



On Screen
Manitoba

Media Production
Industry Association

Association des professionnels
de l'industrie audiovisuelle

Manitoba Media Production Industry

COVID-19 SAFETY & HEALTH GUIDE

PRESENTERS



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

Whether you work in wardrobe, accounting, carpentry, electric or in front of the camera, the COVID-19 Safety and Health Guidelines apply to you -- on set in a studio, on location, in the production office, and in the company production office.

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.



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The Guide provides recommendations/best practices to assist employers, employees, contractors and others regarding implementation of the distancing, cleaning, hygiene, and related safety and health guidelines required by Manitoba Government regulation.

PRESENTATION OVERVIEW

1. General Guidelines
2. The Employer's Responsibilities
3. Before You go to Work
4. Some Specific Requirements
5. Adapting the Work Day to Accommodate for COVID-19
6. Manitoba Production Companies Endorse the Guide

GENERAL GUIDELINES

- **PHYSICAL (SOCIAL)
DISTANCING**

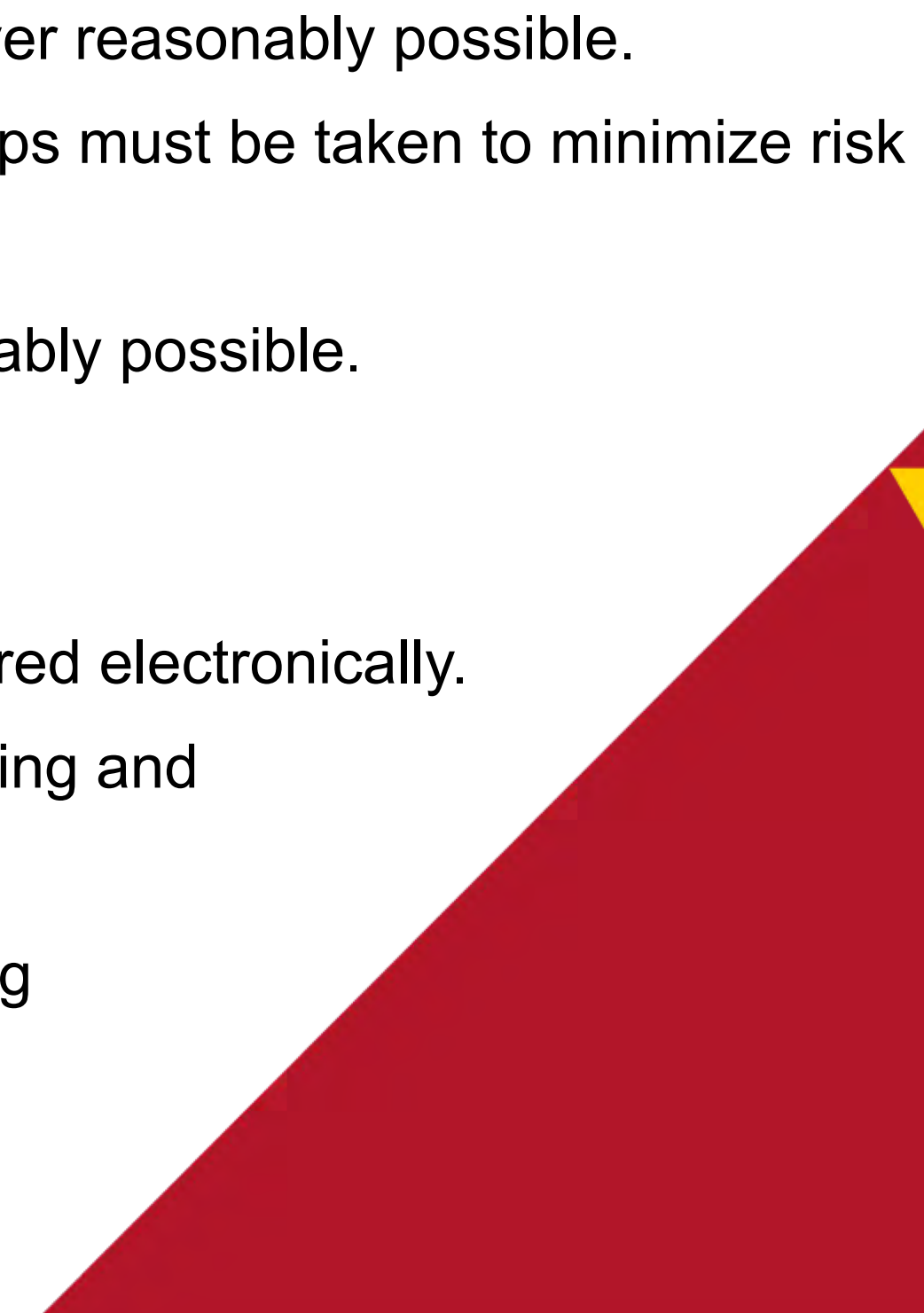
- **HYGIENE**

- **CLEANING**

- **TRAVEL**

PHYSICAL (SOCIAL) DISTANCING

Employers must ensure processes, space and materials are available to facilitate physical distancing, but employees, contractors and visitors must work with employers to ensure physical distancing is maintained.

