

COVID-19 SAFETY PLAN

NEW PRODUCTION PROTOCOLS

ALTERNAFILMS

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A NEW PRODUCTION WORLD



We have missed working with you all over these past months and are super excited to start working and collaborating again. The health of our workers and our communities is our **Number 1** priority so we have spent a lot of time putting these new protocols together for how we think we can continue to create and collaborate whilst remaining safe and healthy.

Things will have to change and adapt and sometimes that can feel overwhelming – but I will say that in creating this document, in talking with various colleagues across all departments, the grit and determination to create these protocols, to work together to find a way forward as an industry **TOGETHER** has been inspiring!

WE CAN DO THIS AND WE CAN DO THIS SAFELY!

This is a working document – we will continue to learn, to adapt, to improve as we slowly enter back into things. We encourage input and feedback from crew, cast, clients along the way to help up make our production processes better.

OVERVIEW

Our protocols are formed from the suggested levels of protection outlined by Worksafe BC.

1ST

LEVEL PROTECTION

ELIMINATION

Limit the number of people at the workplace and ensure physical distance (2M) whenever possible.

2ND

LEVEL PROTECTION

BARRIERS & PARTITIONS

Installing barriers where workers can't keep physically distant.

3RD

LEVEL PROTECTION

ADMINISTRATIVE

Identify rules & guidelines for how workers should conduct themselves.

4TH

LEVEL PROTECTION

MASKS

Using Masks and other PPE in combination with other control measures.

ADDITIONAL

CLEANING & HYGIENE

Reduce the risk of surface transmission through effective cleaning and hygiene practices.

OVERALL POLICIES TO CONSIDER



Health and safety need to be the first priority in all sets from this point moving forward. This may mean that our schedules, our shot-lists and our production capabilities may have to be adjusted at times for slower or shorter days.

Scripts and treatments need to bear in mind the current restrictions in both their messaging tone and production capabilities, which will require collaboration between production and client/agencies.

Clients should also expect that Pre-Production may take longer and should allow more time in the lead up to any shoot for new COVID19 processes.

All cast and crew need to understand that if **AT ANY TIME** (Yes – even at 1am the night before a shoot!) your health situation changes and you do not feel well that you can notify Production. We strive for a compassionate approach to guarantee that our cast and crew always feel healthy, safe and comfortable while on set.

While some of our processes are changing – the foundations of our creativity and passion for production are still there – we **CANNOT WAIT** to continue to do what we love everyday and to continue to collaborate and create with you all!

PRE-PRODUCTION



All Pre-Production meetings will be done remotely via Video Conference Calls.

Workers will be encouraged to work from home or to work alone as much as possible.

As much as possible, we will use the same workers on each day of our production to limit new interactions.

Production will have to allow for extended prep and wrap times to accommodate physical distancing needs and safe work overall.

Communication packs will be sent out to all workers which include this Safety Plan as well as the attached Worksafe BC brochures.

Contact Tracing - Production will be required to keep a contact sheet of all production and associated crew members, third party contractors, personnel and services (ie. transport drivers, caterers, security, delivery, etc.). This list must be available upon request by BC Provincial Health Authority, BC Centre of Disease or Vancouver Coastal Health.

CASTING



For now – any scenes that require talent to break actual physical distancing limits must be done with those living in the same household (i.e. real couples/families/roommates etc.). This may change as we move forward.

We will move to a digital casting process.

STEP 1: HEADSHOTS - Submitted online for initial review.

STEP 2: SELF RECORDED VIDEOS - Record on their phone from home.

