



OUR COMMITMENT TO YOU

Choice Films at Umbra Stages is committed to ensuring that the health and safety of all who enter our doors is our top priority! We have updated our protocols and procedures to comply with all recommendations made by the Department of Labor, the CDC, WHO and all applicable unions. Please know that Choice Films at Umbra Stages is doing everything we can in order to create a safe and comfortable working environment.

REDUCING THE SPREAD – UMBRA SOUNDSTAGE

Our top priority is to STOP THE SPREAD of COVID-19. To do this, we have implemented key protocols and structural changes to the facility. These include:

- Round-the-clock cleaning and sanitation services.
- Daily temperature checks upon check-in performed by our security personnel. (Results will be kept anonymous to protect cast and crew identity should results be above average temperature.)
- “No-touch” sanitation stations placed strategically throughout the facility.
- All work stations, eating areas, holding spaces to accommodate social distancing of at least 6 feet.
- The enforcement of mandated face coverings by all individuals when around others, frequent hand washing, and limiting the sharing of tools and materials whenever possible.
- Daily CDC, WHO, NYS and union guidelines and updates posted on our UMBRA Bulletin Board.
- Providing multiple restrooms and access to hand washing stations to reduce build-up of foot traffic in any one area.
- Providing face coverings (in the form of paper masks) to those who do not have one upon entry.

REDUCING THE SPREAD – ON SET

In addition to the facility's procedures, Choice Films will implement the following:

- Staggered call times.
- On-set, round-the-clock sanitation staff to clean, sanitize, and disinfect frequently touched surfaces.
- Providing periodic sanitation breaks to sterilize gear and equipment throughout the work day. For example: sanitation periods to take place before call, before crew lunch, and at wrap.
- All HMU, Sound, Catering, and Craft Services personnel to wear face shield *and* mask when in close contact with Cast, Crew, or food.
- Catering and Craft Services to be individually served and packaged – no open containers or liquids prior to hand off to crew.
- Providing remote work stations when possible and available for those at higher risk for illness and disease (those with pre-existing conditions and/or 65 years or older).
- Cast and Background to be sectioned off from nonessential personnel.
- All Cast, Crew, and Background will be kept at least 6ft apart with the exception of those living in the same home.
- Providing one (1) face covering (in the form of a paper mask) and one (1) refillable hand sanitizer bottle provided for those who do not have them.
- Holding and Catering areas to be divided into sections to allow for proper social distancing.
- Holding to be held outdoors whenever available and when weather permits for proper ventilation.
- If available, daily or weekly testing to be conducted – all test results will be kept anonymous to protect cast and crew identity should results test positive.
- Additional protocols are in place should a member of the cast or crew test positive for COVID-19.
- Individual departments will have additional safety guidelines and protocols in addition to the above designed for their specific needs. (To be submitted and approved prior to start of production.)

Our hope in creating these new protocols and procedures is to help one feel a sense of confidence stepping back onto set. We will do our best to make sure these guidelines are adhered to in order to take care of our

#FilmFamily.

Sincerely,

The COVID Council of Choice Films at Umbra Stages



RECOMMENDATIONS FOR SAFE & HEALTHY PRODUCTION SETS

Here at the Orange County NY Tourism & Film Office, we recognize that these are challenging times for film productions due to the COVID-19 crisis. Our office has been consulting with government, and film industry professionals to find solutions and come up with recommendations for best practices to ensure productions maintain a healthy set. The safety and health of everyone on set is a top priority of OCNF Film, and we hope these guidelines can help productions create a safe environment to work in.

GENERAL RECOMMENDATIONS

- Ask crew to fill out health questionnaires to determine if someone could have been exposed to illness recently.
- Daily temperature checks for All cast and crew members.
- Self-monitor for signs / symptoms of illness and report if you are feeling ill.
- Require anyone who is sick to get tested and stay at home.
- Incorporate daily updates of pertinent CDC, Union and state; COVID-19 recommendations.
- Consider sequestering cast and crew in hotels, or rental homes to control the environment and avoid bringing illness to and from set.
- Principal actors in scenes that do not allow for social distancing, should consider quarantining together.
- Cover your mouth (not with hand) for coughs and sneezes.
- Utilize appropriate Personal Protective Equipment (PPE), including but not limited to gloves, goggles, face shields, masks that cover the nose and mouth, etc.
- Crew should always wear (PPE) on set (masks, gloves). (Production and/or individuals need to provide).
- Cast or crew who find wearing a mask difficult to breathe in, due to outdoor weather conditions, indoor temperatures, or underlying respiratory conditions, should wear a face shield and retreat to an open space for fresh air when necessary.
- Limit number of people in all areas to essential personnel only.
- Maintain social distancing of no less than 6 feet whenever possible.
- Make 6-foot distance markings on the floor in environments where people need to line up.
- When possible, have one department at a time in a work area.
- All on set personnel must wash hands frequently.
- If hand washing stations are not available, use alcohol-based hand sanitizer or sanitizing wipes.
- Frequently clean and disinfect of surfaces, equipment, and other elements of the work environment using alcohol-based sanitizing wipes.
- Divide up studio backstage space and/or on-location areas into sections with production teams isolated from each other.





