



On Screen
Manitoba

Media Production
Industry Association

Association des professionnels
de l'industrie audiovisuelle

Manitoba Media Production Industry COVID-19 Health and Safety Guide

(May 29, 2020)

*Prepared by On Screen Manitoba
with special thanks to the On Screen Manitoba Producer Committee*

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This COVID-19 Health and Safety Guide was drafted by the On Screen Manitoba Producer Committee with input from various local stakeholders. It is intended to complement the [Manitoba Government COVID-19 Health and Safety Guide](#) (scroll down to Film Production effective June 1) and the [Manitoba Government's Workplace Guidance for Business Owners](#).

The purpose of this Guide is to help employers, employees, contractors, visitors and subjects (including producers, cast, background performers, interview subjects, crew, guests, visitors, etc.) meet the physical distancing, cleaning and hygiene practices required by the Manitoba Government to reduce the spread of COVID-19 when they are on set, on location, in a production office or in the offices of a production company in Manitoba. This Guide provides possible approaches for a wide range of types and sizes of production. Please see additional suggested approaches for productions that involve 50 people and more in one location (**Annex 1**) and for “unscripted” and commercial productions (**Annex 2**).

This Guide is subject to change and will be updated regularly to reflect government health and safety orders and recommendations. As with all workplace health and safety requirements, Safe Work Manitoba will work with the Media Production Industry to ensure government health and safety requirements are implemented and enforced appropriately.

All productions and production companies must facilitate physical distancing measures in all workplaces (in offices, on set and in the related staging /waiting /preparation /rest /office, etc. areas) for all employees, contractors, workers, cast (including background performers), subjects and approved visitors whenever reasonably possible except for brief exchanges. A brief exchange occurs when people are less than two metres apart for less than ten minutes. When physical distancing is not possible; for example, when applying make-up, fitting costumes, or between performers, then the employer must provide reasonable risk mitigation measures.

The COVID-19 pandemic has required the implementation of an unprecedented number of new protocols to ensure the health, safety, and security of our community. The Manitoba media production industry has consulted with producers, unions and government to develop this COVID-19 Health and Safety Guide to reduce the risk of contracting COVID-19, prevent the spread of COVID-19, and if applicable allow for contact tracing. To help ensure the health and well-being of all, the On Screen Manitoba Producer Committee encourages all productions taking place in Manitoba during the COVID-19 pandemic to limit shooting days to 11 shooting hours plus setup and wrap time. The Manitoba Government guidelines, and the best practices proposed in this document, depend on a high level of commitment and trust from all employees, contractors, workers, cast (including background performers), subjects and approved visitors. We need to be able to count on each other, and hold each other accountable to follow required guidelines and maintain best practices both on and off set.

This guide is supplemental to, and is not a replacement for, the requirements stipulated by the Government of Manitoba to reduce the spread of COVID-19. The intention is to provide recommendations/best practices to assist employers, employees, contractors and others regarding implementation of the distancing, cleaning, hygiene, and related practices required by Manitoba Government regulation. This is a guide only, and while allegiance to its recommendations are at the discretion of the stakeholders, in all events the requirements of the Government of Manitoba must be adhered to.

GENERAL PROTOCOLS:

