

COVID SAFETY MEETING

How long COVID Can Last on Surfaces

Glass – 4 days
Plastic – 2-3 days
Steel – 2-3 days
Cardboard/Paper – 1 day
Copper- 4 hours
Air – 3 hours

1. If you start to feel any of the following symptoms while on set please let me know immediately:

Fever or chills
Cough
Shortness of breath or difficulty breathing
Fatigue
Muscle or body aches
Headaches
Loss of taste or smell
Sore throat
Congestion or runny nose
Nausea or vomiting
Diarrhea

2. The Set is divided into Zones. Zone A is where filming will take place. Zone B will be talent holding. Zone C is outside the Standing Set Building. Only essential cast and crew is allowed in Zone A. There is a hand washing station directly outside Zone A. All cast and crew must wash and/or sanitize their hands each time they enter Zone A. When crew is in Zone A working with talent that is not wearing protective gear, crew members must wear a mask and face shield. If you are a crew member who needs a face shield see me after the meeting.

3. Everyone was given a clean mask when they entered the studio. You must wear the mask that was provided. Do not switch to your own personal mask. For those of you who will be here all day you will be given a clean mask at the 8-hr mark.

4. The proper way to wear a mask is covering fully over chin, mouth and nose. If you are seen wearing a mask incorrectly you will be asked to properly wear your mask.

5. All talent needs to keep their mask on until they enter Zone A and are getting ready to start their scene. The MUA can touch you up at that time if needed. **Do Not Walk Around Outside of Zone A without your mask!!!**

6. No food or beverages are allowed or can be consumed in Zone A. Not even bottled water. All food and beverage consumption must remain in Zone B or Zone C.
7. If you were given a bracelet indicating you were cleared to enter the set or a face shields. Please check out with me at the end of the day and turn in your bracelets and face shields.
8. Crew please sanitize your gear at the start and end of production. I will provide you with cleaning products.
9. Do not share walkie talkies.
10. Face shield and mask must be worn when coming in contact with talent.
11. If you need your script please have it on your ipad or tablet. If you must have a paper script use page protectors. I do have a few page protectors if you do not have any but I will need them back from you at the end of the day.
12. Use hand sanitizer before entering the restroom and when exiting the restroom after washing your hands.
13. Follow all social distancing signs.

None of these guidelines can guarantee we will not have a COVID outbreak but if everyone follows the guidelines listed we should have a safe and healthy environment.

Have a great shoot.

Date of Meeting: _____ Time: _____