

GUIDANCE FOR THE SCREEN-BASED PRODUCTION INDUSTRY

Overview

Under current Chief Medical Officer of Health Orders, businesses and entities are required to:

- implement practices to minimize the risk of transmission of infection among attendees;
- provide procedures for rapid response if an attendee develops symptoms of illness;
- ensure that attendees maintain high levels of sanitation and personal hygiene;
- comply, to the extent possible, with the [COVID-19 General Relaunch Guidance](#), this guidance, and any other applicable Alberta Health guidance found at [Alberta.ca/BizConnect](#).

Other relevant guidance for this industry may be found in the personal services guidance document (make-up artists) and guidance documents for restaurants, events and catering (meal service).

This document has been developed to support the screen-based production industry in reducing the risk of transmission of COVID-19 among attendees (including workers, volunteers, patrons and the general public). The guidance provided outlines public health and infection prevention and control measures, specific to this activity.

This document and the guidance within it is subject to change and will be updates as needed. Current information related to COVID-19 can be found at [Alberta.ca/covid19](#).

COVID-19 Risk Mitigation

General	<ul style="list-style-type: none">• Physical distancing of at least 2 metres should be maintained at all times.• Staff are strongly encouraged to wear non-medical masks where 2 metre distancing can not be maintained.• Adherence to indoor and outdoor gathering restrictions is required.• A health and safety protocol document should be developed for the commencement of any production or screen-based industry work. This protocol should adhere to industry accepted best practices and should include:<ul style="list-style-type: none">○ A risk assessment of each production as it relates to health and safety.○ Cleanliness and sanitation procedures, including the cleaning of high-touch surfaces.• The employer should perform screening of employees to:<ul style="list-style-type: none">○ confirm that no one involved on the project is symptomatic before coming to work or while at work.○ ensure that no one employed on the production project has arrived from out of the country within 14 days of commencing work on the project.○ ensure that one has been in close contact with a confirmed case at least 14 days prior to commencing work, or at any point, while working on the project.
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	<ul style="list-style-type: none"> • Employees must stay home if sick or symptomatic. A response plan should be in place if an employee develops COVID-19 symptoms while at work. • Screen-based production industry work must adhere to all relevant Alberta public health and occupational health and safety measures. • Place appropriate signage around work areas to remind staff, volunteers and the public of physical distancing expectations, hand hygiene requirements and general sanitation obligations.
<p>Contact tracing</p>	<ul style="list-style-type: none"> • To support public health contact tracing efforts in the event that an attendee tests positive or an outbreak is identified, operators should consider collecting the names and contact information of attendees. • Records should be kept on file for two weeks, stored in a safe and secure location, and then disposed of to maintain the confidentiality of participants (shredding of documents). • Providing information is voluntary for attendees. An organization must obtain an individual’s consent and notify them about the purpose and legal authority for the collection. • Information about attendees will only be requested by Alberta Health Services if a potential exposure occurs onsite. • For businesses/workplaces, this includes staff, workers and volunteers on shift. Where feasible to do so, and particularly for group events, it should also include patrons/customers/the general public. • Records should only be kept for 2 weeks. An organization must make reasonable security arrangements to protect the personal information. • Any personal information that is collected for COVID-19 contact tracing can only be used for this purpose, unless an individual provides their consent. • For more information, the Office of the Information and Privacy Commissioner has released Pandemic FAQ: Customer Lists about collecting personal information from customers during the COVID-19 pandemic. • For questions about your obligations under PIPA, please contact the FOIP-PIPA Help Desk by phone at 780-427-5848 or by email at sa.accessandprivacy@gov.ab.ca.
<p>Infection Prevention and Control</p>	<ul style="list-style-type: none"> • Frequent hand hygiene is mandatory, and hand sanitizer containing at least 60% alcohol should be made available throughout all work areas. • Personnel are to utilize appropriate personal protective equipment, including but not limited to goggles, face shields, and masks that cover the nose and mouth, when applicable. • Where possible, all documentation (e.g. scripts, call sheets, production reports, contracts) should be used, and shared, digitally. • The use of private and individual transportation is encouraged.

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	<ul style="list-style-type: none">• Individuals who are able, should be encouraged to work remotely (e.g., from home, digitally). This includes individuals who perform production preparation, casting, location scouting, post-production.• All props, sets, wardrobe are to be sanitized after each use, with particular attention paid to frequently handled objects and surfaces.• Productions may wish to hire an individual dedicated to the cleaning and disinfecting on set.• Remove items, decorations and equipment that are not necessary to limit cross-contamination.
Production Logistics	<ul style="list-style-type: none">• Filming scheduling should be organized and well-planned to limit gathering and extra-regional travel.• Scheduling times should also account for the addition of increased cleaning and disinfecting production items (e.g. time needed to clean sets, equipment, props, etc.).• Limit travel and movement from one location set to the next, where possible. Cast and crew should be cohorted together to the extent possible.• There should be no self-serve or buffet style meals.• Staggered meal breaks are recommended to limit the number of people in a shared space.• Set locations should be closed to the public with strict location area boundaries established.• Productions should comply with any COVID-19 practices and procedures set out by the owner of the location or business where a production is occurring.• International cast and crew are required to adhere to international travel measures. Those arriving from out of country must isolate before joining a production.• A procedure should be established for equipment that is signed in and out daily (e.g., radios) to ensure cleanliness and limited sharing of equipment.
Screen-based Production Workers	<ul style="list-style-type: none">• Employees must isolate if sick or symptomatic.• The employer must ensure that no one employed on the production project has returned from travel outside of the country within 14 days of commencing work the project.• The employer must confirm no one involved on the project has been sick or has been in close contact with a confirmed case at least 14 days prior to commencing work, or at any point, while working on the project.