



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

7H LOCATIONS AND STUDIOS

August 2020

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

7.H. LOCATIONS AND STUDIOS

The following guidelines are intended to provide support to employers/producers, supervisors and workers on identifying and mitigating potential COVID-19-related workplace hazards applicable to: scouting locations, tech surveys, studio facilities and filming on location.

Locations pose different risks than working in a studio environment. Those responsible for scouting, selecting, and managing studios and locations should consider the following guidelines when developing safe work practices. It is important to consider the health and safety of location owners, occupants and contacts.

Also refer to the Transportation Guidelines for transporting scouts; the Office Guidelines for office spaces; and the Food Safety Guidelines for meals / lunch rooms / break areas, as appropriate.

GENERAL WORKPLACE POLICIES

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

1. If there are other productions or existing tenants sharing the studio or location, establish joint protocols to facilitate the recommended physical distancing, hand washing, and enhanced cleaning and disinfecting of common areas.
2. Studios and other locations should ensure that their ventilation/exhaust systems are clean and fully functioning. Other methods of increasing fresh airflow into the workplace should be utilized when appropriate (e.g. opening studio doors during setups, at lunch etc.).

SCOUTING LOCATIONS

For the purposes of this document, scouting locations refers to: (i) the initial phase of scouting locations by a location scout where photographs are taken for creative review; (ii) visits to short-listed locations by creatives; and (iii) technical surveys where department heads and key crew travel to selected locations to establish work plans, equipment lists and manpower requirements.

PHYSICAL DISTANCING

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

3. Using alternatives to in-person scouting, such as using virtual scouting tools, photo libraries, or taking detailed images of locations to minimize the need for frequent visits, whenever possible,
4. Limiting interactions between location scouts and other workers, production office personnel, etc.
5. Consider a call or introductory letter as preferred methods of first contact with location owners (e.g. no door-knocking). In-person interactions with location contacts, owners, etc., should be limited, to the extent possible. If an in-person meeting with a location owner is required, discuss the meeting plan in advance.
6. Whenever possible, discussions/meetings should take place outdoors.
7. The number of in-person scouts involving multiple individuals should be limited, to the extent possible. Where an in-person scout is required, consider the following:

- a. Participants in tech scouts should be limited to essential individuals, to the extent possible.
 - b. Consider staggering access to locations to avoid large gatherings.
 - c. Refer to Transportation Guidelines in Section 7.L. for guidelines on the transportation of workers
8. Scouts should consider logging their activities as a support for contact tracing.
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PERSONAL HYGIENE

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

9. When scouting potential locations, sites should be treated as if they have contaminated surfaces and workers should frequently use hand sanitizer or wash their hands as soon as practicable. Use appropriate PPE (e.g. face coverings or masks) when indoors and in cases where physical distancing is not possible.

SELECTING LOCATIONS

Policies and protocols, as well as applicable current government regulations and guidance, related to COVID-19, should be considered when selecting locations. A risk assessment with the following considerations should be performed for all locations being considered:

10. Consider the use of outdoor locations when appropriate.
11. Prioritize locations where access can be controlled and interactions with the general public will be limited. High-traffic public locations where production activities cannot be isolated from the public should be avoided.
12. Where possible, productions should avoid locations that recently have been occupied or used by people who may have been infected with COVID-19. Where a location has current or recent occupants (e.g. private residences, offices, schools), assess whether any individual(s) at that location:
 - d. have been recently symptomatic or diagnosed with COVID-19.
 - e. have travelled outside of Canada within the last 14 days.
 - f. have been in contact with someone who has travelled outside of Canada within the last 14 days or who is known to have, or suspected of having, COVID-19.
 - g. can vacate the residence in advance of production work commencing to allow for appropriate disinfecting, as required.
 - h. are within a high-risk, or [priority population](#) with respect to COVID-19.

PHYSICAL DISTANCING

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

13. Evaluating whether the location is large enough to support the required crew and allow physical distancing, including additional elements such as extra trailers, tents or eating spaces. Consider scaling sets to accommodate physical distancing, where possible.

14. Considering additional parking capacity to align with guidance that individuals should self-drive to work where possible.
15. Where interactions with the public are necessary, refer to the General guidelines for best practices when interacting with members of the public.
16. To minimize physical contact between production assistants and members of the public, consider alternate ways to deliver filming notices to residents and business owners.
17. Considering practices with respect to locations to limit door-to-door canvassing, as possible. Where polling is required, consider alternate ways to gather responses (email/telephone/website). If door-to-door canvassing is required, appropriate protocols should be considered to maintain physical distance and avoid the sharing of equipment (e.g. pens and clipboard) with members of the public.

PERSONAL HYGIENE

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

18. Locations/studios should consider additional washroom facilities, which may exceed the minimum requirements, hand washing/sanitizing stations, receptacles for disposable personal protective equipment, etc., for the number of workers, and work that will be performed, on the site.
19. Locations that do not have adequate washroom facilities to meet physical distancing and hygiene requirements must be able to accommodate other hygiene measures, such as mobile hand washing stations or hand sanitization requirements.

DISTANCING

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

20. Assessing whether the location can be appropriately cleaned/disinfected. Locations that cannot be appropriately cleaned/disinfected should be avoided.

MANAGING THE LOCATION

PHYSICAL DISTANCING

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

21. At each worksite, identifying a specific area where individuals may self-isolate if they develop symptoms of COVID-19. This area should be identified/communicated to all individuals present at the location.
22. Designating/marketing areas for specific departments on set for equipment that is not currently being used by that department.
23. Considering whether there is sufficient space to provide designated areas for work teams to wait while on standby that are separate from other work teams.
24. Meal/break and holding areas should be adequate to accommodate physical distancing. Refer to Section 7.E. Food Safety for best practices for meals and break areas.
25. Designating narrow hallways / pathways as 'one-way' to maintain physical distancing.
26. Marking areas for physical distancing (i.e. 2 metre spaces) where appropriate.

27. Considering whether the circus can be established within walking distance of the set to limit the need for individuals to be transported by vehicle.
28. Designating a specific space for deliveries/goods received from external sources.
29. Ensuring locations are locked or monitored when production activities are not occurring to limit the risk of contamination.
30. Occupants of the premises should remain off-site for the duration of the production
31. Consider how the layout of the location will accommodate proper screening areas (e.g. entrances and exits) and protocols.

CLEANING AND DISINFECTING

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

32. Cleaning and disinfecting the location before and after occupancy. Maintain records of all cleaning/disinfecting, including records of cleaning/disinfecting undertaken by third parties.
33. Establishing a schedule and protocols for cleaning and disinfecting of the location/studio at appropriate intervals during the occupancy of the site.
34. Selecting effective cleaning agents and disinfectants to minimize damage, as appropriate
35. Asking location owners to remove/limit any personal items prior to production coming into the space.
36. Controlling/limiting access to any areas that cannot/have not been adequately cleaned and disinfected.