



# Reopening New York



## Media Production Guidelines for Employers and Employees

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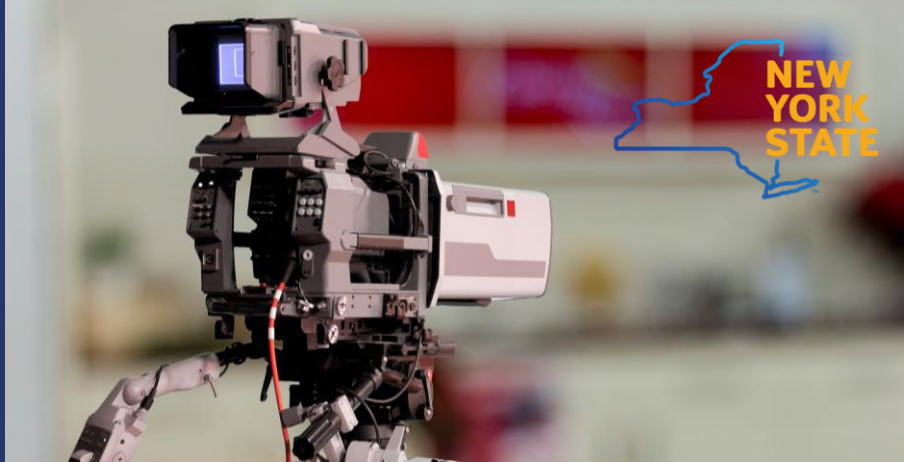
During the COVID-19 public health emergency, all owners/managers of media production businesses should stay up to date with any changes to state and federal requirements related to media production and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

	Mandatory	Recommended Best Practices
Physical Distancing	<ul style="list-style-type: none"> <li>✓ For indoor facilities or locations, ensure that the presence of employees, cast, and crew members is limited to no more than 50% of the maximum occupancy for a particular area.</li> <li>✓ Ensure that all employees, cast, and crew maintain 6 ft. of physical distance between each other in all locations (e.g. meal areas, common areas, trailers, video village, equipment areas) around the media production facility or location.               <ul style="list-style-type: none"> <li>• Provided that certain functions during media production require coming within 6 ft. of others (e.g. hair, makeup, sound, filming, performing), identify such functions and implement a protocol for mitigation of risk for affected individuals.</li> <li>• If safety or the core activity (e.g. moving equipment, unloading materials) requires individuals to be within a shorter distance, individuals must wear acceptable face coverings.</li> </ul> </li> <li>✓ Ensure that all employees, cast, and crew wear acceptable face coverings at all times within the media production facility or location, provided that they are over age 2 and able to medically tolerate one.               <ul style="list-style-type: none"> <li>• Performers may temporarily remove their face covering during performances/rehearsals, or when it interferes with a core activity, such as hair, makeup, or wardrobe. Performers must don face coverings following these activities.</li> </ul> </li> <li>✓ Limit the number of employees, cast, and crew to only essential individuals for both indoor and outdoor media production activities. Any non-essential personnel (e.g. friends, family, guests, visitors) must be prohibited.</li> <li>✓ Take social distancing requirements into account when scouting or choosing media production locations. Ensure that locations can be secured completely from the general public, allow for enough space to adhere to social distancing requirements, and maintain appropriate and cleaning and disinfection standards.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Perform media production activities remotely to the greatest extent possible (e.g. meetings, casting, scouting, editing).</li> <li>✓ Modify the use and/or restrict the number of work stations and seating areas, so that employees, cast, and crew are at least 6 ft. apart in all directions. Enact physical barriers, in accordance with <a href="#">OSHA guidelines</a>, when distancing between workstations is not feasible.</li> <li>✓ Encourage the use of dedicated work zones within the media production facility or location and establish a system that prevents overlapping departments in the same work space. Consider a color-coded system or other visible indicators to facilitate identification of zones and appropriate employees, cast, and crew.</li> <li>✓ Minors should be limited to two accompanying adults (e.g. one guardian or designated responsible person per 12 NYCRR 186-3.6(a) and one educator). Consider moving minors to a secure off-set location, when possible, to limit their exposure.</li> <li>✓ Encourage individuals to drive alone and use private transportation, to the extent possible.</li> <li>✓ Ensure all scouting activities take place virtually, where possible. If individuals must travel in person, scouting should occur in small groups that can maintain social distance, with all individuals wearing face coverings.</li> <li>✓ Ensure that performers arriving at casting locations wait in personal vehicles or outside the facility/location until the time of their audition.</li> <li>✓ Eliminate open calls in favor of scheduled appointments.</li> <li>✓ Ensure physical distancing is maintained during auditions, even when multiple individuals are auditioning simultaneously, to the extent possible.</li> </ul>