- Identify who may effectively be able to work from home for prep, shoot, wrap.
- Once production starts, the director should limit takes to make sets more efficient and result in less standing around/congregating time.
- When filming in doors, limit those on set to essential personnel only.
- Assign one individual per department to be responsible for constant wipe-downs of surfaces

PRODUCTION OFFICE / TRAILER / TENTS

- Consider utilizing larger tents with portable A/C or heat in lieu of trailers/motorhomes.
- Limit the amount of people in a trailer and maintain social distance.
- Keep windows and doors open to increase ventilation when possible.
- Deliveries should be handled outside of an office or any closed space and wiped down/sprayed with sanitizing solution.
- Use disposable, ecologically friendly flatware, plates, and cups, when possible.
- Place sanitizing wipes at printer station if there is a community printer/copier.

HANDLING OF EQUIPMENT

- Use gloves and change regularly.
- Walkies and surveillances should be disinfected before each use.
- Members of each department should disinfect gear during breaks in activity.
- Minimize the number of people having to touch
- the same items. This may require additional gear.
- Strive for consistency regarding which pieces of equipment are handled by whom.
- All crew that requires tools should consider bringing their own, when possible and not allow sharing.

CASTING

- When possible, castings and callbacks should be done remotely via Facetime, Zoom, Skype, etc.
- When in-person auditions and callbacks are necessary, schedule auditions further apart and require social distancing. and wear clear face shields and gloves,
- Eliminate “open calls” and give everyone assigned window to arrive.
- Encourage actors to wait in their cars, not in the waiting area of the casting facility.
- Have actors check in from outside using their cell phone with Casting Personnel.
- Identify wardrobe specs in the breakdowns to increase the likelihood the actor brings something that can be worn on the shoot.





STAFFING

- Anticipate inefficiencies due to new procedures. When possible, call times should be staggered to avoid large groups converging on a single area at one time.
- Build in time for one department to “step in, step out” at a time.
- Consider whether a prep or pre-light day will be required to lessen the amount of crew on shoot day.
- Some locations may only allow limited truck parking resulting in the need to cross-load and drop off gear.
- Be prepared with back up crew in case of illness during filming.

LOCATION / TECH SCOUT

- Scouting should be done virtually as much as possible.
- Schedule the tech scout as early as possible.
- Digitally distribute tech scout packets.
- Consider size and space when deciding among location options.
- Carefully consider the number of locations that get director scouted in-person.
- Self-drive when possible.
- If carpooling, everyone should be in masks, gloves, etc.
- Consider renting multiple vehicles to allow distance between seats.
- While at location, have as much conversation outside as possible.
- Try to maximize space and air flow when designating spaces for a shoot.
- Drivers should wipe down inside vans (seats, handles, etc.) inside and out every time people exit the vehicle.

ON-SET PROTOCOL

- Departments should sequester in department pods.
- Eliminate crossing pods as much as possible.
- Each department should individually set up the
- filming area and leave sequentially, so as not to cross contaminate personnel crew.





BREAKDOWN OF RECOMMENDATIONS BY DEPARTMENT

ART DEPARTMENT

- Ask owner of the location to reduce personal items until after wrap.
- Make decisions on the tech scout, get approvals as early as possible.
- Consider potential value of prep and strike days. This may be combined with location cleaning requirements.

CAMERA DEPARTMENT

- Crew doing pick-up must handle cases with gloves.
- Cases should be wiped down before loading into vehicle.
- Only camera personnel should handle camera gear including carts, cases, tape, etc.
- Personal equipment should be wiped down upon arrival and before departure each day.
- Each camera crew personnel should have their own non-shareable camera kits.
- Camera prep should be isolated in individual area.

CATERING

- Hand washing stations should be present. Consider staggering lunch to ensure social distancing.
- Eliminate self-serve.
- Utensils should be individually wrapped in plastic (or similar).
- Seating should adhere to 6-foot rule. Order more tables or encourage crew to eat in their own vehicles.
- Serve boxed meals when possible.
- Allow cast and crew to bring their own food and/or eat in their car.