- 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 non-medical personal protective equipment.
 - Limit the number of face-to-face interactions as much as reasonably possible.
 - Use outdoor locations when possible.
 - Limit interactions with the general public.
 - Implement online platforms for all paperwork that can be shared electronically.
 - Maintain a single point of entry and discourage people from leaving and re-entering the premises in the course of the work day.
 - Discourage the congregation of people through posters indicating physical distancing and floor markings.
 - Keep the number of people on set/on location /in the production office to a minimum.
- 

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. It is everyone's responsibility to maintain good hygiene on set, on location and in the office.

- Wash hands frequently and thoroughly (20 seconds), using warm running water and soap or hand sanitizer when water 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

Employers must ensure processes, space and materials are available to facilitate cleaning, but employees, contractors and visitors must work with employers to ensure cleaning protocols are implemented.

- All employers, employees, subjects and contractors should clean and sanitize with Health Canada approved disinfectant that kills viruses, including coronaviruses all high touch items and areas.

This includes:

- All workspaces, common areas, especially washrooms, production equipment/supplies and high touch objects.
- 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).
- Individuals must take responsibility to clean personal items such as phones, laptops or other equipment on a regular basis.

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.

EMPLOYER'S RESPONSIBILITY

According to Manitoba Workplace Safety and Health legislation, employers have a responsibility to provide a safe workplace for their workers. Manitoba requires that 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.

The Manitoba Media Production Industry Guide encourages all productions, including those with less than 10 workers to designate a health and safety representative, who is responsible for ensuring COVID-19 Safety and Health Guidelines are being met on set, on location and in production offices in Manitoba.

It is the employer's responsibility to ensure the necessary resources (people, cleaning supplies, non-medical personal protective equipment, information and training) are in place to meet the Government of Manitoba COVID-19 Safety and Health Guidelines.

EMPLOYER'S RESPONSIBILITY cont.

Productions with **more than 50 people** working at the same time are encouraged to hire one person who represents the Producer and who is dedicated to communicating and enforcing COVID-19 Safety and Health Protocols. The COVID-19 Safety and Health Supervisor would chair the COVID-19 Safety and Health Committee, which is made up of representatives from each department (and/or “team” or “pod”). Producers and other stakeholders are working to define this new role and required training.

Employers must clearly define COVID-19 Safety and Health Protocols relative to their specific production/workplace and update them regularly according to government directives.

Employers, health and safety representatives and committees must communicate COVID-19 Safety and Health Guidelines in written and verbal form as well as monitor and report on implementation.

EMPLOYER'S RESPONSIBILITY cont.

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.

- 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 Safety and Health 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 Safety and Health Protocols document along with the employee's /contractor's initial employment agreement/contract. By signing the COVID-19 Safety and Health Protocols document the employer, the employee (s)/contractor (s) pledge to abide by the COVID-19 Safety and Health Protocols established by the employer.

EMPLOYER'S RESPONSIBILITY cont.

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.

It is everyone's (employers, employees, contractors, subjects, visitors) responsibility to stay informed and ensure Manitoba Government COVID-19 Safety and Health Guidelines and best practices are respected at all times.

BEFORE YOU GO TO WORK

If you are unwell, stay home.

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.



SCREENING AND TESTING

Everyone (producers, cast, crew, contractors, visitors, subjects, etc.) must complete the [Shared Health Manitoba Screening Tool](#) each day before reporting to work. Productions may wish to implement an additional daily COVID-19 Questionnaire.

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.

SOME SPECIFIC REQUIREMENTS

MEAL SERVICES

Providing meals on set/location must follow applicable Manitoba Government restaurant guidelines and ensure physical distancing, regular cleaning and sanitizing of common areas including between users and hand washing stations and sanitizers must be provided in meal areas.

In addition:

- Buffet-style eating is prohibited.
- No sharing of food and beverages.
- Onsite snack bars, coffee bars and other confectionery style refreshment counters should be closed.

SPECIFIC REQUIREMENTS cont.

DRESSING ROOMS / WASHROOM FACILITIES

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

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.
- All transport drivers should wear non-medical masks) at all times due to ventilation issues and potential violation of physical distancing requirements within vehicles.
- All production vehicles must include sanitizer/disinfectant and must be sanitized daily on an ongoing basis and after each new passenger load (especially door handles, seatbelts, windows buttons).
- High density transport to be used only as a last resort and vehicle sharing should be limited. When sharing transportation is required, passengers are required to wear non-medical masks.
- All passengers are responsible to clean up after themselves (any garbage etc.).

