



# WKU | Film

## COVID Plan of Action

### GENERAL

#### Social Distancing

- WKU Film shoots will have a social distancing requirement of six feet between students at all times, including all cast and crew. If a six foot distance is impossible, a mask is required.

#### Face Masks

- Appropriate face masks include a cloth face covering or appropriate paper mask that covers both the nose and mouth. These coverings are **required**:
  - At all times when in an indoor shooting location.
  - When social distancing of at least six feet cannot be maintained in an outdoor location.
  - When in a vehicle with other persons, including a grip truck.
- There are situations where a face mask is **not required** or cannot be worn due the type of activity or factors related to the environment:
  - While eating or drinking.
  - Performing manual labor (i.e. G&E).
  - When performers are on camera (discussed on page 5)
  - When performers are having makeup applied.
  - Other physical limitations or conditions that preclude an individual from wearing a face mask.

#### General Prevention

- Physical contact should be avoided, including shaking hands, high-fives, fist or elbow bumps, or hugging. Physical contact related to performers is discussed below.
- No set visitors are permitted without written approval by the WKU Film faculty. If visitors are provided access, they will be subject to the same guidance as cast and crew, including the need for symptom screening and PPE requirements.
- In indoor spaces, ventilation systems and other measures should be used to increase circulation of outdoor air as much as possible (e.g. by opening windows and doors, using fans, etc.)
- In the course of performing their duties, various cast and crew members may enter retail establishments during the work day. Applicable public health guidance should be



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followed, including use of face coverings. They should practice hand hygiene before entering and after exiting retail establishments.

### ON SET PROTOCOLS

#### Health Checks

- Students will undergo daily temperature and health checks with the 2<sup>nd</sup> AD when they arrive on set each morning. Any students who feel unwell should stay home and contact their healthcare providers.

#### Hand Hygiene

- Hands should be washed or sanitized:
  - Upon arriving at the job site
  - After blowing one's nose, coughing, or sneezing
  - After using the restroom
  - Before and after eating or drinking
  - After handling shared equipment or objects
  - After cleaning or disinfecting equipment, tools, or workspaces
  - At other appropriate times throughout the work day.
- Cast and crew should avoid touching their eyes, nose, and mouth.
- Hand washing facilities with running water, soap, and paper towels adequate for the number of cast and crew will be available and accessible from the first day of work.
- Handwashing facilities will be kept clean and well-stocked.
- When production is taking place where handwashing facilities are not readily available, producers will provide mobile handwashing stations or stations with hand sanitizer appropriate to the size of the cast and crew.
- Students will be trained before the start of production on proper hand hygiene practices.

#### Disinfection and Maintenance

- Props, Costumes, Accessories, Wigs, and Other Specialty Items
  - As many of these items have unique cleaning requirements, those responsible for cleaning such items will do so in the customary manner.



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- Hand props (other than those with unique cleaning requirements) will be cleaned and disinfected before and after use.
- Hands will be cleaned before and after handling props, accessories, and other items.
- Personal Equipment
  - Personal equipment (such as tools, headsets, microphones, and radios) will be cleaned and disinfected before being used and then at least once per day by the equipment's owner (following manufacturer guidelines). **All students must provide their own earpiece and lanyard for set radios.**
  - Equipment such as radios/walkie-talkies will be issued to a single cast or crew member and used exclusively by that cast or crew member for the duration of production.
  - Personal items or equipment that must be shared between members of the cast and/or crew must be wiped down with disinfectant between use and hand hygiene will be performed after handling.
- Paper
  - Whenever possible, use of paper should be minimized. Alternatives such as electronic scripts and electronic sign-in/out should be explored.
  - When paper scripts are unavoidable, they should be assigned to a specific individual, clearly labeled with their name, and not shared between others.
  - Crew lists, call sheets, production reports, and other similar documents should be electronic whenever possible.
  - When use of shared paperwork is required, such as editing binders, hand hygiene before and after handling is recommended.

