometimes called “pods”) that are designed to minimize contact and interaction between performers without PPE and the rest of the crew. This system specifies where employees in each group may go during the course of their workday. It may also be used to separate employees in the same Zone, as described in paragraph 7 above, into smaller work groups to further limit contact. The details will vary from production to production.

This does not apply to those employed on animated motion pictures.

9. COVID-19 Paid Sick Leave (PSL):

- a. An employee shall receive up to 10 days of PSL, per Producer, for each day a person is absent from work due to an Eligible COVID-19 Event for which the employee is not otherwise paid by the Producer until the earlier of the following:
 - i. The employee returns to work or declines to return to work; or
 - ii. The reasonably anticipated engagement ends.

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- b. Temporary COVID-19 paid sick leave may be used for any of the following “Eligible COVID-19 Events,” or any combination of Eligible COVID-19 Events:
 - i. The employee has tested positive for COVID-19 or exhibited symptoms of COVID-19.
 - ii. The Producer has requested that the employee isolate or self-quarantine because another person with whom he or she has been in close contact has tested positive for COVID-19 or exhibited symptoms of COVID-19.
 - iii. A member of the employee’s household has tested positive for COVID-19 or exhibited symptoms of COVID-19.
 - iv. A public official or healthcare provider has requested that the employee isolate or self-quarantine due to COVID-19 (other than a quarantine described in paragraph 11 below).
 - v. The Employee must provide care for a child or senior, whose childcare or senior care provider ceases operations due to COVID- 19.
 - vi. The Employee needs to care for a child, parent or spouse who is subject to a federal, state or local quarantine or isolation order related to COVID-19 or has been advised by a healthcare provider to self-quarantine related to COVID-19.
- c. Payment for PSL:
 - i. Cap limits: no more than \$750 per day for up to 10 days and \$7,500 in the aggregate.
 - ii. Fringe benefits: health/welfare contributions, pension contributions and IAP/annuity contributions are applicable.
 - iii. Except for those working under the Local 839 Agreement, no vacation or unworked holiday payments, or other fringe benefit contributions will apply.
 - iv. Daily employees – payment for a minimum call based on the contracted rate.
 - v. Weekly employees – 1/5th of weekly/on-call rate.
 - vi. STN employees – *pro rata* (proportional) daily rate.
- d. There is no accrual period; this sick leave is available immediately upon commencing work and this COVID-19 PSL must be used first for Eligible Covid Events, before utilizing any other accrued sick leave.

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- e. Producer may require verification (e.g., a doctor's note) of the Eligible COVID-19 Event in order for the employee to receive more than 3 days of PSL.
 - f. Employees are not entitled to payment for unused COVID PSL.
 - g. If an employee has an Eligible COVID-19 Event while on distant location and can't return home, Producer shall provide them with lodging and per diem, as well as PSL (per 9. a. above).
 - h. PSL days are not considered workdays.
 - i. In jurisdiction with a PSL law that cannot be waived in a CBA, the law of the jurisdiction shall apply in lieu of this sick leave. Otherwise, COVID-19 sick leave laws that may be waived in a CBA shall be.
 - j. An employee will return to work provided that:
 - i. The position continues to exist.
 - ii. If the employee, someone in their household, or who they came into close contact with had COVID-19 (i.e., a positive test or symptoms), the employee must satisfy the Producers eligibility requirements for return to work.
 - iii. For those on episodic series, the Producer is not required to reinstate an employee until the current episode has been completed.
 - iv. If the absence exceeds 14 consecutive days, the parties will discuss on a case by case basis, as requested by the Producer, issues related to the reinstatement.
 - k. The temporary COVID-19 sick leave shall expire with the expiration of this Agreement.
10. Health Assessment Survey (HAS):
- a. Employees will be required to complete a HAS prior to the start of work each day.
 - b. Producer may determine if the HAS is submitted electronically or in person.
 - c. Temperature Checks:
 - i. The Producer may require temperature checks one or more times per day.
 - ii. If an employee fails a temperature check, they may rest for 15 minutes before having their temperature once again. If they do not pass the 2nd temperature check, the employee will be directed to contact their healthcare provider. They will be paid any sick leave they have accrued under the contract, and once that is exhausted, will be paid COVID-19 sick leave.

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- iii. No payment is due for time spent undergoing a temperature check at the entrance to a work site.
 - d. If a HAS and temperature check are performed prior to reporting to work on a workday, 1/10th of an hour shall be paid. If the employee fails to pass the HAS or temperature check, the employee will receive sick leave as outlined in 10 c. ii. above, including the 1/10th of an hour payment. This payment does not apply to “on-call” employees.
 - e. Time spent undergoing a HAS prior to reporting to work does not affect start time, meal times, rest periods or overtime.
 - f. Any time spent undergoing a HAS after reporting to work shall be considered work time.
11. Payment for Required Isolation or Self Quarantine (other than an Eligible COVID -19 Event):
- a. Applicable for:
 - i. isolation prior to the commencement of work on a production; or
 - ii. When an employee who has already started work travels to a production location which requires travelers to self-quarantine.
 - iii. Does not alter terms for any agreement entered into prior to the effective date of this Agreement.
 - b. If no work is performed while in isolation:
 - i. Producer may negotiate with the individual for payment for time spent in isolation outside the U.S., its territories and Canada.
 - ii. All others shall be paid as set forth below, based on scale rate:
 - 1. For the first 5 out of 7 consecutive days:
 - a. Daily hires – minimum call.
 - b. Weekly/on-call hires – 1/5th of the distant location rate.
 - c. STN hires – *pro rata* daily rate.
 - 2. For the final 2 out of 7 days:
 - a. Daily and weekly (other than “on-call”) hires – 4 hours of pay, plus pension and health/welfare contributions for 8 hours.
 - b. “On-Call” – 1/12th of the weekly/on-call rate, P&H contributions for 7 hours on the 6th day and 8 hours on the 7th day.

