



THE BC MOTION PICTURE INDUSTRY COVID-19 PANDEMIC PRODUCTION GUIDE

71 OFFICE BASED WORK

August 2020

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

These guidelines are applicable to office-based workplaces such as production offices, writers' rooms, corporate office, art department / wardrobe offices, accounting, post-production and casting offices. Employers and workers should also reference the guidance regarding Communal Kitchens in Section 7.E Food Safety.

GENERAL WORKPLACE POLICIES

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

1. Additional consideration should be given to offices located within shared spaces. See Sections 3.A to 3.D for guidance regarding screening, physical distancing, visitors and interactions with external individuals.
2. Offices should go 'paperless' to the extent possible. Consider digital distribution methods for production paperwork (e.g. scripts, payroll, call sheets, deal memos, etc.) and use contactless methods of payment (e.g. reduce or eliminate the need for cash.)

PHYSICAL DISTANCING

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

following: ³making use of available technology to allow individuals to work remotely.

4. Conducting meetings virtually where possible (e.g. zoom meetings, phone conferences, virtual table reads, etc.) and discouraging people gathering around a computer to watch together.
5. Separating individual work areas/stations, including in writers' rooms, by at least 2 metres.
6. Arranging offices by work teams (e.g. in pods, departments, or cohorts) and minimizing instances where workers would be required to interact across work teams.
7. Individuals required to be physically present in the office should work in separate offices, or be separated by physical barriers, where possible.
8. Where people have to work close together, they should avoid being face-to-face to the extent possible.
9. Providing individuals / work teams working away from main production office with equipment and supplies to reduce their need to attend at production office.
10. Having work teams set up their own work areas.
11. Office staff should not visit other production locations (sets, studios, construction shops, etc.) unless necessary. Where interaction between office and other production work teams and locations is required, consider assigning one individual who will do this for the run of the production.
12. A protocol should be established for mail and other deliveries to the office and such interactions should be contactless where possible. Consider designating an individual(s) to be responsible for receiving all mail/deliveries to the office.

PERSONAL HYGIENE

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

13. Keeping office doors open to the extent possible to limit the need for individuals to touch door handles.

CLEANING AND DISINFECTING

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

14. Consider cleaning and disinfecting rented production offices prior to taking occupancy.
15. Office spaces and communal areas (e.g. shared kitchens and bathrooms) should be cleaned and disinfected daily, as appropriate. Refer to the Food Safety Guidelines in Section 7.E. for guidance regarding communal kitchens, snacks and drinks. For facilities where there are shared spaces used by multiple tenants, ensure the owner's cleaning and disinfecting protocols are adequate.
16. Where possible, use touchless dispensers (e.g. soap, hand sanitizer, paper towel).

TOOLS, EQUIPMENT AND SUPPLIES

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

17. For shared equipment, place disinfectant wipes nearby and direct individuals to wipe down personal and shared equipment before and after each use. Manufacturer's or vendor's/supplier's (as appropriate) cleaning instructions (as appropriate) should be followed for cleaning of all equipment, including electronics and other sensitive equipment.
18. Consider the assignment of, and access to, stationery and office equipment (e.g. pens, pencils, staplers, paper clips, printers, photocopiers, computers, headsets, cash boxes, keyboards, phones, etc.) to specific individuals to minimize sharing and communal use.
19. Designating an individual to deal with supplies and to clean shared equipment, fill paper trays, etc.
20. Removing shared items from common areas, such as waiting areas or lobbies (e.g. magazines).