



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

7K POST-PRODUCTION

August 2020

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

## 7.K. POST-PRODUCTION

The guidance below is intended to provide guidance to employers/producers, supervisors and workers on identifying and mitigating potential COVID-19-related workplace hazards applicable to post-production, animation and visual effects workplaces and practices. Where such work occurs in an office environment, the guidance provided for Office-Based work practices may also be applicable.

Note that this guidance does not pertain to work on-set or performers engaged in post-production, animation or visual effects. For work on-set, refer to the general guidelines in Section 2 and the General Technicians Guidelines in Section 7.F. For guidance on performers, (such as voice-recording and music recording, and scanning/motion capture), refer to the Performer Guidelines in Section 7.J.

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### PHYSICAL DISTANCING

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

1. Consider work-from-home arrangements where possible and appropriate. Consider procedures and work arrangements to permit adequate physical distancing, where possible
2. Where physical distancing cannot be maintained, consider alternative measures such as installing physical barriers or the use of personal protective equipment (e.g. masks).
3. Establishing occupancy limits and arrange offices, post-production suites, studios and other such spaces to maintain physical distancing, as possible. Refer to the Office guidance regarding office arrangements.
4. Client review and approval should be done remotely whenever possible. Where remote viewing is not possible, use dedicated client review rooms (without workers or talent present)
5. Any mixing, screening or viewing should be conducted with consideration as to limiting the number of essential individuals attending.

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### CLEANING AND DISINFECTING

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

6. Workspaces and equipment should be routinely cleaned and disinfected, as appropriate. Refer to the General Guidance for more information regarding cleaning practices. In particular, consideration should be given to ensuring appropriate disinfection of any shared equipment or workspaces before and after use.

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### TOOLS, EQUIPMENT AND SUPPLIES

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

7. Establishing protocols regarding the safe delivery of materials, including dailies, shuttle drives, etc. Use digital delivery methods where possible. When physical media does need to be moved between sets or other post-production locations, ensure workers wash or sanitize hands after handling shared materials. Media equipment should be cleaned and disinfected upon receipt per manufacturer's or vendor's/supplier's (as appropriate) guidelines.
8. Performers should put on and adjust their own headphones and microphone to ensure physical distancing is maintained.

9. Considering the assignment of, and access to, work stations, equipment and supplies to minimize communal use. Where the sharing of equipment or workspaces is necessary, limit such sharing, and clean and disinfect shared equipment prior to a change in user, with special attention to high touch surfaces such as keyboards, phones, etc. Consider the option of supplying separate peripherals where workstations need to be shared temporarily (e.g. for tech support).
10. Arranging for any required personnel to view materials and scripts on their individual device.