



## **Recommendations and Requirements for Clean & Healthy Production Sets**

The health and safety of our community is a priority for Film Baton Rouge. Therefore, we are providing the following safety guidelines and requirements to all productions to help ensure clean and healthy sets. We encourage everyone to take personal responsibility and an active role in maintaining a clean and healthy set. We are in this together.

The following suggestions and regulations are not all-inclusive: Guilds, Unions, Production Companies, and Studios may also have regulations.

Please sign this document and return it with your permit application paperwork and a copy of your safety protocol plan to Film Baton Rouge.

These recommendations are not intended to be a complete list of all recommendations for COVID-19 safety protocol and these recommendations are not medical advice. Film Baton Rouge strongly encourages all cast and crew to contact the following organizational resources for more information and for specific questions:

OSHA:

<https://www.osha.gov/Publications/OSHA3990.pdf>

CDC:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

World Health Organization:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Louisiana Department of Health

<http://ldh.la.gov>

Louisiana Film Office

<https://www.opportunitylouisiana.com/docs/default-source/default-document-library/ent-filmreentryguidelines-vfinal.pdf>



## **GENERAL REQUIREMENTS**

- Adhere to all Louisiana State & CDC guidelines for social distancing and gathering numbers.
- Adhere to all policies of the Louisiana Film Office:

<https://www.opportunitylouisiana.com/docs/default-source/default-document-library/ent-filmreentryguidelines-vfinal.pdf>

Which reads:

*Productions filming anywhere in Louisiana should at minimum:*

- Designate a COVID-19 Compliance Officer
- Provide testing for anyone working on the production
- Require frequent hand washing by all personnel
- Require everyone (except for performers) to wear a face covering
- Socially distance; a minimum of six feet
- Check the temperature of everyone entering their designated workplace-production office or on-location
- Actively monitor and survey everyone for potential exposure and any signs of illness
- Remind everyone to self-monitor for any signs of illness
- Limit the amount of people in all areas in accordance with federal, state, and local guidelines including the State Fire Marshal
- Encourage the use of digital assets (scripts, call sheets, etc.) when possible
- Provide hand-sanitizing dispensers on site and washing stations where needed
- Make additional medical supplies and PPE available
- Place safety regulations and signs in production office, on set, and on-location
- Provide distance markings and directional signs where applicable
- All work areas should be cleaned frequently
- Limit and control access on-location, in a soundstage, or any production area
- File permit applications (if applicable) and any requests to the local governing jurisdiction as soon as possible
- File a safety plan with the local entity providing the permits

## **GENERAL RECOMMENDATIONS**

- The official production Covid Safety Supervisor be in regular communication with the Baton Rouge Film Commission in addition to a standard weekly call and arranging set visits.
- Daily temperature checks for everyone on set.
- Whenever possible, utilize appropriate Personal Protective Equipment (PPE), including but not limited to gloves, goggles, face shields, masks that cover the nose and mouth, finger cots (good for finger-only touch-points such as copier, microwave).
- Limit number of people in all areas to essential personnel only.
- Make 6 foot distance markings on the floor in environments where people need to line up.
- If soap and water are not available, use alcohol-based hand sanitizer or sanitizing wipes.
- Require anyone who is sick to stay home.
- Include additional PAs dedicated to assisting with sanitizing, possibly assigning PA's per department to manage.
- Divide up studio backstage space and/or on-location areas into sections with production teams isolated from each other.



- When possible, have one department at a time in a work area.
- Cover your mouth (not with hand) for coughs and sneezes.
- Do not use other people's phones or personal work tools.
- Assign one individual per department to be responsible for constant wipe-downs of surfaces.
- Identify who may effectively be able to work from home for prep, shoot, wrap.
- Assign office supplies (pens, pencils, staplers, paper clips, etc.).
- Consider sequestering cast and crew in hotels to control the environment and avoid bringing illness to and from set.
- When possible, keep windows and doors open to increase ventilation in closed areas.
- When possible, use disposable, ecologically friendly flatware, plates, and cups.
- Food and snacks should be individually packaged and not open buffet style.
- Scouting should be done virtually as much as possible.
- Eliminate "open calls" and give everyone assigned window to arrive.
- Eliminate Directors chairs for plastic chairs as they are easier to disinfect.
- Carefully consider the number of Extras required.
- Have enough space, tables, and chairs for Extras holding areas to practice social distancing.
- Provide one pen for each Extra to execute paperwork and instruct them to not share.
- Anticipate inefficiencies due to new procedures.

I, \_\_\_\_\_, as an authorized representative of the production \_\_\_\_\_ have read Film Baton Rouge's Recommendations and Requirements for Clean & Healthy Production Sets and agree to take all possible safety measures to ensure the wellbeing of both our production team and the community. I understand that if our production is found in violation of these requirements or not taking the appropriate safety measures our City Permit for Filming will be void and we will be forced to close production immediately.

**Representative signed above**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Designated Covid Safety Supervisor**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_