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- c. STN hires – ½ of the pro rata daily rate, plus applicable P&H contributions.

Except for those working under the Local 839 agreement, no vacation or unworked holiday payments, or other fringe benefit contributions, will apply.

- c. If an employee performs work at the direction of the Producer while in isolation, they shall be paid pursuant to their contract.

12. The Covid-19 Compliance Team:

- a. COVID-19 Compliance Supervisor (CCS):
 - i. Producer shall designate a CCS who is responsible for COVID-19 safety compliance and enforcement on each production and for any applicable studio facilities.
 - ii. The CCS may oversee one or more productions.
 - iii. There can be one or more CCS per production.
 - iv. The CCS shall be identified on the call sheet.
 - v. The CCS shall be accessible at all times during work hours, which may include via telephone.
 - vi. The job title may change from Producer to Producer.
 - vii. The Producer shall ensure that the CCS has access to medical professionals and other experts who can address any questions regarding health and safety.
 - viii. The CCS shall identify and report any COVID-19 health and safety concerns to the Producer's safety department, or if that does not exist, an individual designated at the start of production to receive these reports. The CCS shall work with the appropriate person, such as a department head, other production management, safety executives, or Labor Relations, to address the concern.
 - ix. The CCS may pause production or other work if they identify a COVID-19 health and safety concern. They shall also have the ability to recommend discipline or termination for violations of COVID-19 health and safety protocols.
 - x. A Producer which owns a studio facility shall designate a COVID- 19 Compliance Supervisor who is responsible for COVID-19 safety compliance and enforcement with respect to facility maintenance work and studio departmental operations.

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- b. For live action productions, the CCS, or a member of the Compliance Team who has undergone training and has the authority to enforce the safety protocols of this agreement, shall be physically present on the production to monitor and enforce these protocols from the beginning of general crew call until camera wrap. The CCS or a member of the Compliance Team may roam between locations throughout the day, as necessary.
- c. For animated productions, the CCS or a member of the Compliance Team, shall be present on the Producer's premises during regular business hours, and may roam between locations, depending on where there is the greatest need.
- d. For multi-camera dramatic series and non-dramatic productions, or when activity on the production is limited (e.g., second unit work, green screen work, etc.), the CCS or a member of the Compliance Team shall be physically present on the production, but the determination of the extent of that presence shall be determined by the CCS.
- e. The CCS, or their designee, shall provide training to the UPM, 1st AD/Key Stage Manager, and other department heads, so they can assist in the execution of the CCS's directives.
- f. If an employee feels there has been a violation of the COVID-19 health and safety protocols, they should report this to their supervisor, who will take it to the CCS as necessary. Also, they may report to the Producer's safety hotline, or, if there is none, the individual designated at the start of the production to receive those reports.
- g. No employee shall be fired or disciplined for refusing to work on a job that exposes the individual to a clear and present danger to life or limb related to COVID-19, or for making a good faith report relating the safety of another employee.
- h. Producer may hire additional staff for this department. If a member of the IATSE is hired, and they perform any traditionally covered job duties, they shall be covered under the appropriate CBA.
- i. The CCS may make recommendations regarding the level of staffing required in the CC Team, as well as recommendations of specific individuals.
- j. The CCS may assign incidental COVID-19 related duties to existing IATSE employees outside the CC Team, provided those duties:
 - i. Are related to the employees regularly assigned duties.
 - ii. Are incidental to the performance of those duties.
 - iii. Do not interfere with the employee's primary job duties.

13. Training:

- a. A \$20 stipend shall be paid for each hour of training. If the person is otherwise paid for the day, such as a travel or work day, no stipend is due.

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- b. CSATF, the IATSE Training Trust Fund, and the applicable Canadian organizations shall provide COVID-19 specific training. This training shall be a condition of employment.
- c. Training must be completed no later than 60 days after the execution of this Agreement.
- d. Any updates to the training shall be distributed to those who have already taken it via bulletins or briefings at daily safety meetings.

14. Personal Protective Equipment (PPE):

- a. Producers shall provide all employees with face coverings to be worn at all times on the job site, except when eating, drinking or when their job prevents them from doing so.
- b. Those who work closer than 6' for 15 minutes or more (or, if more stringent rules for "close contact" are implemented, those shall apply), shall be provided with a face shield as well. They may also be provided with goggles.
- c. This equipment may be disposable or reusable. If it is reusable, it may only be reused by the same person, unless sanitized between users.
- d. If the CCS or their designee approves a person's personal face coverings, face shields and/or goggles, the crew member may use the approved personal PPE.

15. Meals:

Meals and snacks to be served in individually packaged or wrapped portions. Communal "buffet style" food service will not be permitted. Producer shall not be required to provide a hot meal.

16. Electronic Receipt of Documents:

Employees shall accept e-deliver of and provide e-signatures for: start paperwork, time cards, deal memos, and direct deposit of payroll. If an employee does not have access to this technology, the Producer will provide a hard copy or make other arrangements with the employee.

