

**IATSE LOCAL 700**  
**Health and Safety Protocols/Guidelines for Story Analysts Working**  
**in Development in the Motion Picture, Television, and Streaming Industries**  
**During the COVID-19 Pandemic**

Motion Picture Editors Guild, IATSE, Local 700 has compiled the following protocols/guidelines for adoption under a future resumption of full development of motion picture, television, and streaming productions in an environment that minimizes the risk of contracting or spreading COVID-19.

## **GUIDING PRINCIPLES**

In addition to the already established Industry-Wide Labor-Management Safety Committee Task Force Phase One protocols/guidelines which include the reopening process, ensuring proper infection control, physical distancing, and training and education, the following County of LA Department of Public Health requirements for working in office environments, in addition to the principles contained herein will also be adhered to.

[http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening\\_OfficeBasedWorksites.pdf](http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening_OfficeBasedWorksites.pdf)

Local 700 has nation-wide jurisdiction throughout the United States for post production. In addition, however, within Los Angeles County, Local 700 also represents Story Analysts. Story Analysts work in development and when they work on the studio lots, they do so in typical office environments. Specific protocols/guidelines adopted for these areas of work will apply to them.

Given the dynamic and evolving nature of the COVID-19 pandemic, these interim protocols/guidelines will likely need to be modified and adapted as circumstances change. For example, additional revisions and requirements regarding various elements, including testing and PPE, are subject to further discussion and agreement between the Employers and the IATSE and Local 700.

Leave policies shall be flexible, non-punitive, and paid in order to allow sick employees to stay home and away from co-workers. Paid leave policies shall also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.

The Employers are prohibited from asking or otherwise requiring any Story Analysts to sign liability waivers.

It is imperative that these safety protocols/guidelines not be used to allow for age discrimination or violation of health privacy issues.

High-touch surfaces shall be wiped down throughout every shift with EPA-registered disinfectant, following the manufacturer's instructions (e.g., safety requirements, protective equipment, concentration, contact time). Examples of high-touch surfaces are tables, doorknobs, light switches, countertops, phones, faucets, stairway handrails, elevators, etc.

Management shall work with all departments to review and implement specific plans for high-touch wipe down of department-specific equipment with an emphasis on shared spaces and equipment.

All shared workspaces shall be cleaned daily and between shifts with an emphasis on high-touch surfaces, including but not limited to offices, break areas, and eating/meal areas, and trash receptacles will be emptied at the end of every shift.

Those responsible for preparing and distributing food must clean their hands with soap and water or hand sanitizer prior to beginning food preparation or distribution and regularly thereafter.

As shared use of plates, cups and eating utensils shall be prohibited, in an effort to eliminate unnecessary waste, compostable containers, plates and utensils should be provided by the Employer. The use of plastic water bottles should be discouraged.

Story Analysts are discouraged from leaving the job site to obtain food during the course of the workday, whenever possible. Where food is not available, food will need to be made available to the Story Analysts in accordance with the safety protocols/guidelines for handling of food. For those who would be more comfortable bringing their own food, a refrigerator will be supplied by the Employer.

Meeting rooms and other workspaces shall have infection control protocols/guidelines for providing impromptu meals, snacks, and coffee. Likewise, breakrooms, microwaves, dishes and food deliveries will require regular disinfecting and physical distancing. Management shall provide adequately trained personnel, equipment, materials, and space to enable Story Analysts to execute these protocols/guidelines.

## GENERAL INFECTION PREVENTION ISSUES

### REMOTE WORK

Many Story Analysts traditionally work from home (but occasionally report to worksites for meetings). However, the pandemic resulted in those who traditionally report to worksites being segued to working remotely. The latter should continue to be given the option to work from home until such time as there are vaccines in place and/or the COVID-19 pandemic is eradicated.

Meetings that include Story Analysts and supervisors should be conducted either online or in spaces where at least 6 feet of physical distancing can be safely maintained, and Story Analysts shall be given the option to attend virtually.

Story Analysts shall continue to be reimbursed for additional expenses incurred as a result of working at home (for internet use, for upgrades to adequate internet speeds, if necessary, to adequately perform required job functions, electricity use, room rental, purchase of office equipment/desks/chairs, etc.).

