

# Local 695 Craft-Specific Return-to-Work Safety Guidelines



Revised 6/23/2020

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## Overview

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The IATSE, the Guilds and the Producers have been working on three Return-To Work safety guidelines that you should be aware of:

### **THE WHITE PAPER**

This high-level document was submitted to the Governors of California and New York, as well as to Health Departments in states across the county. It comes from the Industry-Wide Labor Management Safety Committee Task Force, which includes the Producers and IATSE West Coast Studio Locals, Basic Crafts, SAG, DGA and Teamsters in close collaboration with Daniel Z. Uslan, MD, MS, MBA, FIDSA, FSHEA; Co-Chief Infection Prevention Officer at UCLA Health. Read it here:

[http://www.local695.com/IWLMSC\\_Task\\_Force\\_White\\_Paper\\_6-1-20.pdf](http://www.local695.com/IWLMSC_Task_Force_White_Paper_6-1-20.pdf)

### **THE SAFER WAY FORWARD**

At this time (6/23/2020) The Safer Way Forward is the joint proposal of the IATSE, DGA, SAG and Teamsters submitted to the AMPTP. Nothing in it has been agreed upon yet but a final document will be released when it is. Read it here:

[http://www.local695.com/ProductionSafetyGuidelines\\_June2020.pdf](http://www.local695.com/ProductionSafetyGuidelines_June2020.pdf)

### **LOCAL 695 CRAFT-SPECIFIC RETURN-TO-WORK SAFETY GUIDELINES**

THIS DOCUMENT - Written by members of Local 695, this is the most detailed of the three documents and represents our recommendations to the Industry for addressing the unique issues that Local 695 members will encounter while performing their work. You can download this document here:

[http://www.local695.coim/Local\\_695\\_RTW\\_Safety\\_Guidelines\\_6-23-2020.docx](http://www.local695.coim/Local_695_RTW_Safety_Guidelines_6-23-2020.docx)

We recognize that all three of the above documents are likely to go through revisions and updates as we get feedback from members and as the Industry responds to new information, and we will continue to keep you informed when new information becomes available. Send your questions and feedback to [info@local695.com](mailto:info@local695.com)

## Crew

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Audio consists of audio recording, playback and communications. This includes transmission and receiving, RF and RF coordination, IFB, and Monitoring. The audio crew varies according to the genres they serve-- from narrative crews of three members or more, to large live-event crews of forty plus.

Video consists of Video Engineering, Video Assist, local and remote signal distribution by wire, wireless, or IP network as well as Video Villages, Playback, Off-Camera Record, Data Transfer, Playback to LED screens (Video Walls), Tech Management, Frequency Coordination, and all set-up and maintenance.

Studio Projectionists and Projection Engineers require one or two members who operate, service, and screen footage and maintain systems and equipment utilized to make these presentations possible.

As the workload and equipment requirements increase, additional hires may be needed if cleaning and sanitizing duties necessitate.

## Concerns and Considerations

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### 1. Education & Planning

- We recognize and endorse the recommendations of the Industry-Wide Labor-Management Safety Committee Task Force's "White Paper" and "The Safer Way Forward."
- To improve production efficiency, it is imperative that Local 695 department heads are included in pre-production planning. Decisions as to the style and execution of a production, on a show by show basis, must be reached with the inclusion of craft representation.

- We acknowledge the importance of educating membership on the psychological and emotional issues associated with living and working under a pandemic.
- Safety training will be implemented to address all COVID-related safety protocols.