17. Contact Tracing:

- a. Producers may require employees to use a "punch card" system, or electronic devices (e.g. phone "apps" or wearable devices that track movement or location or detect when a person wearing the device comes into close contact with another person).
- b. Producers may require employees to sign documentation consenting to the use of such electronic devices.
- c. The information from the device can only be used for purpose of contact tracing during work hours when there has been a COVID-19 related event, or to enforce social distancing protocols.

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18. Consent to Producers' COVID-19 Policies and Procedures:
 - a. This agreement prevails if in conflict with Producer's policies.
 - b. Producer may require crew to acknowledge receipt of the policies and to adhere to them.
 - c. Union representatives agree to comply with the Producer's policies with respect to testing and other health screening procedures for zone A and B, as applicable.
 - d. The Union is responsible for ensuring representatives are in compliance with testing requirements prior to visiting the workplace.
 - e. Producer shall provide the Union with a copy of its COVID-19 policies and procedures.
19. Budget thresholds exclude COVID-19 related expenses.
20. When a Producer requires an employee to work remotely from home:
 - a. If the employee does not have the necessary equipment, and the Producer doesn't supply it, the employee shall submit a request to the Producer for purchase of this equipment. Producer shall reimburse the employee for any pre-approved purchases after receiving the employee's receipts or other appropriate proof of purchase.
 - b. Producer shall provide an employee with the technology training it determines is necessary for this work.
 - c. Producer shall reimburse any necessary and reasonable costs that an employee incurs due to working remotely, provided the Producer has approved the expenses and the employee submits appropriate proof of the expense.
21. Any dispute arising from this Agreement may be referred to the grievance and arbitration procedures in the applicable CBA.
22. Any terms or conditions that are in conflict with the Law shall be deemed severed from this Agreement.
23. Producer can issue a stand-by call or relay call if an issue related to COVID-19 arises.
24. Elements of the Industry Wide Labor Management Safety Committee's White Paper and Craft-specific protocols are incorporated in the Agreement as Exhibit A and Appendix A, respectively.

This is a summary only and is not contract language. The executed COVID-19 Return to Work Agreement is the final contract document.

EXHIBIT A

GUIDING PRINCIPLES

- All state, local, and federal (CDC) public health guidelines will be followed.
- Medical expertise must always guide decision making with respect to testing, contact tracing, symptom screening and similar protocols that raise medical questions.
- The judgment of Department Heads and their crews, in collaboration with Unit Production Managers (UPMs) and Assistant Directors (ADs), will be considered when structural and logistical changes are made to accommodate the new working practices.
- Adequate staffing and space for physical distancing is essential for an effective health and safety plan.
- Resuming production during this time may be highly stressful and cause anxiety. The implementation of mental health resources to support the wellness of those participating in a production may be necessary. Options could include:
 - o Emotional support hotline
 - o Telemedical health and behavioral health resources
 - o Mindfulness training; and
 - o Provision of online tools and resources.
- Cast and crew are encouraged to report problems, ask questions and suggest solutions to enhance the safety and productivity of the workspaces.
- The CDC advises that those over age 65 and those with co-morbidities consult with their healthcare providers regarding the risks of COVID-19.
- Given the dynamic and evolving nature of the COVID-19 pandemic, these interim guidelines will likely need to be modified and adapted as circumstances change.

INFECTION CONTROL – HAND HYGIENE

Hand hygiene is a cornerstone of infection prevention and will need to be practiced widely in entertainment industry work environments. Given the potential concern about transmission of COVID-19 via contact, enhanced hand hygiene measures are critical. Hand washing with soap and water is considered more effective than hand sanitizer in preventing the spread of COVID-19.

The Task Force recommends the following regarding hand hygiene:

- Cast and crew should avoid touching their eyes, nose and mouth.

- Handwashing facilities with running water, soap and paper towels (dispensed using a non-touch system, if possible), adequate for the number of cast and crew, shall be available and accessible from the first day of work.
- Handwashing facilities shall be kept clean and well-stocked.
- When production is taking place where handwashing facilities are not readily available, mobile handwashing stations shall be provided.
- Stations with alcohol-based hand rub ("hand sanitizer") with at least 60% alcohol shall be strategically placed around work areas and readily accessible.
- Sufficient supplies of hand sanitizer shall be stocked and maintained.
- Cast and crew shall be provided with pocket-sized hand sanitizer that can be used if hand washing or sanitizing stations are not available, such as in vehicles or remote locations.
- Cast and crew should be trained on hand hygiene practices (washing for a minimum of 20 seconds of duration, scrubbing all surfaces).
- Production should encourage and promote opportunities for cast and crew to practice hand hygiene and perform disinfectant wipedowns of high-touch areas.
- Hands should be washed or sanitized:
 - Upon arriving at the job site;
 - After blowing one's nose, coughing, or sneezing;
 - After using the restroom;
 - Before and after eating or drinking;
 - After contact with animals or pets;
 - After handling shared equipment or objects;
 - After cleaning or disinfecting equipment, tools or workspaces; and
 - At other appropriate times throughout the workday.
 - Signage should be posted prominently with instructions on how to stop the spread of COVID-19, including hand hygiene and PPE instructions.