“UNSCRIPTED” INCLUDING COMMERCIAL, DOCUMENTARY AND FACTUAL PRODUCTION

Due to the unique nature of unscripted productions including commercial, in addition to the general guidelines 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.

UNSCRIPTED INCLUDING COMMERCIAL DOCUMENTARY AND FACTUAL PRODUCTION cont.

- 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.

PRODUCTIONS WITH OVER 50 PEOPLE

Productions that involve 50 and more people should form a COVID-19 Safety and Health 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 Safety and Health Supervisor).

COVID-19 SAFETY AND HEALTH COMMITTEE

Suggested structure for COVID-19 Safety and Health 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 Safety and Health 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.

USING A “TEAM” & “ZONE” APPROACH

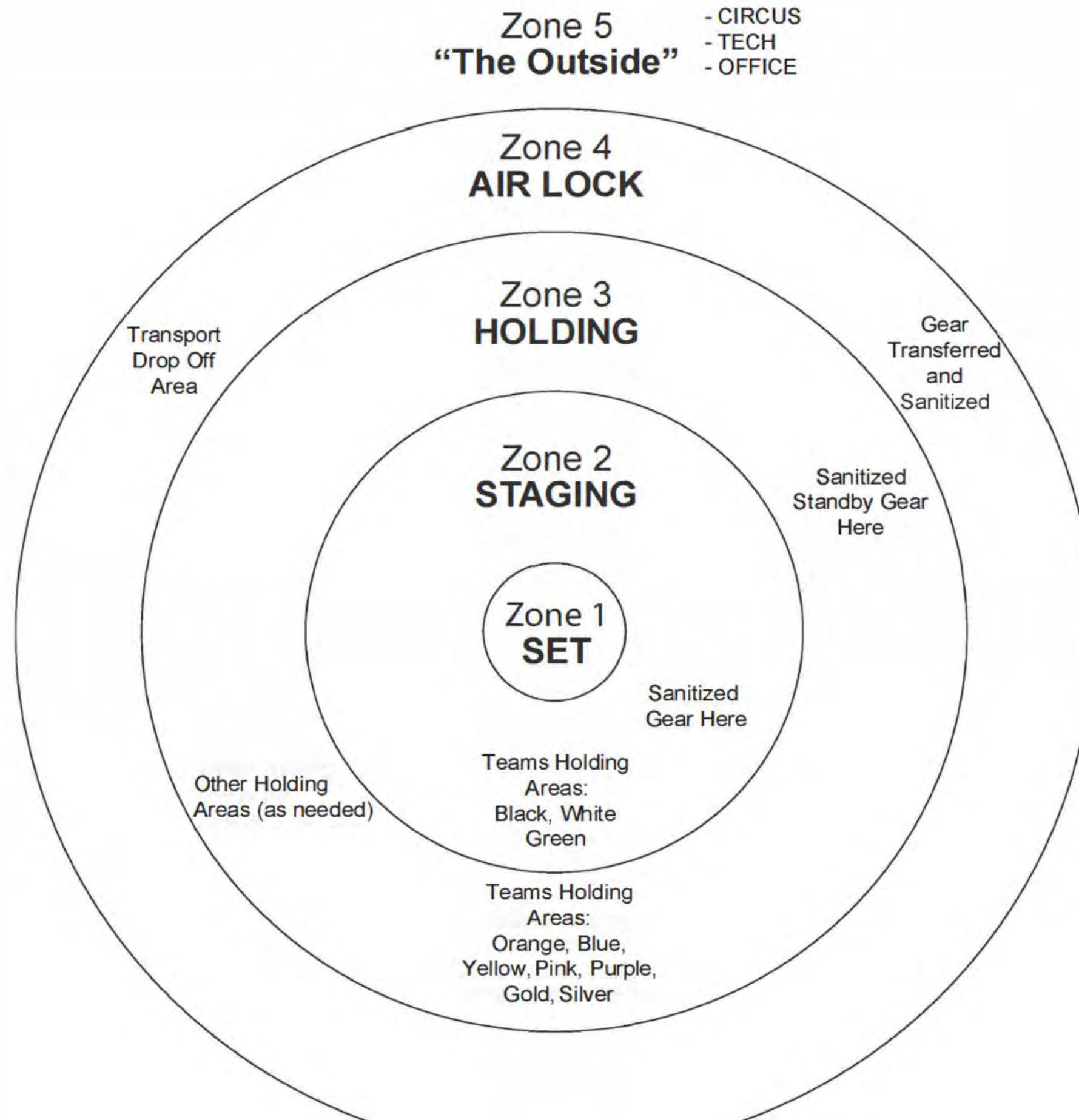
- Larger productions may decide to implement a “team/pod” approach along with a “Zone” approach
- Teams/pods involve a set group of crew/cast members who would work together for the ROS, the Teams/pods may be identified by colours and may have designated holding areas, colour coded equipment and their own craft service cart.