## 2. Behaviors that minimize the risk of infection

- All Local 695 members will follow all recommended Personal PPE and hygiene recommendations with heightened awareness of the requirements of our craft.
- Maintain personal cleanliness while on set.
- In Narrative workflow, the “Marking Rehearsal” should be modified:
  - Minimal number of people on set.
  - Possible audio/video of rehearsal for the majority of crew.
  - AD's conduct crew-wide discussion of the scene to determine the extent and order of preparation.
  - The practice of conducting marking rehearsals at call-time with all necessary crew jammed together on the set should be replaced with multiple Video Villages, which will require time for video and audio setup.
- The application and subsequent adjustment of hidden wireless mics is a point of increased intimate contact with cast. To minimize contact, consider reducing the use of radio mics in favor of boom mics. (Alternatively consider collaborating with Visual Effects to discuss the removal of overhead booms and visible lavalier mics.)
- Personal cleanliness while off set
  - Accepting the importance of maintaining strict observation of personal distancing and wearing masks in public.
  - Family discussions on how to minimize risks.
  - Minimizing the risk of bringing contagion home.
    - Thorough bathing and a complete change of clothing when returning home.
  - Additional Video Villages will be required to meet the needs of the various departments while maintaining appropriate physical distancing.

- Utilize extended Wi-Fi, networked remote video monitoring and virtual meetings to relocate writers, producers and other crew off-set.
- Establish traffic patterns that enable crew and cast to make necessary trips while maintaining distancing.
- Necessary contact with other crew and cast.
  - Equipment shared with other departments, such as Lavalier mic/wireless transmitters, IFB/Comteks, personal monitors, PL. etc., should be cleaned before distribution and cleaned again upon return.

### 3. Maintaining a sanitary workplace

- Physical Distance
  - Maintain 6-foot distance from other crew and cast.
  - Observing a minimum distance of 6 feet between stations.
- Regular sanitizing of equipment
  - Follow industry standards and manufacturer's recommended procedures for sanitizing our equipment without harm.
  - As the workload and equipment requirements increase, additional hires may be needed if cleaning and sanitizing duties necessitate.
- Regular sanitizing of the workspace
  - In addition to the general daily cleaning provided by production, the continuous cleaning of the workspace throughout the day immediately after any personal contact.
- Equipment Trucks
  - Cooperation with Transportation to develop protocols specific to the workflow of the production.
- Sound and Video should be transported together, separate from other departments.
- Adhere to guidelines established by Production for disposal of biohazard waste in appropriate receptacles.

## Narrative/Commercials

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### **General recommendations.**

- Require anyone who is sick to stay home.
- Wear appropriate PPE (face mask and or face shield, etc).
- Require frequent hand washing.
- Limit the number of people and contact in our area. Essential personnel only.
- Maintain social distance of six feet whenever possible.
- Limit cross contamination by limiting access to sound and video equipment.
- Additional staffing may be necessary if additional boom mics are used to minimize use of wireless mics or for maintenance and sanitation when wireless is used.
- Work with creative teams during prep to determine best practices for sound and video recording.
- Work with Production and Post-Production to use available and affordable technology to “paint out” overhead booms when possible, particularly in the case of wide and tight shots run simultaneously.
- Engage in greater collaboration and Zoom conferencing with other departments during prep to minimize delays and reduce contact with others during production.
- Planning for stage or location shooting must allow Sound and Video carts to be located at a safe distance.
- Consider asking to be included on distribution lists maintained by the Costumers' Department for daily wardrobe information (such as Sync On Set or Dropbox files.)
- After disinfecting Transmitters, consider storing in a sealed bag that can be unsealed in front of the Actor before next use.

### **Equipment recommendations.**

- Minimize the number of non-Sound/Video personnel having contact with sound and video equipment.

- To minimize cross-contamination:
  - Reduce contact with other crew members by designating which Sound/Video person is responsible for exchanging equipment outside the department.
  - Consider assigning personal audio/video monitoring devices for the run of the production and only to essential staff.
  - Consider the use of wireless time-code for slates and sync devices.
- Sound and Video equipment will be sanitized according to manufacturer's recommendations or industry standards before, after and during breaks in activity.
- Consider using extra wireless mic pouch and belt kits so actors won't be sharing.
- After use, personal audio/video monitoring devices should be sanitized.
- Users of personal audio/video monitoring devices are recommended to provide their own headphones or consider 'single use' ear buds (e.g. airlines.)
- Handheld devices such as monitors or iPads should be sanitized after each use.
- Wireless transmitters and lavalier mics should be sanitized before and after each use.
- When possible, consider dedicated transmitters and mics for specific talent.
- To enable adequate physical distancing, additional local and remote Video Village/Viewing Areas will be needed. This work is under the jurisdiction of Local 695 Video Engineers for monitors, playback and the streaming of audio and video.
- Consider the use of a "used/dirty table or bin" for all returning gear to prevent cross contamination. All gear should be sanitized before returning to carts or storage.
- Minimize contact of deliverables (Cards, Drives) to essential personnel. Consider single-use media.
- Recommend electronic paperwork, including start paperwork, time-cards, and "sides."