INFECTION CONTROL – DISINFECTION AND MAINTENANCE

Heightened cleaning and disinfection should be practiced. Those responsible for performing cleaning should adhere to the following recommendations and any other guidance issued by public health authorities with respect to cleaning practices.

- Appropriate, EPA-registered disinfecting methods and supplies with a claim against SARS-CoV-2 shall be available in all workspaces.

- High-touch surfaces shall be wiped down periodically with appropriate, EPA-registered disinfectant, following the disinfectant manufacturer's instructions (e.g., safety requirements, protective equipment, concentration, contact time). Examples of high-touch surfaces are tables, doorknobs, countertops, phones, faucets, etc.
- Productions and a COVID-19 Compliance Supervisor or his/her designee (discussed in Item 4 of this Agreement) will work with all departments to review and implement specific plans for disinfection of department-specific equipment. Departments will review specific workflows and identify ways to ensure disinfection of equipment and physical distancing (e.g., cleaning of camera dollies, use of remote focus devices, lights).
- All workspaces should be cleaned with increased frequency, with an emphasis on high-touch surfaces.
- Whenever possible, minimize use of shared office equipment such as copiers and fax machines. When use of such equipment is unavoidable, hand hygiene should be performed after use.
- Manufacturer's cleaning instructions should be followed for cleaning of sensitive equipment such as electronics.
- Production on set and work off set should designate specific individuals to perform high-touch wipedown, with an emphasis on shared spaces and equipment.
- Shared workspaces should be cleaned daily with an emphasis on high-touch surfaces, including but not limited to production sets, studios, dressing rooms, hair and make-up stations, trailers, on- and off-production offices, break areas, shops and eating/meal areas.
- Dedicated cleaning crews should clean common spaces at appropriate daily intervals.

Props, Costumes, Accessories, Wigs, and Other Specialty Items

Due to inability to clean many of these objects, special care should be taken.

- As many of these items have unique cleaning requirements, those responsible for cleaning such items will do so in the customary manner.
- Hand props (other than those with unique cleaning requirements) shall be cleaned and disinfected before and after use.
- Hands shall be cleaned before and after handling props, accessories and other items.

Personal Equipment

- Personal equipment (such as tools, headsets, microphones and radios) shall be cleaned and disinfected before being issued and then at least once per day. Manufacturer's

suggested cleaning instructions should be followed for electronics and other sensitive items.

- Equipment such as radios/walkie-talkies will be issued to a single cast or crew member and used exclusively by that cast or crew member for the duration of production.
- Personal items or equipment that must be shared between members of the cast and/or crew must be wiped down with disinfectant between use and hand hygiene shall be performed after handling.

Vehicles

- High-touch surfaces in vehicles (e.g., steering wheels, controls, seatbelts, door handles, arm rests) shall be cleaned at least once per day and prior to a change in operator or passenger.

Paper

- Whenever possible, use of paper should be minimized. Alternatives such as electronic scripts and electronic sign-in/out should be explored.
- Consider alternatives to petty cash to minimize the need to handle paper money, such as purchase cards.
- When paper scripts are unavoidable, they should be assigned to a specific individual, clearly labeled with their name, and not shared between others.
- Crew lists, call sheets, production reports and other similar documents should be electronic whenever possible.
- When use of shared paperwork is required, such as blueprints or editing binders, hand hygiene before and after handling is recommended.

INFECTION CONTROL – FOOD AND BEVERAGES

COVID-19 is unlikely to be spread through food or beverages; however, catering, crafts service and eating within workspaces present several unique challenges.

- Those responsible for preparing and distributing food must clean their hands with soap and water or hand sanitizer prior to beginning food preparation and/or distribution and regularly thereafter.
- All local public health regulations regarding preparing and distributing food must be followed, including regulations regarding the use of appropriate food service PPE (hair nets, gloves, and face coverings), safe food temperatures, etc., and all personnel

responsible for the preparing and/or distribution of food must be properly certified to do so.

- As face coverings cannot be worn while eating, adequate eating space must be provided to ensure physical distancing can be maintained during meal periods.
- Handwashing facilities and/or hand sanitizer must be readily accessible at the entrance of any designated eating area and shall be used when entering and leaving the area.
- Meal times should be staggered in a manner designed to avoid the gathering of large groups in the same location at the same time.
- All eating surfaces shall be cleaned and disinfected before and after use.
- Eliminate communal "buffet style" food service, including salad bars, trays of food, or any food service that requires sharing of utensils such as serving spoons or tongs.
- Meals and snacks should be served in individually packaged or wrapped portions. Avoid shared communal trays or bowls.
- Eating utensils should be disposable and individually wrapped.
- Cast and crew should not leave the job site to obtain food during the course of the workday.
- Off-production offices, meeting rooms and other workspaces should have infection control protocols for use, especially when used for providing impromptu meals, snacks and coffee. Likewise, break rooms, microwaves, dishes and food deliveries will require regular cleaning and physical distancing.
- If food is to be delivered to the job site, one or more individual(s) should be designated to receive the delivery. Appropriate PPE should be worn when interacting with the delivery person and hand hygiene should be performed after handling the delivery. Cast and crew who bring their own food are encouraged to bring food that does not require refrigeration or heating/microwaving.
- Consider options for cast and crew to place orders ahead of time to minimize the amount of time they must wait in line. Consider addition of plexiglass (or similar) barriers between servers and cast and crew.
- Avoid using or sharing items such as menus or condiments such as salt and pepper shakers. These items should be disposable and single serve.

