



These bullet points are provided for ease of understanding the Local 700 post production safety concerns and protocols. In order to have a complete grasp of all of the details, we encourage you to read the full protocols/guidelines document, which is available at the below link.

The Phase One protocols/guidelines adopted by the industry wide labor-management Safety Committee task force shall be adopted in conjunction with these Local 700 craft specific concerns and considerations.

Link to Local 700's Full Protocols/Guidelines:

<https://www.editorsguild.com/Portals/0/DNNGalleryPro/uploads/2020/6/10/Local-700-Safety-Guidelines.pdf>

- There must be flexible, non-punitive paid sick leave to allow sick employees to stay home and away from coworkers, and to provide care for children and/or sick family members.
- Employers are prohibited from asking or otherwise requiring any crew to sign a liability waiver.
- It is imperative that the safety protocols/guidelines not be used to allow for age discrimination or any violation of health privacy issues.
- Post production work should be halted every 4 to 6 hours to facilitate a break for hand hygiene and high touch wipe down.
- High touch surfaces shall be wiped down throughout every shift with EPA registered disinfectant, following the manufacturer's instructions.
- All shared workspaces shall be cleaned daily in between shifts with an emphasis on high touch surfaces, including but not limited to, post production offices, break areas and eating/meal areas and trash receptacles will be emptied at the end of every shift.
- Dedicated cleaning crews shall clean common spaces between shifts on a 24 hour basis.
- Those responsible for distributing food (including post PAs) must clean their hands with soap and water or hand sanitizer prior to distribution.
- Crews are discouraged from leaving the job site to obtain food, therefore the employer will provide food, or individual refrigerators will be supplied for each employee.
- Even stringent safety protocols/guidelines cannot make up for the need for adequate rest and sleep, therefore, employers are to limit the duration of workdays and excessive consecutive workdays and extend turnaround times.
- Employers shall consider virtual post production meetings whenever feasible.



- Alternative modes of transportation must be adopted rather than public transportation when commuting to work sites within all five boroughs of New York City.
- Reduce overcrowding of shared workspaces, increase the size of the workspaces, avoid sharing of offices when possible, and always maintain at least 6 feet of distance in between employees.
- The union and the employer will work together cooperatively to address specific facility related issues.
- A primary concern of post production crews is adequate and healthful ventilation systems. Please see the details provided in the link below.
- Employees who travel to locations where quarantines are in place will be paid wages for the time spent in quarantine. Employers must notify the union in advance of any traveling and be allowed adequate time to address any concerns.
- In person collaboration is an important part of the work of many post production classifications. Sufficient space to accommodate at least 6 feet of distancing must be adhered to and the number of people who are essential to the collaboration process should be minimized to allow for at least 6 feet of distancing.
- People who will be working remotely should only do so without minimizing the role in the process. In addition to having access to engineering resources to resolve technical problems. Crew shall be reimbursed for additional expenses incurred as a result of working at home, for example, for internet use, upgrading to adequate internet speeds, electricity use and purchase of office equipment. Employees will not be required to have their own equipment, but if they do own their own equipment and are willing to use it, they must be provided with equitable market-rate standardized box rental fees. The union will be notified of all crews currently working remotely, and in advance of any crew being asked to work remotely in order to have adequate time to address any concerns.
- COVID-19 compliance officers must be made available during late working hours and within departments operating three shifts within a 24 hour period.

Please see details specific to classifications and departments, the personnel that gather within the workspaces, and additional considerations specific to the classifications further broken down by genre, when applicable. In addition, there are details specific to mix/dub stages, ADR stages, Foley stages, and music scoring stages.