USING A “TEAM” & “ZONE” APPROACH cont.

- Zones involve dividing every set, on location or in studio, into clearly defined Zones where the Teams/Pods will operate within a safe and secured structure.

The set would be designated as Zone 1, Zone 2 and 3 will be designated holding areas, Zone 4 will be the transition zone where people are checked and gear is cleaned before going into the secured Zones 1-3. Zone 5 is the “outside” and includes transport, the circus, tech-land, office, and rest of the world. Each of transport, the circus, tech-land and office will have their own similar protocols to keep safely distanced.

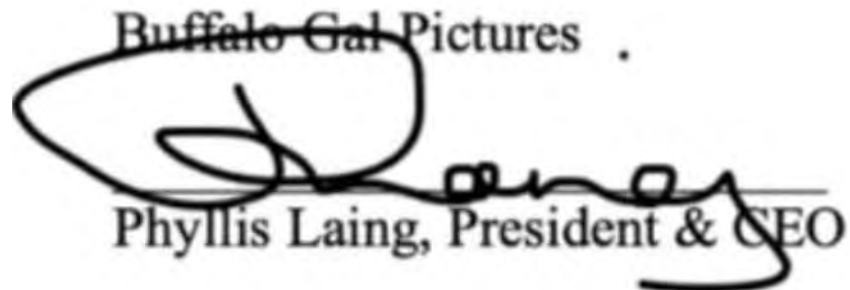
SAMPLE ZONE SYSTEM



ADAPTING THE WORK DAY

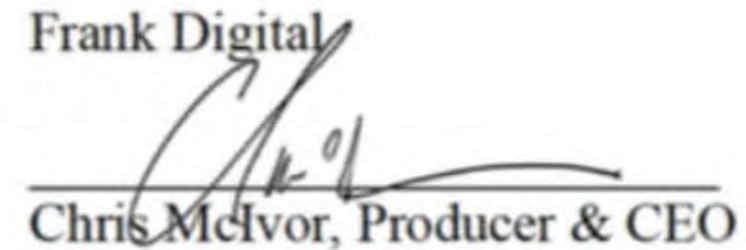
To help ensure the health and well-being of all, the On Screen Manitoba Producer Committee encourages all productions taking place in Manitoba during the COVID-19 pandemic to limit shooting days to 11 shooting hours plus setup and wrap time.

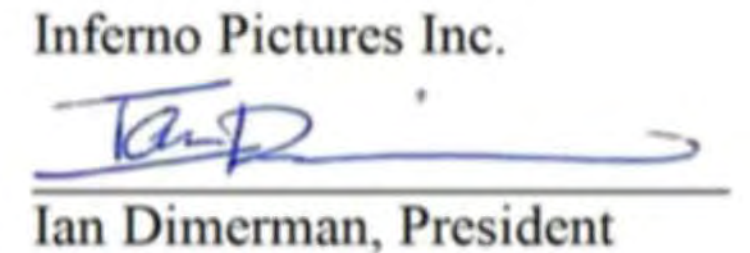
MANITOBA PRODUCTION COMPANIES ENDORSE THE GUIDE

Buffalo Gal Pictures

Phyllis Laing, President & CEO

Eagle Vision Inc.

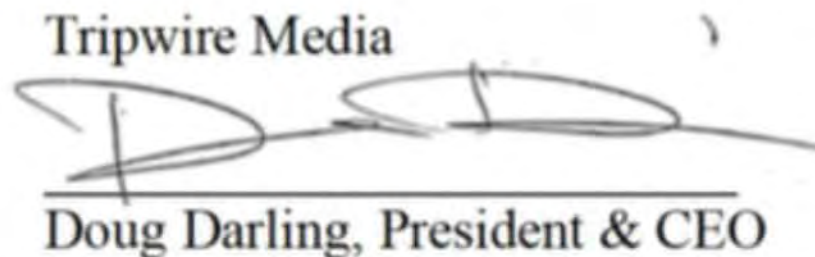
Kyle Irving, Partner


Frank Digital

Chris McIvor, Producer & CEO

Inferno Pictures Inc.

Ian Dimerman, President

Merit Motion Pictures

Merit Jensen Carr, CEO/Executive Producer

Tripwire Media

Doug Darling, President & CEO

Zoot Pictures Inc.

Leslea Mair, President & CEO

On Screen Manitoba and Film Training Manitoba are currently working with industry stakeholders on ensuring that proper training is made available to all Manitoba cast, crew and contractors and communication about the course information is forthcoming.

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