Beverages

- Drinks should be individually packaged or, if drinks are to be dispensed from a water station, soda fountain, coffee machine or similar equipment, receptacles should not come into contact with dispensers.

INFECTION CONTROL – GENERAL INFECTION PREVENTION ISSUES

- Limit the duration of workdays and excessive consecutive workdays whenever possible.
- Physical contact should be avoided, including shaking hands, "high fives," fist or elbow bumps, or hugging. Physical contact related to performers is discussed below.
- Visitors to set should be limited unless absolutely necessary.¹ If visitors are provided access, they will be subject to the same guidance as cast and crew, including the need for symptom screening and PPE requirements.
- Union representatives exercising their rights to visit workspaces will be subject to the safety guidelines required of a visitor.
- All cast and crew should avoid touching their eyes, nose or mouth.
- In indoor spaces, ventilation systems and other measures should be used to increase circulation of outdoor air as much as possible (e.g., by opening windows and doors, using fans and other methods).
- Stagger cast and crew call and wrap times to limit the number of individuals arriving to and departing from work simultaneously.
- In the course of performing their duties, various cast and crew members may enter retail establishments during the workday. Applicable public health guidance should be followed, including use of face coverings. They should carry hand sanitizer and practice hand hygiene before entering retail establishments and after exiting.

PROTECTING AND SUPPORTING CAST AND CREW HEALTH AND SAFETY – DEVELOPMENT OF SYMPTOMS

- Cast and crew are expected to immediately report to a designated person or persons (such as the COVID-19 Compliance Supervisor or such other person designated by the Producer) if they are experiencing, or a member of their household is experiencing,

¹ The parties agree that this means the individuals who have no business purpose for being on set should not visit the set.

symptoms of COVID-19. If a cast or crew member is experiencing symptoms or has come into close contact with someone who has tested positive for COVID-19 either on or off site, they must report to their employer and follow the employer's contact tracing guidelines.

- If a cast or crew member develops symptoms of COVID-19 when off site, they must not go to work and should immediately contact their healthcare provider. Anyone who reports to work with symptoms of COVID-19 will be instructed to return home and contact their healthcare provider.
- Cast and crew must be notified if they have been exposed to an individual who has exhibited symptoms of COVID-19 or who has tested positive for COVID-19.

PHYSICAL DISTANCING

Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. Cast and crew must practice physical distancing whenever possible. Physical distancing involves maintaining a distance of at least 6 feet from any other person at all times, except when doing so is incompatible with one's job duties (see below). Cast and crew should avoid congregating in groups. When practical, separate work locations into zones to facilitate physical distancing. Visible physical indicators (e.g., cones, duct tape or signage) marking 6 feet of distance should be placed in areas where people must congregate, such as crafts service, eating/meal areas, make-up and costume trailers.

Meetings

- Use phones, videoconferencing or similar technologies for meetings whenever possible. Avoid people gathering around a computer to watch together. Consider virtual production meetings whenever feasible.

Writers' Rooms

- Whenever possible, move to virtual writers' rooms.
- When virtual writers' rooms are not possible, maintain 6 feet of distance, use face coverings, and perform hand hygiene before and after the meeting. Minimize use of paper.

Audiences

- At this time, the use of live audiences is discouraged and, in some jurisdictions, prohibited. On a case-by-case basis, live audiences may be used as long as audience members
 - Wear face coverings at all times

- Maintain 6 feet of physical distance, including while waiting in line and sitting in a studio; and
- Undergo symptom screening on entry.
- An appropriate physical separation shall be maintained at all times between performers working without PPE and audience members. Medical professionals shall be consulted to determine the nature of the physical separation required for the safety of the performer in such situations, including additional physical distance or physical barriers (e.g., plexiglass walls).

Working Remotely (Telecommuting)

- On a temporary basis and without diminishing work opportunities, consider remote work/telecommuting opportunities for cast and crew. This should only apply to those who can perform their job duties effectively while working remotely/telecommuting.

Shared Workspaces

- To the extent possible, reduce crowding of all shared workspaces (e.g., production offices and shops) with a goal of keeping people 6 feet apart.
- In control rooms, editing rooms and other small spaces, if physical distancing cannot be maintained, all individuals must wear face coverings and should practice hand hygiene.

TRAINING AND EDUCATION

- The Task Force recommends that training in the employer's COVID-19 plan to reduce infection risk be mandatory on or before the first day of employment.
- All employees should be educated about the signs and symptoms of COVID-19 as part of their training. People with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Signs and symptoms include the following:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

- All employees should receive dedicated training on the following topics:
 - PPE, with a focus on safe donning and doffing
 - Hand washing, including proper techniques
 - Environmental cleaning and disinfection, including high-touch wipedown
 - Policies and procedures related to COVID-19 on set or in offices
 - Psychological impact of the crisis
 - Protecting yourself at home
 - Preventing cross-contamination

- Post signage in all production workspaces where production activities occur, reinforcing training principles.