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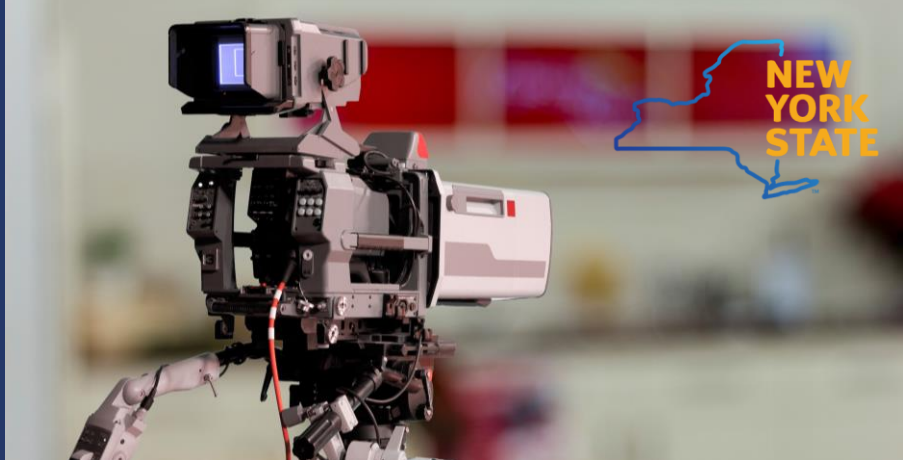
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	Mandatory	Recommended Best Practices
<b>Physical Distancing</b>	<ul style="list-style-type: none"> <li>✓ Ensure there is sufficient security to limit access to only essential individuals and to disperse anyone who gathers outside.</li> <li>✓ Reserve adequate space for employees, cast, and crew to observe a distancing while eating meals.</li> <li>✓ If more than one individual rides in a vehicle, ensure that all occupants wear face coverings.</li> <li>✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Consider taking measures to reduce close or proximate contact between performers, such as amending scripts or using digital effects where possible.</li> <li>✓ Assign maintenance staff into fixed pairs/small groups to limit the number of close or proximate contacts where possible.</li> <li>✓ Post distance markers using tape or signs that denote 6 ft. of spacing in commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g. health screening stations, meal areas, costume trailers).</li> </ul>
<b>Workplace Activity</b>	<ul style="list-style-type: none"> <li>✓ Operate in accordance with industry-specific DOH guidelines where appropriate.</li> <li>✓ Prohibit live audiences unless they consist only of paid employees, cast, and crew. Employees, cast, and crew may make up a live audience of no more than 100 individuals or 25% of the audience capacity, whichever is lower, and maintain 6 ft. of social distance in all directions.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Limit the number to extras on set to the extent possible.</li> <li>✓ Have cast, including any extras, arrive at the media production facility or location “camera ready,” to the extent possible (e.g. having completed hair, makeup, and wardrobe off site or through remote instruction).</li> <li>✓ Ensure that employees, cast, and crew are given adequate time throughout the day to periodically clean and disinfect their gear/equipment (e.g. cameras, props) if multiple people use or handle such equipment.</li> <li>✓ Digitize all paper documents to the extent possible (e.g. contracts, tech scout packets, scripts, music sheets, sign-in/out, crew lists, call sheets). If digitizing is not feasible, printed materials should be assigned for individual use and not shared.</li> <li>✓ Designate an egress(es) for employees, cast, and crew leaving their shifts and a separate ingress(es) for those starting their shifts.</li> </ul>
<b>Protective Equipment</b>	<ul style="list-style-type: none"> <li>✓ Ensure that all employees, cast, and crew wear face coverings at all times within the media production facility or location, provided the individual is over the age of 2 and medically able to tolerate one.</li> </ul>	

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Protective Equipment (cont'd)	<ul style="list-style-type: none"> <li>Performers may temporarily remove their face covering during performances or rehearsals or when it interferes with a core activity such as hair, makeup, or wardrobe. Performers must don face coverings as soon as practicable following the above activities.</li> <li>Ensure that all employees, cast, and crew in close proximity to performers without face coverings (e.g. hair stylists, make-up artists, costume designers, sound technicians, studio teachers, stunt coordinators, special effects technicians) wear both an acceptable face covering and eye protection, such as a face shield or goggles, during the activity requiring close proximity.</li> </ul> <ul style="list-style-type: none"> <li>✓ Provide employees, cast, and crew with an acceptable face covering at no-cost to the employee, cast, or crew member.</li> <li>✓ Acceptable face coverings include but are not limited to cloth-based face coverings and disposable masks that cover both the mouth and nose.</li> <li>✓ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.</li> <li>✓ Train employees, cast, and crew on how to adequately don, doff, clean (as applicable), and discard PPE, including but not limited to face coverings.</li> </ul>	
Hygiene, Cleaning, and Disinfection	<ul style="list-style-type: none"> <li>✓ Adhere to hygiene, cleaning, and disinfection requirements from the <a href="#">Centers for Disease Control and Prevention</a> (CDC) and <a href="#">Department of Health</a> (DOH) and maintain logs on site that document date, time, and scope of cleaning and disinfection.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Consider providing individual devices for communication (e.g. walkie-talkie, radios, microphones) to limit use of shared devices. Any such equipment should be appropriately cleaned and disinfected before being issued and before being returned.</li> </ul>