PHYSICAL (SOCIAL) DISTANCING

- Ensure physical distancing of at least 2 metres (six feet) whenever reasonably possible.
- When physical distancing cannot be maintained, appropriate steps must be taken to minimize risk including the use of personal protective equipment (PPE).
- Emerging industry standards recommend that at all times when “on set” where actual shooting is taking place, or whenever within 4 metres of cast members (or in Zone 1 when using the “Team and Zone” Approach), PPE should be worn by everyone including at a minimum, a face shield and mask. Consideration may be given to the camera operator to remove their shield when operating the camera.
- When using personal protective equipment (PPE) please refer to [Manitoba Government Guidelines for PPE and Non-Medical Masks](#) (scroll down to PPE)
 - The employer is responsible for communicating the required protocols and providing the appropriate training for each department, team, crew member, cast and workplace visitor, concerning the use, changing, reuse, if appropriate, and disposal of PPE in accordance with Manitoba provincial regulations (including masks, gloves, face shields, etc.).
 - Production will provide PPE as required, and if possible, it becomes the responsibility of the individual crew member provided with the PPE to clean and maintain it as appropriate.
 - PPE must not be shared.
- Maintain a single point of entry and discourage people from leaving and re-entering the premises.
- Congregation of people must be actively discouraged, through posters indicating physical distancing and floor markings. This includes for all common areas such as meal service, rest areas, waiting, staging, preparation, parking and washroom areas may be regulated to prevent congestion.
- Keep the number of people on set/on location /in the production office to a minimum. This may include “cohorts,” “teams” or “pods” – essentially organizing people into smaller groups that work together. Staggered start times and/or shorter workdays may also be considered.

- As much as possible, productions and production companies should limit the number of face-to-face interactions by facilitating tele-working whenever reasonably possible including holding pre-production and production meetings and rehearsals virtually.
- Use outdoor locations when possible.
- Limit interactions with the general public.
- Productions and production companies are encouraged to implement an online platform for all paperwork including deal memos and any production document that can be shared, edited and distributed electronically. Sample systems include:
 - <https://www.studiobinder.com/call-sheet-app/> and <https://app.circushr.com/profile/contact>.

HYGIENE

- Employers, employees, contractors and approved guests must not go to work if they are sick, they should stay home and seek medical advice as appropriate.
- Employers must provide multiple hand washing (with warm water) /sanitizing stations in every workspace, near washroom facilities and food and beverage services. This includes at the entrance and exit to all sets, office spaces, trucks, trailers, etc.
- Employers must provide signage regarding recommended COVID-19 health protocols including instructions to:
 - Wash hands frequently and thoroughly (20 seconds), using hand sanitizer when warm running water and soap is not available. This includes upon entering or leaving the premises, before/after meals, after using the washroom, upon moving into a different workspace.
 - Avoid touching your face.
 - Cough or sneeze into a disposable tissue or your elbow. Tissues should be disposed of in the garbage immediately after use and hands should be washed or sanitized.
- Washrooms should be limited to one person at a time.
- Sharing of food and personal items should not be permitted.

CLEANING

- All employers, employees, subjects and contractors should clean and sanitize personal phones, laptops or other equipment on a regular basis.
- All workspaces, common areas, especially washrooms, production equipment/supplies and high touch objects must be cleaned and sanitized with Health Canada approved disinfectant that kills viruses, including coronaviruses. This should include at the end of the working day and throughout the working day at appropriate intervals and between use by different people.
- Shared equipment (such as props, camera equipment) must be cleaned/disinfected frequently and after each use (if it cannot be cleaned/disinfected between cast and crew, then it cannot be used). This can be done by the cast and crew, but a designated individual must ensure this is being done properly and consistently.

- It is the employer's responsibility to provide appropriate sanitization/cleaning supplies, schedules and human resources for workspaces, common areas, equipment/supplies and high touch objects as needed.

