

A close-up photograph of a hand holding a gold credit card over a payment terminal. The terminal is held by another hand. The background is blurred, showing what appears to be a retail or service environment. The text is overlaid on the bottom left of the image.

# THE BC MOTION PICTURE INDUSTRY COVID-19 PANDEMIC PRODUCTION GUIDE

## 7A BUYING AND RENTING

August 2020

This is an excerpt from [The BC Motion Picture Industry COVID-19 Pandemic Production Guide](#)

## 7. DEPARTMENTAL GUIDELINES

### 7.A. BUYING AND RENTING

These guidelines are intended to provide guidance to employers/producers, supervisors and workers on identifying and mitigating potential COVID-19-related workplace hazards applicable to individuals engaged as buyers, or who are interacting with third party vendors. Also refer to the Transportation guidelines in Section 7.L, as appropriate.

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#### GENERAL WORKPLACE POLICIES

In addition to general guidelines in Section 2.A. consider the following:

Workers engaged with outside vendors may need to come into close contact with others and may be exposed to additional risk of transmission of the virus by the nature and frequency of interactions with multiple parties.

1. Workers interacting with third-party vendors and suppliers should pre-plan trips and be familiar with the vendors' COVID-19 policies in advance. See Section 2.B for guidance regarding physical distancing, interactions with outside parties / general public, and deliveries.

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#### PHYSICAL DISTANCING

In addition to guidelines in Section 2.B, consider the following:

2. Where possible, purchases should be made in a "contact-less" manner.
3. Individuals should avoid making purchases in cash, to the extent possible.
4. Production should consider measures to limit, to the extent possible, in-person contact between purchasers/drivers and others including third-parties and any other crew.
5. Coordinating delivery/logistics to limit courier contacts.
6. When visiting a location to view an item, particularly where the COVID-19 policies are unknown or undefined, such as a private residence, arranging for the owner to bring the item outside, if possible.

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#### PERSONAL HYGIENE

Refer to guidelines in Section 2.C.

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#### CLEANING AND DISINFECTING

In addition to guidelines in Section 2.D., consider the following:

7. Production should develop a plan for cleaning and/or disinfecting and/or quarantining materials as appropriate that will be purchased or rented for production (e.g. costumes) and communicate the plan to all individuals involved with the purchase, receiving, retrieval and storage of such materials.
8. This plan should include procedures for:
  - a. Marking and tracking disinfected versus non-disinfected items.

- b. Ensuring materials are cleaned/disinfected/quarantined as appropriate before being returned to storage to avoid contamination.
- c. Identify individual(s) responsible for these procedures.

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#### PERSONAL PROTECTIVE EQUIPMENT

Where physical distancing of at least 2 metres cannot be maintained, appropriate steps should be taken to minimize the risk of potential exposure, including the use of appropriate personal protective equipment. Refer to Section 2.F for guidance regarding the use of personal protective equipment.