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	Mandatory	Recommended Best Practices
Hygiene, Cleaning, and Disinfection (cont'd)	<ul style="list-style-type: none"> <li>✓ Provide and maintain hand hygiene stations throughout the facility or location, including handwashing with soap, running warm water, and paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.</li> <li>✓ Hand sanitizer must be available throughout common areas.</li> <li>✓ Conduct regular cleaning and disinfection of the media production facility or location including high risk areas and frequently touched surfaces (e.g. studios, production sets, hair and make-up stations, trailers, break areas, eating areas, vehicles).</li> <li>✓ Ensure that all media production equipment and tools (e.g. cases, cameras, eyepieces, lenses, monitors and touchscreens, dollies) are regularly cleaned and disinfected using registered disinfectants. Refer to Department of Environmental Conservation (DEC) <a href="#">products</a> identified by the Environmental Protection Agency (EPA) as effective against COVID-19.</li> <li>✓ Ensure all props, costumes, and set materials are cleaned and disinfected between each use and stored in sealed containers between uses.</li> <li>✓ If cleaning or disinfection products or the act of cleaning and disinfection causes safety hazards or degrades the material or machinery, put in place hand hygiene stations between use and/or supply disposable gloves and/or limitations on the number of individuals using such objects.</li> <li>✓ Prohibit shared food and beverages among employees, cast, and crew (e.g. self-serve meals and beverages) and reserve adequate space for employees, cast, and crew to observe social distancing while eating meals.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Remove any unnecessary communal fixtures from the venue, such as newspaper or magazine stands, in favor of individual distribution upon request.</li> <li>✓ Consider providing food and beverages in pre-packaged containers to limit sharing between individuals. If providing food and beverage, also provide disposable or individually wrapped eating utensils.</li> </ul>



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Communication	<ul style="list-style-type: none"> <li>✓ Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them.</li> <li>✓ Post signage inside/outside of the media production facility or location to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of face coverings, and cleaning /disinfection protocols.</li> <li>✓ Notify the state and local health department immediately upon being informed of any positive COVID-19 test result by any individual at the media production facility or location.</li> <li>✓ Conspicuously post completed safety plans on site.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Develop a communications plan for all employees, cast, and crew that includes applicable instructions, training, signage, and a consistent means to provide licensed personnel with information. Consider developing webpages, text and email groups, and social media.</li> </ul>
Screening	<ul style="list-style-type: none"> <li>✓ Ensure that employees, cast, and crew members, whose job functions or roles involve close or proximate contact with cast members, have been tested for COVID-19 through a diagnostic test, prior to their participation in media production activities, and at least once per week thereafter, when on site or location.</li> <li>✓ Implement mandatory daily health screenings for employees, cast, crew, and where practicable, contractors and vendors (e.g. questionnaire, temperature check) asking about (1) COVID-19 <a href="#">symptoms</a> in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close or proximate contact in the past 14 days with anyone who was under isolation for COVID-19 or with anyone who tested positive or who has or had symptoms of COVID-19 within the past month.</li> <li>✓ Any employee, cast, crew member, contractor, or vendor who screens positive for COVID-19 symptoms must not be allowed to enter the media production facility/ location and must be sent home with instructions to contact their healthcare provider for assessment and testing.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Perform screening remotely (e.g. by telephone or electronic survey), before individuals report to the facility or location, to the extent possible.</li> <li>✓ Coordinate screening to prevent individuals from intermingling in close or proximate contact with each other prior to the completion of the screening.</li> <li>✓ Temperature checks may also be conducted per U.S. Equal Employment Opportunity Commission or DOH guidelines.</li> <li>✓ Maintain a log of all employees, cast, crew member, contractor, and vendor who may have close or proximate contact with other individuals at the media production facility or location; excluding deliveries performed with appropriate PPE or through contactless means. The log should contain contact information necessary to perform any contact tracing in the event an individual is diagnosed with COVID-19.</li> <li>✓ Refer to DOH’s <a href="#">guidance</a> regarding protocols and policies for employees seeking to return to work after a suspected or confirmed case of COVID-19 or after the close or proximate contact with a person with COVID-19.</li> </ul>

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