COMMUNICATION AND ENFORCEMENT OF COVID-19 HEALTH & SAFETY GUIDELINES AND BEST PRACTICES

- According to Workplace Safety and Health legislation, employers have a responsibility to provide a safe workplace for their workers. Employers must designate a health and safety representative if they have 10 to 19 workers, and a health and safety committee for a crew of 20 or more workers. Employers, representatives and committees should ensure all workers are following COVID-19 guidance recommendations.
 - Productions and production companies are encouraged to ensure COVID-19 Health and Safety Protocols relative to their specific production/workplace are: clearly defined, updated regularly according to government directives, communicated in written and verbal form on a regular basis to all employers, employees and contractors.
 - Productions with more than **50** people working at the same time are encouraged to hire one person dedicated to communicating and enforcing COVID-19 Health and Safety Protocols. (see *COVID-19 Health and Safety Supervisor & Committee Annex 1*).
 - Productions are encouraged to communicate the Manitoba Government COVID-19 Health and Safety Guidelines along with best practices as required by department and/or production project.
- It is the employer's responsibility to ensure the necessary resources (people, cleaning supplies, PPE, information and training) are in place to meet the Government of Manitoba COVID-19 Health and Safety Guidelines.
- Productions and production companies must post information about COVID-19 health and safety guidelines in multiple places within the workspace(s). [Government of Manitoba links to posters and other resources](#).
- Productions and production companies are encouraged to email the Manitoba Government Health and Safety Guidelines and any additional protocols and best practices specific to their premises and/or production to all employees, subjects and contractors.
- It is the employer's responsibility to communicate expectations in regard to COVID-19 Health and Safety Guidelines including a zero tolerance policy where employees and contractors who do not abide by all of the COVID-19 Health and Safety Guidelines at all times can be terminated.
 - Employees and contractors should be informed of a safe process that does not endanger their own employment to report employers, employees and contractors who do not abide by all COVID-19 Health and Safety Protocols at all times.
 - Productions and production companies are encouraged to require employees and contractors to read and sign their Production and/or workplace COVID-19 Health and Safety Protocols document along with the employee's /contractor's initial employment agreement/contract. By signing the COVID-19 Health and Safety Protocols document the employer, the employee (s)/contractor (s) pledge to abide by the COVID-19 Health and Safety Protocols established by the employer.

- It is the employer’s responsibility to create an environment of trust where employees, subjects and contractors may call in sick without fear of negative repercussions. If an employee, subject or contractor is sick they must stay home. Employers are encouraged to ensure that when an employee is well again, and if the production they leave is still operating, and their original position remains, that they are given the opportunity to return to the same position.
 - Any person showing symptoms while at work will be sent home with the suggestion that they seek medical attention, in accordance with provincial COVID-19 parameters.
- It is everyone’s (employers, employees, contractors, subjects, visitors) responsibility to stay informed and ensure Manitoba Government COVID-19 Health and Safety Guidelines and best practices are respected at all times.
- Employers are encouraged to work with the Unions and other organizations to create a list of resources for mental health aid and assistance.
- Employers are encouraged to communicate with all vendors and suppliers to review their COVID-19 protocols and determine internally if these are adequate or if additional protocols are required to ensure cast/crew safety.

WORKING PROTOCOLS:

TESTING / ILLNESS

- If you feel sick or have any COVID-19 symptoms, do not come into work. Call your employer/supervisor (Head of Department, the Production Manager, Director, Producer) to inform them of your illness. It is recommended that you contact Manitoba Health links and/or a medical professional to determine whether you need medical attention.
- In the event rapid reliable testing for COVID-19 is available, these health and safety protocols will be reviewed and reconsidered.
- Everyone (producers, cast, crew, contractors, visitors, subjects, etc.) must complete the [Shared Health Manitoba Screening Tool](#) daily prior to reporting to work. Productions may wish to implement an additional daily COVID-19 Questionnaire (see sample in **Annex 3** and **Annex 4** for details on working with a medical professional).
- Productions may require that everyone have their temperature checked with a contactless thermometer prior to entering any production area at a designated check point outside of the secured work area. For details on procedure for temperature checks and privacy see **Annex 4**.

MEAL AND CRAFT SERVICES

- Providing meals on set/location must follow applicable restaurant guidelines. Buffet-style eating is prohibited. Read the [Manitoba Government COVID-19 Health and Safety Guidelines for restaurants](#) (scroll down to Restaurants).
 - Prepackaged/ preordered meals from set menus made to order may be considered.
- Congregating for meals should be avoided.
 - Meal times may be staggered and adequate space should be provided to maintain physical distancing during meal times.

- Outdoor eating areas are encouraged whenever possible.
- Employers, employees and contractors should physically distance while eating and only eat near members of their “team” or department.
- Onsite snack bars, coffee bars and other confectionery style refreshment counters should be closed.
- Handwashing and/or sanitizing stations must be available in food preparation and service areas.
- All individuals should wash their hands before and after entering food preparation and service areas.
- Communal surfaces must be disinfected on a regular basis. Including: tables, chairs, benches, door handles.
- Only approved caterer and/or craft services personnel should be present in food preparation areas.
- Food and beverages should not be shared.
- Employees should be discouraged from leaving production areas during lunch break.