## *MEALS, LOCATIONS, & PERFORMERS*

### Meals & Crafty

- Those responsible for preparing and distributing food must clean their hands with soap and water or hand sanitizer prior to beginning food preparation and/or distribution and regularly thereafter.
- As face coverings cannot be worn while eating, adequate eating space must be provided to ensure physical distancing (six feet) can be maintained during meal periods.
- Handwashing facilities and/or hand sanitizer must be readily accessible at the entrance of any designated eating area and should be used when entering and leaving the area.
- All eating surfaces will be cleaned and disinfected before and after use.
- Eliminate communal “buffet style” food service including trays of food or any food service that requires sharing of utensils such as serving spoons or tongs.
- Meals and snacks should be served in individually packaged or wrapped portions. Avoid shared communal trays or bowls.
- Eating utensils should be disposable and individually wrapped.
- If food is to be delivered to the job site, once or more individual should be designated to receive the delivery. Appropriate PPE should be worn when interacting with the delivery person and hand hygiene should be performed after handling the delivery.
- Drinks should be individually packaged.

### Locations

- Those responsible for selecting a location should take the following considerations into account:
  - Provide adequate space to allow for social distancing.
  - Perform wipe down of high-touch areas at least daily.
  - Minimize use of crowd or street scenes.
- Indoor Locations
  - Avoid locations that have been recently used by people who have been infected with COVID-19.
  - If an occupied private home or building location is required for shooting, the occupants should be asked about signs/symptoms of COVID-19 and should vacate the premises for proper cleaning and sanitizing prior to cast and crew entering the location.
  - Locations with hand washing facilities available should be prioritized.

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- Allow adequate ventilation of indoor locations.
- Outdoor Locations
  - Prioritize locations where access can be secured and members of the production can be kept away from the general public when possible.
  - The location shall provide sufficient space for performing planned production activities while adhering to social distancing recommendations.
  - Prioritize locations with access to hand washing facilities.
- Scouting
  - Prioritize digital (but thorough!) scouting when possible.
  - If in-person scouting is necessary, all crew must wear PPE during the entire scout and practice hand hygiene before entering and after exiting the location.

### **Performers**

- The work of performers will frequently put them in close (less than six feet) contact with other performers or cast and crew including, for example, make up artists, wardrobe personnel, etc. Face coverings and masks may not be practical during many of these activities. Additionally, certain activities such as fight scenes or intimate scenes increase the risk of transmission.
  - Whenever possible, performers will practice physical/social distancing.
  - When physical/social distancing is not possible and the performer cannot wear appropriate PPE, contact must be kept to the shortest amount of time possible, and the other cast or crew member must wear appropriate PPE and observe hand hygiene practices.
  - The number of people involved in close proximity with a performer should be kept to a minimum whenever possible.
  - Scripts and storyboards should be amended as much as is reasonable to avoid close contact between performers.
  - Stand-ins should always wear face coverings.
  - When performers are in a holding area, waiting to be used in a production, all cast and crew members in the holding area must adhere to the recommendations outlined herein, including recommendations regarding physical/social distancing and the use of PPE.
  - When wearing PPE is not possible for a performer, such as when a scene is being filmed or after makeup has been applied, the number of people whom the performer is in close contact with will be minimized.
  - As soon as possible after filming a scene, the performers will put on their PPE and/or physically distance themselves.
- Casting and Auditions
  - Casting should be conducted virtually.

*DEVELOPMENT OF SYMPTOMS*

Cast and crew are expected to immediately report to a designated person or persons if they are experience or a member of their household is experience symptoms of COVID-19. If a cast or crew member is experiencing symptoms or has come into close contact with someone who has tested positive for COVID-19, either on or off site, they must follow contact tracing guidelines.

If a cast or crew member develops symptoms of COVID-19 when off site, they must not return to set and should immediately contact their healthcare provider. Anyone who reports to set with symptoms of COVID-19 will be instructed to return home and contact their healthcare provider.