CRAFT SERVICES

- Everyone must wash their hands before entering the craft services area.
- Craft services table should include hand sanitizer and/or sanitizing wipes.
- Craft services should have capability to refill an individual's reusable water bottle brought to set without contact between refill source and bottle.
- Reduce and streamline variety of beverages.
- Community drink dispensers should not be used.
- Eliminate any self-service snacks or fruit bowls.





ELECTRIC, GRIP DEPARTMENTS

- More gear may be required to ensure people don't pass gear.
- Grip gear should only be handled by the grip department (apple boxes and stands often support other departments).
- Consider ordering additional gear and assign apple boxes and stands to other departments.

HAIR AND MAKE-UP

- PPE must be worn for the duration of person-to-person contact.
- Face shield should be worn by the Make-up Artist or Hair Stylist.
- Make-up stations should be a minimum of 6 feet apart.
- Talent and make-up artist should wash their hands with soap before and after session.
- Consider having a designated makeup kit for principal talent.
- Mix make-up on a disposable palette and use only one brush, applicator, etc. per actor.
- Clean hairbrushes and combs and reusable make-up brushes with appropriate disinfecting solutions.
- Possibly assign brush / combs to each actor so not to cross contaminate.
- Consider having the actor(s) show up having done their own make-up/hair.
- Avoid touch ups unless necessary.
- Avoid hair and make-up for secondary/back up actors.

LOCATION DEPARTMENT

- Sanitize locations thoroughly before and after use.
- Choose disinfectants carefully to avoid damage.
- Permit applications should go in as early as possible in case of new regulations.
- Consider permitting backup locations if a location pulls out or otherwise becomes unavailable.
- Provide alternative lodging to house occupants for the duration of the shoot, including pets.
- Increase space for social distancing during lunch.
- Provide sensor-activated soap dispensers, hand dryers, etc. to locations when available.
- Provide hand sanitizing stations when there is no access to running water.
- Have one individual put up and take down all location signs.
- Limit sets to essential personnel only, avoid additional visitors when possible.





MEDICAL PERSONNEL / SET MEDIC

- Medical personnel should take temperatures/check medical credentials/approvals.
- Medical personnel should patrol the set and proactively consult with personnel.
- Medical personnel should visually monitor cast & crew for those that look ill.

ON-SET COMMUNICATION

- Sanitized devices should be signed out the day before for quick distribution on the shoot day.
- Devices should be individually bagged and handed to the user in its bag.
- Do Not share devices.
- Replacement batteries should be disinfected in between uses, bagged, and handed to the crew as needed.

SOUND DEPARTMENT

- Disinfect equipment before and after each use.
- Label mics with the name of the user.
- Replace mounting components that cannot be thoroughly cleaned.
- PPE should be worn for the duration of person-to-person contact.
- Utilize boom-only audio when possible.
- Some multi-talent scripts under may require a second Boom Operator.

TALENT

- **ACTORS**
 - For intimate scenes, talent should have to test negative for the virus and show results.
 - Consider a temporary clear barrier between actors while establishing marks and positions and remove at the last moment.
- **EXTRAS**
 - Carefully consider the number of Extras required.
 - Have enough space and 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.





- **MINORS**
 - Think about how to organize schooling if required.
 - Be sure to have PPE that fits the minors.

VIDEO VILLAGE SET UP

- Chairs should be disinfected before and after people sit down.
- Eliminate Directors chairs for plastic chairs as they are easier to disinfect.
- Video Village should be set up outside if possible.
- Additional monitors should be set up to allow for social distancing.
- Each person that needs to view the scene should be provided separate monitor distanced appropriately apart.

WARDROBE DEPARTMENT

- Wardrobe fittings should be conducted remotely via Facetime, Zoom, Skype, etc.
- Wardrobe planning should be done ahead of shopping and pulling from rental houses.
- Limit handling of wardrobe to wardrobe department, until it's decided what the actor will actually try on.
- Use gloves and mask when looking through garments in rental houses and retail stores.
- Book talent as early as possible and get sizes as early as possible.
- Costumes and outfits should be bagged up individually, per performer
- When possible, actors should arrive in their own wardrobe.
- Disinfect jewelry and glasses in between use.

NY DEPARTMENT OF HEALTH: <https://coronavirus.health.ny.gov/protect-yourself-and-your-family-coronavirus-covid-19?gclid=CjwKCAjwh472BRAGEiwAvHVfGr1PbV>

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>