DRESSING ROOMS / WASHROOM FACILITIES

The Manitoba Government Guidelines include the following:

- encourage individuals to shower at home and limit use of dressing area;
- minimize in-person wardrobe fittings as much as possible, and minimize the number of staff attending in-person fittings;
- remove any common use items from dressing rooms;
- post signage for guidance on shower area use to maintain physical distancing;
- modify the use of dressing rooms to maintain physical distancing, including those involved in fittings;
- make a disinfectant spray or wipes available for participants to disinfect dressing room surfaces before and after use; and
- ensure enhanced and frequent cleaning and disinfection of dressing rooms.

TRANSPORTATION

- Transportation required to and from sets/locations must follow applicable transportation guidelines as per the Manitoba Guidelines outlined [here](#) (scroll down to transportation). Some suggested best practices are listed below:
 - Encourage travel to the workplace by individual transport.
 - Whenever public transport is required, suggest crew member uses PPE and travels at low volume times.
 - High density transport to be used only as a last resort and vehicle sharing should be limited.
 - Out of town cast / crew airport pickups permit 1 passenger per production van to maintain physical distance standards. When sharing transportation is required, passengers are required to wear appropriate PPE.
 - Cast/crew are responsible to clean up after themselves (any garbage etc.).
 - No food permitted at any time in vehicles. Any personal beverages will be kept in containers kept to the person and only consumed if necessary.

- All production vehicles must include sanitizer/disinfectant.
- All production vehicles must be sanitized daily on an ongoing basis and after each new passenger load (especially door handles, seatbelts, windows buttons)
- Cleaning procedures should include use of PPE (i.e. masks and gloves while cleaning)
- All transport drivers should wear PPE (i.e. masks) at all times due to ventilation issues and potential violation of physical distancing requirements within vehicles
- If a production is following the “Team” or “Pod” protocols, any persons needing to travel together, must travel with only with people from their own Team/Pod and when possible Teams/Pods should always use the same vehicle.

TRAVEL

- International and domestic travel continues to be restricted. Anyone entering Manitoba must self-isolate for 14 days, with certain exceptions. Visit manitoba.ca/covid19/soe.html to review current public health orders. Self-isolation must be completed before attending the work site.
- In addition, employers, employees and contractors are encouraged to consider the following best practices:
 - Travel during, and leading up, to the production period should be limited to essential trips only. If you must travel for an essential trip, inform your employer (Head of Department, Production Manager, producer, etc.) immediately.
 - Any out-of-province or out-of-country travel by employers, employees and contractors is subject to the Manitoba Health required quarantine period upon return to Manitoba.
 - Any travel on days off and/or during production hiatus should be avoided unless Government required quarantine can be implemented.
 - Should rapid reliable testing be made available to travelers, and the employer wishes to hire someone who has traveled recently, the employer may arrange for safe isolated transport from the airport to the testing facility and then to a secure accommodation until the results are received.

Annex 1

COVID-19 HEALTH & SAFETY SUPERVISOR / COMMITTEE

- Productions that involve 50 and more people should form a COVID-19 Health and Safety Committee. This practice is encouraged for all productions that involve multiple departments, employees and contractors.
- In the case of productions with 50 people and more, the Committee should be chaired by a producer representative who is dedicated only to the COVID-19 protocol enforcement (*the COVID-19 Health and Safety Supervisor*).
- The presence of a COVID-19 Health & Safety Supervisor/Committee will not replace individual responsibility to follow proper hygiene, cleaning, and physical distancing protocols.
- Suggested structure for COVID-19 Health & Safety Committees: include a representative for the Producer, a representative from each department and from cast (or in the event a “teams” approach is used a member of each “team”).