UNIQUE PRODUCTION-SPECIFIC CONCERNS – SPECIAL CONSIDERATIONS FOR CAST AND CREW WORKING IN CLOSE PROXIMITY TO PERFORMERS

The work of some cast and crew members (e.g., hair stylists, make-up artists, costume designers, costumers, wardrobe department personnel, sound technicians, property persons, studio teachers and special effects technicians, etc.) may not be possible while maintaining physical distancing from others. The performers with whom they work may not be able to wear face coverings at all times, for example when make-up is being applied. Testing, contact tracing and task-specific controls such as the following shall be in place:

- Alter workspaces to permit physical distancing.
- Control the entrants to trailers and other workspaces.
- Allow sufficient work time to follow safety protocols.
- Cast and crew in close proximity must wear a face mask and/or face shield at all times and perform hand hygiene before and after the encounter.
- Additional protocols must be established before work of this nature could resume.

UNIQUE PRODUCTION-SPECIFIC CONCERNS – SPECIAL CONSIDERATIONS FOR PERFORMERS

The work of performers will frequently put them in close (less than 6 feet) contact with other performers or cast and crew including, for example, hair stylists, make-up artists, stunt coordinators, costumers and wardrobe personnel. Face coverings/masks may not be practical during many of these activities. Additionally, certain activities such as fight scenes or intimate scenes increase the risk of transmission.

- Whenever possible, performers shall practice physical distancing.

- When maintaining physical distancing is not possible (e.g., between a performer and make-up artist) and the performer cannot wear appropriate PPE, contact must be kept to the shortest amount of time possible, and the other cast or crew member must wear appropriate PPE and observe hand hygiene practices.

- The number of people involved in close proximity with a performer should be kept to a minimum whenever possible. If a performer requires work by more than one make-up artist/hairstylist, make-up artists/hairstylists should observe appropriate PPE requirements, and both performer and make-up artist/hairstylist should observe hand hygiene practices immediately after completing the task.
- Consider measures to minimize scenes with close contact between performers, such as amending scripts or use of digital effects.
- Stand-ins should wear face coverings even if the performer they are standing in for may not.
- When possible, adjust shooting schedules to minimize the amount of back-and-forth travel needed by performers.
- Visitors should be limited unless their presence is absolutely necessary.² If visitors must come, they will be subject to the same guidance as cast and crew, including, but not limited to, symptom screening and/or temperature screening, and PPE requirements.
- When performers are in a holding area, waiting to be used in a production, employers and performers must adhere to the recommendations outlined herein, including recommendations regarding physical distancing and the use of PPE.

Personal Protective Equipment for Performers

- When it is possible to do so consistent with their job duties, performers shall wear appropriate PPE.
- When wearing PPE is not possible, such as when a scene is being filmed or after make-up has been applied, the number of people with whom the performer is in close contact shall be minimized.
- As soon as possible after filming a scene, the performers shall put on their PPE and/or physically distance themselves.

Casting and Auditions

- Casting should be conducted virtually via self-tape, online video conference, or other applicable technology whenever possible.
- If that is not feasible, or for any additional calls or live sessions necessary, there must be a sufficient space large enough to accommodate 6 feet physical distancing in all directions.

² The parties agree that this means that individuals who have no business purpose for being on set should not visit the set.

- If performers will not be wearing PPE during an audition, a plexiglass partition or similar barrier between the performers and those observing the audition shall be provided by the employer and used and cleaned between performances along with any furniture, props etc.
- If no barrier is present, increase the physical space between those observing to those auditioning beyond the 6 feet physical distancing standard.
- No more than one individual auditioning at a time except for legitimate pairs (e.g., household members, domestic partners, roommates, living together for a minimum of 14 days or more prior to the audition).

Minors

As minors may have difficulty adhering to physical distancing, wearing PPE, and practicing hand hygiene, when not working, they should be relocated to a secure off-set location to the extent possible.

- Extra personnel on set with a minor are strongly discouraged and should be limited to a studio teacher and one guardian only.
- Visitors should be limited unless their presence is absolutely necessary.³ If visitors must come, they will be subject to the same guidance as cast and crew, including, but not limited to symptom screening and/or temperature screening, and PPE requirements.
- Physical distancing and face coverings should be used at all times on set, including in school areas.
- As studio teachers will need to interact with minors within 6 feet of distance, teachers should wear face coverings, practice frequent hand hygiene, and receive training on COVID-19 prevention. Whenever possible, remote schooling should be made available.
- PPE requirements and options may be modified for minors, especially those of tender years. Face coverings are not expected for minors under two years of age.

Animal Performers

There is presently no data to suggest that companion animals/pets such as dogs and cats serve as vector for transmission of SARS-CoV-2 to humans.

- Animal handlers/trainers should receive training on COVID-19 prevention and should follow all rules regarding physical distancing and PPE.

³ The parties agree that this means that individuals who have no business purpose for being on set should not visit the set.

- Animals should not be handled by others except those necessary for shooting a scene (i.e., no petting, cuddling, feeding). All those involved in touching animals should perform hand hygiene before and after.
- Other animals not involved in production such as personal pets should be kept off sets.

UNIQUE PRODUCTION-SPECIFIC CONCERNS – TRANSPORTATION

- Private (i.e., self-drives) or production-provided transportation to and from sets, offices and locations should be prioritized over mass transit/public transportation whenever possible. All drivers and passengers should wear face coverings and maintain social distancing to the extent possible. High-touch surfaces in vehicles shall be cleaned and disinfected frequently throughout the day.
- If neither private nor production-provided transportation is available or reasonably practical under the circumstances, public transportation may be used.
- At all times while in transit, cast and crew should wear face coverings per local public health guidance. Whenever it is reasonably possible to do so, cast and crew shall maintain a distance of at least 6 feet from the driver and other passengers, if any. Upon disembarking, cast and crew should promptly practice hand hygiene.
- If public transportation is used, travel should be arranged to avoid peak travel times, if practical.

