

**BE SAFE** ★  
**CHICAGO** ★



**Be Safe.**  
**Film & TV Production**

# Be Safe. Film & TV Production

What's in this guide?



Gradually Resume  
(Phase IV)

## Cautiously reopening Chicago requires:

### Healthy interactions

#### Social distancing



Limitations on physical distance to other individuals

#### Gathering size



Limitations on gatherings of individuals

#### Protective gear



Use of protective gear by individuals

### Hygiene requirements



Ensuring hygienic interactions (e.g., hand washing)

### Safe spaces & conditions

#### Entry access



Entry/exit condition for access to space

#### Cleaning standards



Actions taken to disinfect space

#### Visual guidance



Hygiene resources and guidance posted in space

### Workplace conditions



Evaluation of foot traffic, ventilation, etc.

### Operational resilience & monitoring

#### Flexible models



Flexibility with sick leave, remote work (when possible)

#### Operational resiliency



Support for operational flexibility (e.g., multiple shifts)

#### Travel guidelines



Restriction of movement of people between locations

#### Testing / tracking



Facilitation of testing and tracking



## Practice social distancing on sets

- Ensure >6ft between all individuals on set, unless impossible due to the nature of the task (actors performing, two grips carrying a heavy item, hair, makeup, costume, etc.)
- When social distancing is not possible, ensure cast and crew are adhering to PPE and hygiene recommendations (where applicable)

## Limit large groups and scenes in confined rooms / spaces

- Encourage production to limit groups of cast and crew to no more than 50 individuals in confined rooms or spaces
- Establish cohorts / working teams, in coordination with the National [Production Safety Guidelines](#), where individuals are encouraged to limit primary interactions to those within their respective "zone"
- Limit capacity to 50% for all indoor spaces, while still adhering to gathering size restriction
- Encourage talent to arrive no more than 10 minutes before their audition time (to limit crowding in waiting room), and to wait in vehicles or outside of building (where practical)
- Prohibit large crowd scenes until development of a vaccine



## Ensure PPE worn by all cast and crew, as appropriate

- In any outdoor and indoor common spaces, face coverings must be worn by all individuals over nose and mouth (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
- When PPE is not possible (e.g., during makeup application or while on camera), maintain physical distancing and limit interactions to consistent cohorts / individuals (where possible)
- For makeup services requiring the removal of PPE, ensure makeup technician is wearing all necessary PPE (e.g., face covering, eye protection) and clearly acknowledges associated risk (e.g., verbal acknowledgement, waiver)
- Encourage production provides all necessary PPE for cast and crew (e.g., face coverings/face shield, hand sanitizer), and maintains a reserve of PPE supplies (at least x3 per cast/crew member)
- Provide adequate trash receptacles to discard used PPE (PPE can be mixed with regular trash)
- During a location scout, remove shoes or wear shoe covers where practical, in addition to standard PPE and social distancing protocols



## Ensure hygienic interactions

- Ensure all sets and locations have access to running water with soap and paper towels for individual use
- Provide hand washing and / or sanitizing stations on all sets that do not have access to restrooms or running water (if appropriate, provide multiple stations)
- Encourage cast and crew to wash hands frequently with soap and water or hand sanitizer, avoid touching their face, and cough / sneeze into tissue or into shirt sleeve if no tissue is available
- For all catering services, avoid shared food items and utensils; encourage pre-packaged servings and disposable / single-use items where possible

# Be Safe. Film & TV Production

## Safe spaces & working conditions



Gradually Resume  
(Phase IV)



Entry  
Access

### Establish cast and crew screening policy and protocol

- Follow the national [Production Safety Guidelines](#) to screen/test cast and crew members in each "zone"
- Prior to entering the set, talent, cast, and crew should self-screen to ensure no symptoms of COVID-19 (e.g., questionnaire – see appendix)
- Cast and crew should not report to—or be allowed to remain at—work if exhibiting symptoms or reporting they feel ill
- When possible, provide talent and agents with standard procedures prior to arriving on set (e.g., social distancing, PPE requirements, etc.)
- Limit visitors except for essential services (e.g., repair, construction), deliveries, and pickups



Cleaning  
standards

### Maintain rigorous cleaning and disinfectant protocols on set

- Designate a service provider to clean location/set hourly, focusing on high touch areas (doorknobs, light switches, restrooms, etc.) and shared spaces / equipment
- Deep clean sets and locations every night after wrap
- Provide deep cleanings at least 24 (ideally 72) hours prior to shoot day, and again at least 24 hours prior to returning the location to the owner
- Sanitize shared props, tools, and equipment when transferring to a new person
- Encourage cohorts / working groups to only handle their own equipment and gear

# Be Safe. Film & TV Production

## Safe spaces & working conditions



Gradually Resume  
(Phase IV)



### Visual guidance



### Workplace

## Post visual guidance for cast and crew

- Post visual guidance to promote social distancing, [CDC guidelines](#), and health hygiene throughout the location and set, as appropriate
- Clearly mark the ground with tape or signage to indicate proper social distancing in choke points or other areas of congregation
- Find safe alternatives to posting notifications (using virtual notifications, when possible)