- The department or team lead should be responsible for ensuring the general and any specific COVID-19 Health and Safety Protocols are in place and being respected.
- They should provide their department or team with any necessary updates regarding safe health practices. They will communicate any COVID-19 concerns within their group to the Committee and will monitor the response.

Annex 2

“UNSCRIPTED” INCLUDING COMMERCIAL PRODUCTION

Due to the unique nature of unscripted productions including commercial, in addition to the general protocols described above, the following is required:

- When filming on location in Manitoba all interview subject agreements will include a COVID-19 clause stating that they are free of symptoms and agree to follow the social distancing and safety guidelines outlined above for film production.
- Production will have a crew member on location ensuring these guidelines are followed.
- When filming on location, the production company will provide all interview subjects and cast with standard COVID-19 health and safety equipment, including: shields, masks and gloves when they are not on camera, and easy access to hand sanitizer.
- All releases and paperwork should, as much as possible, be electronic.
- Cast and interview subjects will either be boomed or put on their own microphones when needed.
- Microphones will be cleaned before and after each user.

Annex 3

STANDARD DAILY COVID-19 HEALTH QUESTIONNAIRE FOR PRODUCTIONS

To be completed by all employers, employees, contractors, visitors and subjects (including producers, cast, background performers, interview subjects, crew, guests, visitors, etc.) prior to each work day whether on set, on location, in a production office or in the offices of a production company in Manitoba.

Date: _____

Name: _____

Team or Pod if applicable: _____

1. Have you completed the Shared Health Manitoba Screening Tool without it suggesting you should consult a medical professional or have a test? Yes _____ No _____

2. Have you travelled outside of Manitoba any time in the last 14 days? Yes _____ No _____

3. Have you been in contact with anyone who has travelled outside of Manitoba any time in the last 14 days? Yes _____ No _____

4. Have you, or anyone you've been in contact with, experienced any COVID-19 symptoms? Yes _ No __

5. Have you tested positive for COVID-19 Yes _____ No _____

6. Have you been in contact with anyone who has contracted the COVID-19 virus? Yes _____ No _____

I, _____ affirm that all of the above is truthful and I agree that I will immediately notify the Producer or their designate (COVID-19 Health and Safety Supervisor/Department head (must indicate who to report to) of any information that would change my answers to these questions.

Signature

Annex 4

TESTING/ILLNESS

- Productions should clearly communicate. Their protocol for determining if someone should be sent home due to illness. For example, if the sample daily COVID-19 Questionnaire is being used and someone doesn't complete the Questionnaires or answers "YES" to any questions on the COVID-19 Questionnaire, is determined to be symptomatic, or where temperature tests are used, registers a temperature of 37.5 Celsius or higher, the employer may wish to seek input from a medical professional to determine whether that person may work that day.
- If temperature checks are to be requested then the following will be put in place:
 - Individuals collecting questionnaires and taking temperatures must be trained in using the testing equipment and wear required PPE (i.e. masks, face shield, gloves) and/or work behind a plexiglass barrier.
 - The questionnaire and temperature testing locations will be located away from high traffic areas and will ensure:
 - Adequate physical distancing while testing and awaiting results;
 - Proper sanitization protocols in testing locations and for equipment;

- The privacy of participants, including tracking methods and storage of personal information. For further clarity, the collection, use, storage, and communication of personal and health information must be managed in accordance with applicable privacy laws).
- In the case where there is a *COVID-19 Health and Safety Supervisor* (see below) and a FACS/set medic they will be called to the check point to investigate.
 - If anyone is unable to complete the Covid-19 Questionnaire as required, the *COVID-19 Health and Safety Supervisor* will not allow the person to enter the production area.
 - If anyone test with a temperature of 37.5 Celsius or higher, a retest will be conducted by the FACS/set medic (wearing PPE) in the presence of the *COVID-19 Health and Safety Supervisor*. If the symptoms are confirmed, the *COVID-19 Health and Safety Supervisor* will not allow the symptomatic person to enter the production area. The person will be encouraged to take appropriate action including seeing a physician.