UNIQUE PRODUCTION-SPECIFIC CONCERNS – SPECIAL CONSIDERATIONS FOR TRAVEL

Production travel presents multiple unique circumstances and challenges. Given the changing nature of the COVID-19 pandemic, individual countries are likely to have separate restrictions on travel to and from the United States. Individual states and counties will also have separate restrictions in their jurisdiction. Pandemic "hot spots" may change rapidly, necessitating alterations in plans. Cast and crew traveling for productions should be aware that, should circumstances change in the location, they may be subject to travel restrictions, including enforced quarantine.

- Minimize travel to the extent possible. When travel is necessary, attempt to minimize frequent back-and-forth travel.
- Identify local medical personnel in advance that could assist with care of cast and crew in the event of COVID-19 symptoms.

- Production shall monitor local outbreaks and trends, including local public health guidance and restrictions on travel to and from the U.S., and keep cast and crew informed as appropriate.
- Whenever possible, those traveling for productions should not bring family members or other non-essential personnel.
- Air travel shall be booked only on airlines whose policies comply with the Federal Aviation Administration's regulations with respect to COVID-19.

UNIQUE PRODUCTION-SPECIFIC CONCERNS – SPECIAL CONSIDERATIONS FOR FILMING ON LOCATION

Filming on location can pose certain risks compared with shooting on a studio/stage set. Given the changing epidemiology of COVID-19, particular attention to current public health guidelines and outbreak hotspots is important.

Those responsible for selecting a location should take the following considerations into account.

- Provide adequate space, such as additional trailers, tents and eating space, during location filming to allow for physical distancing.
- Perform wipedown of high-touch areas at least daily.
- Minimize use of crowd scenes or street scenes when a controlled flow of people is not possible.

Outdoor Locations

- Prioritize locations where access can be secured and members of the production can be kept away from the general public when possible.
- The location shall provide sufficient space for performing planned production activities while adhering to physical distancing recommendations.
- Prioritize locations with access to hand-washing facilities. Provide ample mobile hand hygiene stations.
- If shooting in inclement weather, provide adequate shelter facilities such as tents to allow physical distancing of cast and crew.

Indoor Locations

- Productions should avoid locations that recently have been occupied or used by people who may have been infected with COVID-19, if possible.

- If an occupied private home or building location is required for shooting, the occupants should be asked about signs/symptoms of COVID-19 and should vacate the premises for proper cleaning and sanitizing prior to pre-production crew and production cast and crew entering the facility.
- Productions shall select buildings that can be easily and effectively cleaned and that provide sufficient space for performing planned production activities while adhering to physical distancing recommendations. Locations with hand-washing facilities available should be prioritized.
- Allow adequate ventilation of indoor locations.

Scouting

Traditional, in-person location scouting is considered essential to the success of a production. However, given the need for physical distancing and minimizing entry into private spaces, consider alternative options.

- To the extent possible, location teams should pursue alternatives to traditional, in-person location scouting, such as creating virtual options including the use of photographs and digital scouting.
- Tech and director scouting should occur in small groups to the extent possible.
- All departments that provide assessments of scouting locations (environmental hazard assessment, engineering, etc.) as well as the location teams shall be trained in appropriate PPE use and provided sufficient PPE.
- Locations shall be prioritized during scouting that allow complete control of the site, including controlling access, ability to shut down the site for cleaning and high standards of hygiene.

APPENDIX A

The Producers and the IATSE acknowledge that certain principles should guide those who are resuming work in the motion picture industry with COVID-19 present in the community. In particular, advance planning, communication and training, adherence to sound cleaning and hygiene practices (including addressing ventilation and reducing the touching of surfaces), maintaining appropriate physical distancing and the use of personal protective equipment will all contribute to the maintenance of a safe working environment.

While no document can memorialize every practice that may be used to implement these principles safely and effectively, the practices described in this document are intended to provide points of consideration for operating in a safe work environment and are offered as examples of the ways those involved in motion picture production, pre-production and post-production can organize their work environments with these principles in mind. It is important to keep in mind that it may not be appropriate to utilize each and every practice in this document, depending on the circumstances. The COVID-19 Compliance Supervisor will determine in consultation with department heads or departmental operations the health and safety protocols that are necessary and appropriate for work, which may differ from those in this document.

Advance Planning, Communication and Training

Implementing advance planning, communication and training:

- Call sheets should contain contact information for the COVID-19 Compliance Supervisor(s), as well as a mechanism for anonymous reporting.
- Any employee that does not receive a call sheet shall otherwise be notified by the employer of the contact information for the responsible COVID-19 Compliance Supervisor(s), as well as a mechanism for anonymous reporting.
- The Union will be notified in advance when employees are being asked to return to a worksite that was shut down due to an outbreak of COVID-19 and shall be given the opportunity to address any concerns.

In the Costume Department:

- In-depth planning should be done in advance of shopping and pulling from rental houses. Delays at rental houses, retail stores, and in shipping items should be anticipated.
- It is desirable for cast to be booked as early as possible so that sizes can be obtained as early as possible.
- Advance planning should be employed to avoid overcrowding in costume and wardrobe areas.