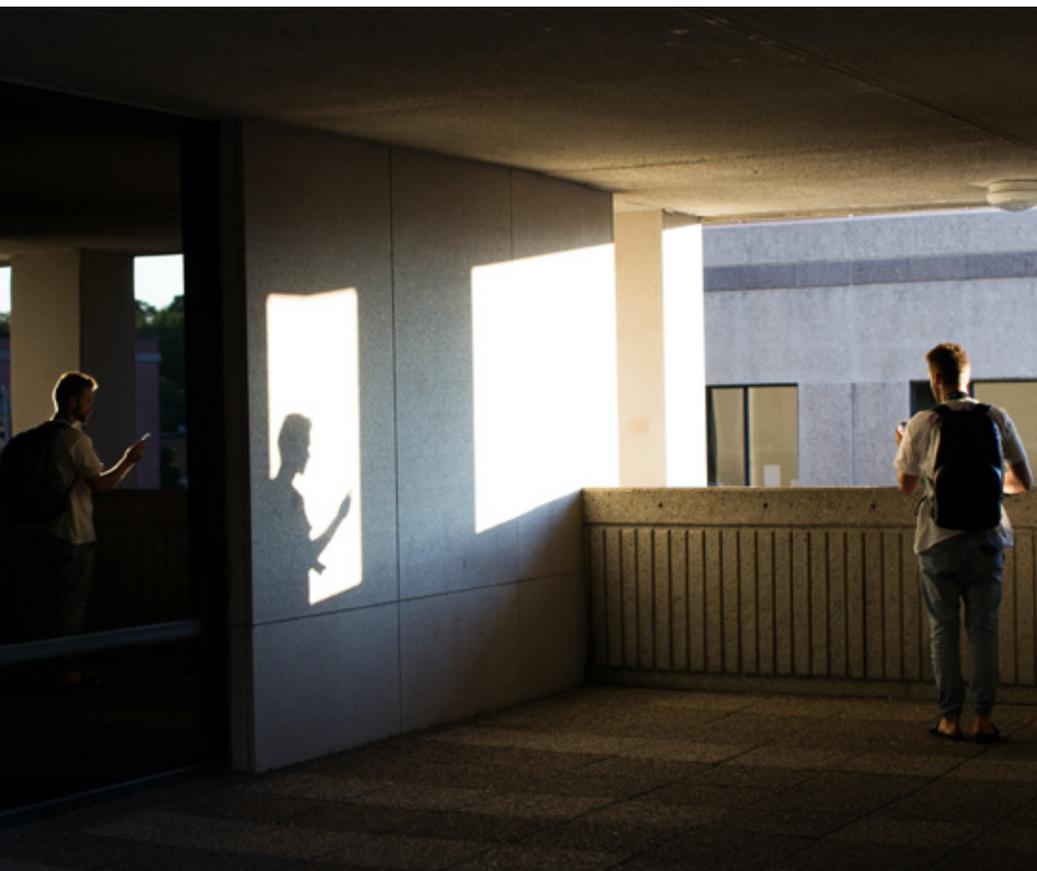
STEP 3: ZOOM AUDITIONS - Shortlisted talent can do an audition on Zoom with Director and production can record that.

**** IF NECESSARY****

STEP 4: LIVE CASTING - If required, live casting will only be done with a small group of shortlisted talent. Only one talent is allowed in the casting room at a time. Social distance between talent and client will be required, or barriers will be installed.

BOOKINGS - Clients will be required to book 2 backups for every role so that Production can swap out talent at any point. All talent will be contacted by production the day before the shoot to check on their health condition.

LOCATIONS



We will rely more heavily on file pulls for location scouting. Our scouts have hundreds of files for all kinds of locations that clients can review for initial thoughts. We will limit in person scouting for our short listed options.

Tech scouts will be scaled down to ESSENTIAL CREW only. All crew will likely need to travel to each location in their own vehicle.

If required for a private interior location, we can look at getting a VIRTUAL TOUR created for more team members to access a location without physically being present on site.

Private locations will require cleaning crews before and after shooting and we will need to limit the number of crew allowed into a private location to ESSENTIAL CREW only.

We will try to be as efficient as possible with our locations to try and get multiple scenes in one location, or limit the distances between locations to limit the spread of our production. Outdoor, open air locations are preferred where possible.

All sets are considered “CLOSED” with no outside access and essential personnel only.

ON-SET PROTOCOLS

CHECK IN & PPE



CHECK IN - All workers will need to check in with Production upon arrival - we will do a temperature check, a quick health questionnaire and ensure you have the PPE you need.

PPE - It is recommended that everyone bring their own Personal Protective Equipment (PPE) but Production will always have a supply of masks, gloves and sanitizer as needed. A reminder that PPE is an additional control measure used to supplement the distancing and barrier protocols setup and shouldn't be relied upon solely.