## Optimize workplace conditions and set up to promote limited interactions

- Where permitted, dedicate space to control traffic flows and promote distancing (e.g., 'one way' walkways)
- Create multiple viewing monitors to allow individuals to review footage who are not essential in video village (clients, producers, etc.)
- Where possible, use gear that promotes social distancing and hygiene (e.g., boom mics instead of lav mics)
- Encourage the arrival of catering and craft services prior to that of the cast and crew (with the exception of the location manager) to limit congestion and gathering
- Set-up trucks and tents to promote social distancing
- Increase airflow of indoor spaces (e.g., windows, ventilations) according to [CDC guidelines](#) (where appropriate)

- Recommended guidance -



### Flexible models



### Operation resiliency

## Limit in person work and minimize employee interactions, where possible

- Minimize in person interactions (e.g., consider utilizing online trainings / virtual production meetings, walkie-talkies)
- Provide opportunities for non-essential staff to work remotely, where possible
- Encourage self-taped auditions to eliminate personal contact for castings (e.g., virtual auditions and callbacks)
- Share scripts digitally to eliminate contamination of shared copies
- Conduct virtual location scouting whenever possible

## Encourage behavior that limits in person interactions

- Separate and/or stagger activities into shifts or blocks to limit large gatherings (e.g., start and end of day, lunch, breaks)
- Separate work locations into zones with small working groups, and limit face-to-face interactions with others on set
- Where possible, make check in and other waiting / audition spaces “touch free” (e.g., mobile check-in), and separate furniture to promote social distancing





### Limit travel for business

- If applicable, limit staff travel across multiple locations and sets
- Encourage private transportation whenever possible; when not possible, ensure proper PPE and social distancing is followed
- Clean high touch areas (steering wheel, door handles, etc.) at least once per day and prior to any shift changes
- If practical, keep windows down in vehicles to promote ventilation
- Follow other guidance from Transportation and Warehousing or Taxi and Ride-hail Guidelines, where applicable



### Follow CDPH and CDC guidance for testing and tracing protocols

- Follow the national [Production Safety Guidelines](#) to test cast and crew members in each "zone"
- If a cast or crew member contract COVID-19, they must follow all [CDC guidelines](#) before returning to the property
- If a cast or crew member is identified as being COVID-19 positive by testing, cleaning and disinfecting of the rental units must be performed [according to CDC guidelines](#)
- Any a cast or crew member who has had close contact with any person who is diagnosed with COVID-19 should self quarantine according to [CDC guidelines](#) before returning to the rental property
- If a single set becomes aware of 2 or more cases possibly associated with the rental property over a 14 day period, owner is required to report cases to CDPH
- Follow all other CDPH guidance set forth and comply with CDPH recommendations in response to a an outbreak
- Encourage a one-time nasal swab for RT-PCR testing to be obtained within 48-72 hours prior to the start of work on set or location



## Glossary

**Gathering:** A group of individuals outside a single household who are part of a spontaneous or planned event convening for more than ten minutes

**Handwashing:** The act of thoroughly cleaning one's hands with soap and water for at least 20 seconds or using a disinfectant capable of eliminating the virus that causes COVID-19

**Social distancing:** The physical spacing of at least six feet between individuals, or groups of individuals.

**PPE:** Personal protective equipment (e.g., face coverings, goggles, face shields); requirements vary based on industry and specific circumstances

## Self-screening sample questionnaire

**Self-screening:** A protocol by which an employee answers questions at the start of a shift. Subject to the guidance of the Commissioner of Health, the questions may include:

- Have you had a body temperature over 100 degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new or worsening sore throat that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Have you recently developed a complete loss of smell or taste?



### General workplace guidance

### National resources for further guidance

**CDC** – *Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again:*  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>

**CDC** – *Guidance for Businesses and Workplaces*  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

**OSHA** *Guidance on Preparing Workplaces for COVID-19:*  
<https://www.osha.gov/Publications/OSHA3990.pdf>

**City of Chicago-** Testing Resources  
[ChicagoCovidTesting.com](https://www.chicago.gov/city/en/departments/02_public_health/04_testing.html)

### Film and TV production guidance

**DGA, SAG-AFTRA, IATSE, and Teamsters' Committees:** Production Safety Guidelines  
[https://www.sagaftra.org/files/sa\\_documents/ProductionSafetyGuidelines\\_June2020.pdf](https://www.sagaftra.org/files/sa_documents/ProductionSafetyGuidelines_June2020.pdf)

**Alliance of Motion picture and Television Producers:** Health and Safety Guidelines  
<https://www.filmla.com/wp-content/uploads/2020/06/IWLMSC-Task-Force-White-Paper-6-1-20.pdf>

**British Film Commission-** Working Safely During COVID-19  
<http://britishfilmcommission.org.uk/wp-content/uploads/2020/05/British-Film-Commission-Working-Safely-During-COVID-19-in-Film-and-High-end-TV-Drama-Production-01-06-20-V.1.0.pdf>

### Disclaimer

Any links provided in this document are for convenience and informational purposes only; they do not constitute an endorsement or an approval by the City of Chicago of any of the products, services or opinions of the corporation or organization or individual. The City of Chicago bears no responsibility for the accuracy, legality or content of the external site or for that of subsequent links. Contact the external site for answers to questions regarding its content.