In the Make-up and Hair Departments:

- Artists involved in quick changes and continuity re-sets shall plan their touch-up procedures before approaching the performer, including by consulting with the performer.
- Hair and make-up should be planned so as to minimize the amount of time an actor is required to remove PPE.
- Production should schedule make-up/hair tests to avoid overcrowding.

Cleaning and Hygiene

Implementing cleaning and hygiene practices:

- Companies should provide proper ventilation, with HVAC systems that are regularly inspected and clean filters. Where practicable, the employer shall make reasonable efforts to utilize air filters with a minimum MERV 13 rating, or, in the alternative, implement CDC recommendations on air filtration in buildings.
- After equipment and equipment carts are cleaned, they should be covered when not in use.
- Communal tools and equipment shall be regularly cleaned as appropriate.
- All food prep/styling should occur in a designated and exclusive area, with only necessary personnel having access.
- Any Property Person handling food on set must follow all required food handling hygiene requirements.
- All employees shall have access to a clean and water supply.
- A member of the camera crew should disinfect the eyepiece of a camera or any viewing mechanism before the eyepiece or viewing mechanism is used.
- Headsets, ear-pieces, IFB, hand mics and all communication equipment should be dedicated to a specific person or cleaned prior to a change in users.
- Shared workspaces shall be cleaned prior to each shift of work.

In the Costume Department:

- Personal clothing items used as costumes, or personal items of above-the-line personnel should not be prepped (e.g., steamed, ironed, etc.) without first being cleaned, if practical. Background actors who are asked to bring personal clothing to be used on camera must bring clean clothing.

- Costumes/outfits of each performer should be separated from those of other performers.
- All wardrobe items must be properly disinfected with appropriate EPA-registered disinfecting methods and supplies with a claim against SARS-CoV-2 before they are provided to a performer; however, items with unique cleaning requirements that cannot be disinfected with such methods or supplies will be cleaned in the customary manner before being provided to the performer.
- When dealing with items likely to be degraded by steam/hot washing, production may "quarantine" the item for an appropriate period of time as an alternative disinfecting method.
- Members of the costume department must have clean hands to handle any costumes, accessories and other items.

In the Property Department:

- After a prop has been cleaned and prepared for use by a performer, only members of the property department will touch the item before it is used. If someone who is not a member of the property department touches the item after it has been prepared, it should be cleaned before being used by the performer.
- Set pieces, props and surfaces on which or with which performers are working should be cleaned before and after use.
- Applicable food safety protocols for COVID-19 prevention must be followed when preparing food and beverage items for use on set.
- Stunt department or other appropriate personnel should disinfect stunt mats between users, per manufacturer protocols.
- Members of the property department must have clean hands to handle any costumes, accessories, props and other items.
- Stunt body pads should be assigned for use by a single stunt performer or cleaned before being assigned to another stunt performer. A stunt performer may choose to bring his/her own stunt body pads for his/her own use on a production.

In the Make-up and Hair Departments:

- Special attention shall be given to ensuring proper ventilation in hair and make-up workspaces.
- Schedule time to perform applicable disinfecting protocols between performers.

- Wash hands in accordance with CDC-recommended guidelines before and after working on each individual's hair or make-up.
- When practical, professional tools such as brushes and applicators should be assigned to one performer and not used for anyone else. Disposable tools should be utilized whenever possible. After each use, non-disposable hairbrushes, combs and make-up brushes should be cleaned with appropriate disinfecting solutions. All supplies for performers should be kept in individual cast bags.
- A disposable or washable palette for each performer should be used to mix foundation, powders, lipstick, or other compounds.

In the Make-up and Hair and Sound Departments:

- Transmitters and lav mics will be disinfected before and after each use.
- Transmitters will be labeled to identify the individual user.
- Lav mounting components that cannot be thoroughly cleaned will be replaced.

Use of Personal Protective Equipment

Examples of practices surrounding the use of personal protective equipment:

- Employees should label PPE with their name when doing so does not interfere with the efficacy of the PPE.
- Passenger vans should have signs indicating mandatory PPE use.
- Employees shall wear appropriate PPE at all times on the job site, except when eating, drinking or when job duties prevent them from doing so.

In the Make-up and Hair Departments:

- Full PPE must be worn by hair and make-up artists at all times while in proximity of performers (i.e., masks and face shields, gloves as appropriate).

Physical Distancing

Examples of the implementation of physical distancing:

- When individual or rental cars are being utilized, crew members shall not transport other members of the crew, except that crew members may transport other members of the crew who reside with them.

- Whenever possible, crew members should maintain the same vehicle seat for the duration of the trip and for any return or subsequent transportation.
- When working in trucks, "bullpen style" offices or other confined spaces, efforts should be made to maintain social distancing. Consider using plexiglass to create individual workspaces, if appropriate.
- When possible, visible physical indicators (e.g., cones, duct tape, signage) shall be placed in areas where employees stand in line to mark six feet of distance.
- Plans for sheltering during inclement weather should be designed to ensure proper social distancing.
- Consider using remote monitoring, remote focus, remote head and other technologies that facilitate operating at a distance.
- Consider using zoom lenses when appropriate to minimize traffic around the camera and to avoid "stacking" when using multiple cameras.

In the Costume Department:

- Whenever possible, performers should maintain appropriate physical distancing from other performers and costume staff when receiving a costume or item.

In the Property Department:

- Consider whether show-and-tell of a property should be done virtually (e.g., by photos) or at a dedicated table separate from the main property storage area.