SAFETY MEETING - At the start of every work day Production will hold a safety meeting with each worker to:

- Run through all policies and protocols in regards to distancing, hand washing, wearing a mask and maximum occupancy.
- Discuss where hand washing/sanitizing/cleaning product stations are located.
- Run through the anticipated work for that day and discuss specific safety protocols needed and address whether additional barriers or protocols are required.
- Answer any questions or address any concerns from workers.
- Inform workers of the onsite health and safety supervisor for that day (1st AD, FACS, Producer, other).

Brochures will also be available to all workers and posted around set.

CLEANING + SANITATION



HANDWASHING or **HAND SANITIZER** stations will be clearly available at each set. Cast and crew will be encouraged to regularly clean their hands.

DISINFECTING WIPES or **CLEANING PRODUCTS** will be available for crew members to wipe down any commonly touched surfaces before and after use.

SIGNAGE from Worksafe BC on cleaning, handwashing and general COVID-19 protocols will be posted around set.

Production will hire a dedicated COVID19 cleaning PA on each shoot day whose sole responsibility is setting up and checking inventory on all cleaning stations, regularly cleaning down surfaces, handing out PPE as needed and assisting any team member with cleaning. This PA will be pre-called to ensure everything is cleaned prior to the rest of the production team arriving on set.

EQUIPMENT HANDLING



As much as possible – equipment being used will be owned by the person operating it. Otherwise only the person in that department should be touching that equipment. In the past – we’ve all appreciated a helping hand moving stuff – but now you need to leave gear to the department!

Each department is responsible for cleaning equipment between use.

Production will need to build in added time for an assistant in each department to ensure all commonly used gear is cleaned before and after the shoot.

Radios will be allocated to a person at the start of production and that person will hold onto it for the entirety of production. Batteries will be disinfected in-between use.

For Sound - a Boom mic will be used wherever possible to reduce contact. If a Lav mic is required, the talent will put it on themselves. Lav mic, cable and transmitter will be sanitized after use.

CLIENT REVIEW



We will be encouraging the use of live streaming where possible for clients. From their virtual video village clients and agencies can provide real time direction and feedback from afar.

For stills, if live streaming is not required, we can email periodic updates of each scene as we go.

If clients/agency do need to attend set Production will set up an area for them with barriers as needed to adhere to 2m distancing. Additional monitors may be required.

Only the Digital Tech will be behind the monitor at any one time.

Once selects are made – they will be shared with client/agency– ideally on their own monitor.

Comtecks will be assigned to a person and disinfected before and after use.

HAIR + MAKEUP



At this point we will be following a SELF GROOMING protocol:

- Talent are responsible for their own Hair/Makeup Prep + Management on set.
- HMU artist may do Zoom Prep call with talent morning of the shoot or lessons prior to shooting.

Moving forward, as advised by Worksafe BC we will start to open up HMU practices:

- All parties should wear PPE during any person-to-person contact.
- Only one talent will be styled or in the HMU chair at once.
- Only one brush, applicator, etc per talent.
- Trailer/Chair/All Reusable Makeup and wardrobe tools must be disinfected between users.
- Any accessories such as glasses, jewellery, etc. must be disinfected between users.
- Talent will be asked to bring their own little makeup/hair grooming kits.

WARDROBE STYLING



At this point we will be following a SELF GROOMING protocol:

- Talent are responsible for their own Wardrobe Prep + Management on set.
- Wardrobe Stylist may do Zoom Prep call with talent morning of the shoot.
- We will rely on talents clothing as much as possible.

Moving forward, as advised by Worksafe BC we will start to open up Wardrobe practices:

- All parties should wear PPE during any person-to-person contact.
- We will still rely as much as possible on talents own clothing.
- All rented wardrobe will be cleaned before and after use.
- Only one talent will be styled at once.
- Trailer/Work Area/All Reusable Wardrobe tools must be disinfected between users.
- Any accessories such as glasses, jewellery, etc. must be disinfected between users.

Please note that purchased Wardrobe items may not be returnable as stores adjust their policies so budgets may be affected.

PROPS & SETS



Art Department will require more prep & wrap time if required to move existing items within a location for set styling. All items from a location that are moved or touched must be disinfected.

Art Department will be responsible for disinfecting all props.