The Union will be notified of all Story Analysts who are currently working remotely in advance of them being asked to return to the worksites in order to have adequate time to address any concerns.

## MEETINGS

Use phone, teleconferencing or similar technologies for meetings as much as possible. Consider virtual meetings whenever feasible.

## SHARED WORKSPACES

Reduce overcrowding of shared workspaces, such as office building/office spaces. Additional considerations shall be given to Story Analysts who have to walk through office environments to get to worksites, exposing them to small work areas, hallways too narrow to distance at least six feet and coming in contact with other personnel employed.

It is imperative that all persons wear face coverings and practice hand hygiene.

The Union and Employers will work cooperatively together to address specific facility-related issues.

## COVID-19 COMPLIANCE OFFICER

The matter of having access to a designated COVID-19 Compliance Officer is paramount. A mechanism must be put in place to address this for all work areas. In addition, all Story Analysts will be provided with copies of safety protocols/guidelines upon commencement of employment and updates as they are drafted.

## VENTILATION

A primary concern of all who work in office environments is adequate and healthful ventilation systems. Therefore, the following protocols/guidelines will be in place.

- All work will be done in buildings/work spaces with adequate ventilation of one of two types:
  - A recirculating system designed to the standards of the American Society of Heating, Air-conditioning and Refrigerating Engineers (ASHRAE). In older buildings the system should meet the ASHRAE 62.1 - 2001 standard. Newer

buildings may comply with either the 2001 standard (preferred) or the 2019 standard.

- A natural ventilation system used in older buildings (usually from the 1960s or earlier) which rely for fresh air on open windows, doors, and diffusion of air through unsealed windows and uninsulated building materials. If such buildings have been made more energy efficient by insulating them, a qualified heating and air-conditioning engineer will be retained by the employer to assess the air quality in the building.
- If the building's ventilation was shut down for a week or more, an engineer must be retained to guide the restarting of the system and a check for potential presence of *Legionella*, mold, and other microorganisms. General guidance for restarting can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>
- When the system has been successfully restarted, an engineer's report will quantify the fresh air per person delivered by the system for people at the maximum allowed occupancy in each room/work area (editing rooms, mixing stages, etc.). The rate will be provided in cubic feet per minute (cfm/person) and will be consistent with the applicable standard, either ASHRAE 62.1 - 2001 (20 cfm/person) or in ASHRAE 62.1 - 2019 (5 cfm/person). This report will be provided to management and the business representatives (as per 29 CFR 1910.1020).
- The engineer's report will include the filtering capacity of the recirculating system with respect to particles at 0.3 microns. If this capture rate is below 85 percent (MERV rating 15 or 16), the possibility that virus aerosols (much smaller than 0.3 microns) may be recirculating must be considered. An engineer should report on the possibility of adjusting dampers to exhaust only and estimate the resulting heating and cooling costs. If 100 percent exhaust is not feasible, additional precautions to prevent possible virus transmission should be in the reopening plan.
- Any complaints about general air quality will be resolved by having the carbon dioxide levels measured at the end of a day in which occupancy has been at or near the maximum. Ideally the carbon dioxide level should be at or below 800 ppm. The ASHRAE standard of 700 ppm above outdoor levels (usually between 900 and 1200 ppm) are acceptable, provided occupants have been informed about research that indicates symptoms of discomfort, tiredness and reduction in mental acuity occur at levels above 1000 ppm.
- Complaints of chemical or unidentifiable odors will be resolved with air quality tests. The tests will be recommended by an industrial hygienist based on a workplace inspection and interviews of personnel to determine which tests are warranted (such as a broad Total VOC and identification of the types of VOCs).

- Complaints of a mold odor will be resolved by hiring a Certified Mold Inspector who will generate a report with recommendations and provide it to management and the business representatives.
- All engineering and air quality reports will be provided to management and to the union business representatives and their consultants (as per cr CFR 1910.1020), who will in turn make them available to workers at their discretion.
- Actions taken by employers on the basis of these air quality reports will be transparent to workers and the Union.