

## Protocol for Music, Television and Film Production: Appendix J

### Recent Updates (Changes are highlighted in yellow):

#### 4/24/2021:

- Updated screening language to track with updated Screening Guidance.
- Cleaning requirements have been updated to reflect changes to CDC cleaning guidance.
- Productions with live audiences must adhere to the County Public Health Protocol for Live Seated Events and Performances (Indoor) or Live Seated Events and Performances (Outdoor) depending on where the performance is to be held. Additional modifications for fully vaccinated audience members.
- Musician and singers who are fully vaccinated need only maintain 6 feet of physical distancing from each other and other fully vaccinated cast members, singers, and musician performers.

COVID-19 case rates, hospitalizations, and deaths continue to fall, but still remain moderate. COVID-19 continues to pose a high risk to communities and requires all people and businesses to take precautions and modify operations and activities to reduce the risk of spread.

Due to Los Angeles County entering the “Orange Tier” of the State’s Blueprint for a Safer Economy framework, this protocol has been developed to lift some local activity-specific restrictions. Businesses should proceed with caution and adhere to the requirements in this protocol to reduce the potential spread of COVID-19 within their business operations.

This protocol and its requirements below are specific to Music, Television and Film production. In addition to any conditions imposed on the Music, Television and Film industries by the State, and agreements among labor and management, these types of businesses must also be in compliance with the conditions listed in this Checklist for the Music, Television and Film Industry.

Productions that are one-or limited-time special events or performances must submit an event safety plan to for review at least 10 business days before the event is planned to occur. Plans must be submitted to Public Health at the following email address: [LiaisonCOVID19@ph.lacounty.gov](mailto:LiaisonCOVID19@ph.lacounty.gov). The safety plan should include a detailed description of the event, a completed DPH Appendix J Protocol Checklist, schematics and any additional information that may aid DPH in ensuring that the event can be conducted safely.

Productions that are live outdoor events or performances must also follow the LA County DPH [Protocol for Outdoor Seated Live Events and Performances](#). Productions that are indoor live events or performances must also follow the LA County DPH [Protocol for Indoor Seated Live Events and Performances](#).

Audiences for Music, TV, or Film Production must follow the Protocols for Indoor and Outdoor Seated Live Events, which are attached to the Health Officer Order as Appendices Z and Z-1. If the producer of a Music, TV, or Film Production desires to deviate from any requirement of Appendix Z or Z-1 for a hired or non-hired audience, the producer must receive written permission from the County Department of Public Health. Requests should be made at least 14 days prior to the production. Requests must be submitted to Public Health at the following email address: [LiaisonCOVID19@ph.lacounty.gov](mailto:LiaisonCOVID19@ph.lacounty.gov).

Additional protocols relevant to areas of Music, Television and Film Production must also be followed:

- Restaurants and bars
- Retail Operations
- Office Spaces
- Warehouse and Manufacturing
- Construction

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/>



















or via mail.

- Copies of acknowledgement forms regarding studio policies and written notices will be placed, close to entrances.
  - Forms should be sent electronically in advance to contingent workers and visitors for e-signature, if possible, to minimize physical contact at the studio.
- As much as feasible all financial transactions should be arranged in advance or following the session through contactless systems. Transactions or services that can be offered remotely should be moved on-line.

## G. AUDITIONING SESSIONS

- Auditioning should be performed remotely, through tools such as videoconferencing, as much as possible.
- When in-person auditioning is used, the following are required:
  - Appointments must be used to prevent crowding. No open calls are allowed.
  - All attending the session are required to wear face masks; the person auditioning may remove their face mask for the audition if appropriate.
  - Single use printed scripts given to each participant, no sharing of scripts.
  - The individual auditioning must wait outdoors, and away from others for their appointment.
  - Multiple person auditions must maintain at least six (6) feet of distance between individuals.

## H. SCENE RESTRICTIONS

- All cast shall wash or sanitize hands when beginning the filming of a scene and not touch their face during the filming session. Any crew that must interact with the set or cast must also wash or sanitize their hands at the beginning of filming and must wear a face mask.
- Any work, including scenes, requiring cast or crew to be closer than six (6) feet must be as brief as possible and cast must be as silent as possible to avoid spreading droplets through talking. Scenes with direct prolonged physical contact between cast (intimate scenes, fight scenes) are discouraged at this time.
- Large crowd scenes are not recommended.
- All on location filming must adhere to operating hours between 7am and 10pm whenever feasible.