All props should only be handled by the Prop Stylist & talent and all props must be disinfected before and after any handling.

PPE should be worn as an extra precaution in any shared spaces or work trucks when moving larger item props that require more than one person.

Please note that we may not be able to facilitate last minute changes as Prop Stylist will need to book appointments in advance for prop houses.

Please note that purchased Prop items may not be returnable as stores adjust their policies so budgets may be affected.

Leftover prop items that cannot be returned will be disinfected and the option will be given to ship back to client, or to try and donate as possible within restrictions.

CATERING + CRAFTY



We will be continuing work on protocols for comprehensive food handling practices and can see this working in a variety of scales. We will adjust and adapt pending the scale and location of our shoot.

STARTING PRACTICE - While we await more information from Worksafe BC, our plan for small scale shoots to start is to provide Cast/Crew a per diem per day and each worker will be responsible for bringing their own food to set. Production will make available water jugs for refills. This completely limits any shared food handling.

MOVING FORWARD - As we work out the guidelines and move into larger scale shoots:

- FACS will likely need an assistant to help with all setup and cleaning to keep our set safe and hygienic.
- Hand washing / Hand sanitizer will be accessible near any food areas.
- We will focus on staggering lunch and breaks to ensure physical distancing.
- Production will ensure larger meal tents to allow more spacing.
- Crafty / Catering areas will have barriers as needed.
- We will consider boxed and individually sealed meals with utensils to be distributed rather than buffet style.
- Crafty snacks will be individually wrapped or portioned out.
- The craft service department will be responsible for handing out drinks / snacks using tongs which can be cleaned between each interaction. This limits the amount of contact between crew.

TRANSPORT



In general, workers will be encouraged to drive individually to and from set.

Any production vehicles must have one driver and only that driver is allowed to move that vehicle on set.

If passenger vans or client/agency transport vehicles are required – production will hire larger vehicles to allow more space between passengers and more trips may be required.

The driver of each passenger vehicle will be responsible for disinfecting the vehicle regularly – at a minimum of between each ride.

The driver will have spare masks available for anyone who forgets theirs and will have sanitizer available.

If workers are required to go into a specific shared transport situation (i.e. helicopter, boat, bus etc.) – masks and PPE will be worn by workers and the Safety Plan Rules of that specific rental company must be adhered to

... DON'T FORGET ABOUT POST + WRAP!



The Digital Tech will be given the hard drives for data management - they will be the only handler of drives. The drives will need to be wiped over before being handed off to the post team/client.

If needs be – drives can remain in the box or a sealed bag with a port opening and the DIT will bring their own cables to plug in – that will limit any shared contact.

We will carry the same protocols through to Post Production such as Voice over Recordings and/or Colour Grade sessions. This includes limiting the sessions to remote reviewing as much as possible, limiting onsite sessions to ESSENTIAL people only, maintaining safe distances and cleaning down work spaces before and after use.

Our sound booth is totally separated from technician and studio technician would sanitize the pop filter and mic for every VO Talent. Client can listen in from a remote location.

We will be relying more heavily on large file online deliveries to limit shipping hard drives – such as MASV.

Wrap Binders will now be provided digitally. Any paperwork will be sent to cast/crew digitally and everyone will be asked to sign, scan and email back. We will be limiting any physical paperwork on set as much as possible.

APPENDICES

WORKSAFE BC INFO HEALTH QUESTIONNAIRE BROCHURES

WORKSAFE BC

During the work day we encourage all workers to continue to monitor and assess risks.

Workers will be provided with direct access to the Production & Safety Supervisor at the start of the day and can go to that person at any time during the day with any health and safety concerns.

Workers have the right to refuse work if they believe it presents an undue hazard.

For COVID-19, an “undue hazard” would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.

If a worker goes to the Supervisor with an issue and the matter is not resolved, the worker and the team leader must contact Worksafe BC.

WorksafeBC’s Prevention Information Line
604.276.3100
Toll-free within B.C. at 1.888.621.SAFE
www.worksafebc.com

HEALTH QUESTIONNAIRE

COVID-19 SAFETY PLAN HEALTH DECLARATION FORM

Our workplace policies ensure that workers showing symptoms of COVID-19 are prohibited from the workplace.