## I. CRAFT SERVICES AND CATERING

- All actors and crew shall wash or sanitize hands before handling any food.
- No buffets allowed.
- No communal food or drink service (no coffee pot, no single service coffee maker).
- All food and drink must be single serving only.
- Craft service dining should be held outdoors if feasible.
- Sit-down meals: Dining must occur only in designated dining areas. It is recommended to have cast and crew eating in shifts with fewer people. Seating for sit-down meals must be large enough to allow for physical distancing of at least six (6) feet between persons eating and should be done outdoors, if feasible. Alternatively, cast and crew may dine alone in closed offices. Indoor meals are discouraged, but it is permitted at the following capacity limits:
  - Red Tier: 25% maximum indoor capacity of the designated indoor dining area, or 100 individuals,

- whichever is fewer
- Orange Tier: 50% maximum indoor capacity of the designated indoor dining area or 200 individuals, whichever is fewer
- Occupancy is reduced and space between employees is maximized in any room or area used employees for meals and/or breaks. This has been achieved by:
  - Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks; and
  - Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
  - Placing tables at least eight feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing .
- Hydration Breaks: Brief removal of the face mask is allowed in other areas of the production only for brief drinks of water or other liquids. The person must be at least 12 feet away from others and immediately place their mask back on. It is recommended that the location of these hydration break areas be pre-designated.
- All additional Public Health Requirements related to food service must be followed.
- Any food brought by individuals should be labeled and may not be shared.
- Food and drinks may be consumed only in designated areas or closed offices (when individual alone). Face masks must be worn at all times in all other areas.
- If water is served from water dispensers, then levers or buttons on the dispenser should be cleaned after each use. It is preferable that beverages are served in single use containers.

## J. WARDROBE, HAIR & MAKEUP

- Hands-on assistance with these services should be limited only to cast that require it and cannot do it themselves.
- Actors and crew must wash or sanitize their hands before any hands-on styling or costume session, and wear face masks during sessions as much as possible. During the application of makeup, since a face mask cannot be worn the actor should stay as silent as possible to avoid spreading droplets though talking.
- Members of the crew who consistently work within six feet of cast or talent who are not wearing face masks (e.g., providing hands-on styling, make-up or costume assistance) must wear a secondary barrier (e.g., a face shield or safety goggles) in addition to a face mask. All workers should minimize the amount of time spent within six feet of others.
- The date, time and crew in the session should be recorded for later reference, in case either the cast member or wardrobe/hair crew become ill with COVID-19.

## K. LOCATION SCOUTING AND FILMING

- Scouting should be performed virtually or rely on existing site photographs where possible.
- Locations must be completely secure to prevent access by the public. Locations should be remote, fenced or otherwise well-secured from public access.
- Locations must have enough space to allow for physical distancing for all cast and crew holding and common areas, the video village, craft services/dining, and all other work areas.
- Location rental or access time must allow for the extra time needed for safe check-in to the site, and extra

time for hand hygiene and repeated disinfection of surfaces.

- Outdoor or large open indoor spaces are inherently safer by virtue of the greater capacity to achieve physical distancing and/or ventilation. Small closed indoor spaces without proper ventilation should not be used.
- A workflow and COVID-19 safety protocol must be written before filming occurs and shared with all cast and crew on location.
- A listing of all cast and crew participating in the filming must be maintained in case there is a need to perform contact tracing in the event of an illness or positive viral test in cast or crew.
- Physical distancing of at least six (6) feet between people is required on all off-camera areas including the cast and crew holding and common areas, the video village, craft services/dining, and all other work areas. Provide additional areas, equipment (such as video village monitors) to allow for distancing.
- Only essential cast and crew should be on or near the set at any time and physical distancing must be maintained.
- If transportation is needed between filming sites, use a higher-capacity vehicle as much as possible to allow for six (6) feet of physical distancing as much as is feasible. Establish a passenger capacity number and post it on the side of the vehicle. If needed, provide more vehicle trips with fewer passengers per trip. Require face masks for all passengers (including cast) and driver, leave windows open, if possible, during the ride.
- All off-camera staff must wear face mask throughout the workday.
- All cast and crew should stay on location during the workday, including all breaks.
- All on location filming must adhere to operating hours between 7am and 10pm whenever feasible.

#### L. FILM PERMITTING

- Productions that consist entirely of remote/virtual work and filming or recording, with no contact between cast, crew, and musicians, are safest and should be prioritized if possible.
- The production must meet all other requirements for ON LOCATION FILMING and SCENE RESTRICTIONS in this checklist.

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

<b>Business Contact Name:</b>	<u>Mark Pincus</u>
<b>Phone number:</b>	<u>(818) 954-2019</u>
<b>Date Last Revised:</b>	<u>April 28, 2021</u>