You will be encouraged to work at home or work alone in place as much as possible and we will be limiting workers on site to groups of 6 total. In order to make the work environment safe for all, please confirm that none of the following apply to you:

(Y/N) _____ Have you had symptoms of COVID-19 in the last 10 days? Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.

(Y/N) _____ Have you been directed by Public Health to self isolate?

(Y/N) _____ Have you arrived from outside of Canada or had contact with a confirmed COVID-19 case and are currently in a period of self-isolation for 14 days while you monitor symptoms?

(Y/N) _____ Are you aware that visitors are prohibited or limited in the workplace?

Our number one priority is the health and safety of our workers so if at any point leading up to your day on site do any of the above situations change, or you start to feel unwell – please call production 24/7 to update them on your situation.

We have included below a number of Worksafe BC brochures on Reducing Risk, Safety/Cleaning/Disinfecting, Cover Coughs & Sneezes, Hand-washing protocols, How to Use a Mask and Occupancy Limits. Please ensure you read over all of these before coming to site. These will also be posted at site for your review at any time.

While on site, if you start to feel unwell please immediately report to first aid – even if you only have mild symptoms. You will be asked to wash or sanitize your hands, you will be provided with a mask and asked to isolate until you can safely leave site to go home. First Aid will assess if they need to call 811 for further guidance related to testing and self-isolation. If you are severely ill (eg. difficulty breathing, chest pain) call 911. Production will clean and disinfect any surfaces that you have come into contact with.

All workers will be asked to confirm that they have read and understood these Worker Policies as well as the overall Safety Plan and attached brochures and will adhere to all rules whilst on site with Alterna Films.

----- (Signature) (Name) (Date) -----

Contact Info (Cell):----- (Email)-----

ALTERNAFILMS

ALTERNA FILMS :: Unit 135-1451 Marine Drive, West Vancouver, B.C. V7T 1B8 Canada T: 604.230.3055 F: 778.280.3672 alternafilms.ca

BROCHURES TO BE SENT + POSTED ON SITE FOR WORKERS TO SIGN ON SET

Help prevent the spread of COVID-19

Cover coughs and sneezes



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or

Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Wash your hands with soap and water for at least 20 seconds.

Or



Clean hands with alcohol-based hand sanitizer.

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Help prevent the spread of COVID-19

Please do not enter this workplace if you:

- Have any of the following symptoms:
 - Fever
 - Chills
 - New or worsening cough
 - Shortness of breath
 - New muscle aches or headache
 - Sore throat
- Have travelled outside of Canada within the last 14 days
- Are a close contact of a person who tested positive for COVID-19

All other visitors, please wash your hands or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 metres.

If you are displaying symptoms of COVID-19, refer to HealthLink BC at 811.

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Help prevent the spread of COVID-19: How to use a mask



Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.

Inspect the mask to ensure it's not damaged.

Turn the mask so the coloured side is facing outward.

Put the mask over your face and if there is a strap, make sure you tie it to the bridge of your nose.

Put the mask around each of your ears, or tie the top and bottom straps.

Make sure your mouth and nose are covered and there are no gaps.

Remove the mask by pulling the bottom of it under your chin.

Don't touch the mask while you're wearing it. If you do, wash your hands.

Put the mask around each of your ears, or tie the top and bottom straps.

Make sure your mouth and nose are covered and there are no gaps.

Remove the mask by pulling the bottom of it under your chin.

Don't wear the mask if a person who is ill, don't wear the mask. Follow correct procedure for removing the mask.

Wash your hands with soap and water for at least 20 seconds.

Use forward.

Discard the mask when you're done.

Wash your hands with soap and water for at least 20 seconds.

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Help prevent the spread of COVID-19



Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment

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Help prevent the spread of COVID-19

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

Address/room/space: _____

Occupancy limit: _____ **people**

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COVID-19 health and safety

Cleaning and disinfecting

The virus that causes COVID-19 is easily destroyed by mild soap and water. This works well for handwashing, but cleaning surfaces effectively can be a challenge. That's why it's important to clean and disinfect surfaces, especially high-contact surfaces, which are surfaces that are contacted frequently and/or by many people.

How COVID-19 spreads

COVID-19 is an infectious disease that mainly spreads among humans through direct contact with an infected person and their respiratory droplets. Respiratory droplets are generated by coughing, sneezing, talking, and sneezing. Your equipment may be present when you have prolonged close contact with an infected person. The virus can also spread if you touch a contaminated surface and then touch your eyes, mouth, or nose. A surface can become contaminated if supplies land on it or if someone touches it with contaminated hands.

Cleaning and disinfecting

Effective cleaning and disinfection involves a two-stage process.

Cleaning

To disinfect a surface effectively, you must clean it first to remove surface dirt and debris. Any residue left on work surfaces and equipment may deactivate the disinfectants. Use soap or detergent as a cleaning agent.

Disinfecting

After cleaning, apply a disinfectant to the surface. You need to leave the disinfectant on for a specified contact time to inactivate any remaining viruses. Look for recommended contact times on product instructions.

What surfaces you should clean and disinfect

Start by cleaning and disinfecting all the common surfaces that workers and customers touch. Examples include doorhandles, light switches, handles, counter tops, desks, tables, phones, keyboards, touch screens, touch cones, tables, fountains, gas pump handles, and ATM machines.

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Conduct a survey of your workplace to determine if there are other surfaces that workers, customers, or children touch regularly. A workplace where the public can come and go will need a more thorough assessment and plan than a small shop where there are normally just a few workers.

Clean and disinfect common high-contact surfaces inside and outside to limit the chance of the virus spreading through touching contaminated surfaces.

What you can use to clean and disinfect

For cleaning, you can use regular soap and water or another cleaning solution. Depending on how many people are in the space and how it's used, you may need to clean more often than you think.

There are a number of products you can use for disinfection. Health Canada has a list of disinfectants for use against COVID-19. They all have an assigned drug identification number. There are consumer products that don't require a licence to use. Read the some consumer products you may be familiar with. However, it's still important to follow whatever safety information is available for the product. Use these products with caution, as directed on the label, to avoid irritating other parts of your workplace.

One of the most common disinfectant solutions is water and bleach. You can make a 100 ppm bleach solution by adding 4L (2 tablespoons) of bleach to 4 L of gallons of water. For other quantities, use the bleach calculator. Never mix bleach with other disinfecting products. This can result in dangerous fumes. For more information, visit the BC Centre for Disease Control's Cleaning and Disinfecting webpage. Some cleaning solutions contain up to 70 percent alcohol and will not leave flammable vapours. Use these with caution, and don't use them if there are ignition sources nearby.

Make a plan for cleaning and disinfecting your workplace

Ask the following questions when making your plan:

- What surfaces and objects are workers likely to touch? Do they share any tools or equipment?
- What cleaning materials and supplies will you need? Do you have a reliable supply?
- How often will you need to clean? Clean at least once a day for most surfaces and at least twice a day for high-contact surfaces. Consider how many workers are in the space, whether customers, children, or other members of the public are in the space, how long they're in the space, and how they use the space.
- When is the best time to clean? Consider cleaning before or after shifts, or before opening or after closing. Allow enough time for a thorough cleaning. Time the cleaning so it limits worker and customer exposure to cleaning and disinfecting activity.
- Who will do the cleaning? You may need to limit the number of cleaners and ensure they have been trained to clean effectively. Make sure workers who are cleaning have been trained to use the cleaning products safely.
- What personal protective equipment (PPE) will the cleaners need to protect against the cleaning chemicals?

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There may be some machinery or equipment in your workplace that isn't used often. To reduce the amount of cleaning you have to do, consider cleaning these items and then bagging them or covering them with plastic drop sheets or tarps until you need them.

Handwashing

Regular handwashing is an important part of maintaining clean surfaces. Establish handwashing procedures and communicate them to workers. Establish policies to ensure that workers are washing their hands regularly at a workstation, when they arrive, immediately before any breaks, and just before leaving. This may be the most important infection control for your workplace.

Ensure workers have access to handwashing facilities. If none are available, set up handwashing stations or provide alcohol-based hand sanitizer.

Let's all do our part

When workplaces in British Columbia are healthy and safe, they contribute to a safe and healthy province. As COVID-19 restrictions are lifted and more businesses resume operations, let's all do our part. For more information and resources on workplace health and safety, visit worksafebc.com.

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THANK YOU