- When wiring actors with RF mics, extra precautions should be taken to minimize contact.
  - Radio Mics should be applied in a safe space with adequate physical distance.
  - Technicians must wear PPE as necessary (face mask, shield) while applying the radio mic.
  - Technicians working with other departments while wiring (Costume, Hair) should maintain physical distance so that no more than two people are together including cast.
  - Collaborate with the Costume Department for wardrobe that is radio mic friendly, requiring less on set adjustment.
  - Work with Production and VFX to explore the possibility of removing visible lavalier mics.
  - All wireless transmitters and lavalier mics should be sanitized before and after each use.
  - Whenever possible, consider dedicated transmitters and mics for specific talent.

## Broadcast/Sports/Live Events

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### **General Recommendations:**

- Broadcast trucks, fly-packs and work areas should be sanitized multiple times each day by a professional cleaning crew.
- Non-essential personnel should not be admitted into certain areas of the Broadcast truck. Colored wristbands should be considered as a means for admittance to designated areas.
- Aside from the "A Unit" truck, more "B Units" and Gelcos should be brought into shows to spread out working positions to maintain social distance orders.
- Personal work areas on trucks should be partitioned off with plexiglass dividers to create cubicles for social distancing.
- Equipment should be sanitized in an airlock area before entering the stage.

- Productions should be aware that some positions can ESU or perform jobs via IP based technology.
- Increase production's needs for monitors, KVM's, Intercom panels, Router Panels, etc. to allow for everyone on the crew to have their personal safety space in a partitioned area or personal tent.
- Consider pre-cable day to stagger the crew's setup days.
- Limit interviews, press conferences, behind-the-scenes footage, and any activity that attracts media and fans to confined areas.

**Audio Recommendations:**

- Headsets, earpieces, IFB, hand mics and all communications equipment should be dedicated to one single person and sanitized daily.
- PL and communication system engineers should be the first personnel on set so that PL systems are up and running prior to arrival of remaining crew.
- To minimize close contact, consider use of mics on fish poles when possible.

**Video Recommendations:**

- Monitors, keyboards, mice and other computer equipment should be dedicated to one single person and sanitized frequently.
- Truck engineers will install the required machines during set up before an operator is allowed to configure, test and use the machines.
- To eliminate the need of transporting small portable drives between locations, productions should have a 1-gig data or ftp/cloud-based transport line that runs from post-production to the truck so that managed data can be transmitted between playback operators, recordists, and graphics.
- To minimize contact, all hard drives, USB sticks and media should be distributed via direct and clear channels to above-the-line or post-production personnel.

## Reality/Documentary

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### **General Recommendations:**

- Require anyone who is sick to stay home.
- Wear appropriate PPE (face mask and or face shield, etc).
- Require frequent hand washing.
- Limit the number of people and contact in our area. Essential personnel only.
- Maintain social distance of six feet whenever possible.
- Limit cross contamination by limiting access to sound and video equipment.
- Additional staffing may be necessary for maintenance and sanitation of equipment.
- Work with creative teams during prep to determine best practices for sound and video recording.
- Engage in greater collaboration and Zoom conferencing with other departments during prep to minimize delays and reduce contact with others during production.
- Planning for stage or location shooting must allow Sound and Video carts to be located at a safe distance.
- To minimize cross-contamination, dedicate equipment to individuals when possible, and clean frequently.

### **Equipment recommendations.**

- Minimize the number of non-Sound/Video personnel having contact with sound and video equipment.
- To minimize cross-contamination:
  - Reduce contact with other crew members by designating which Sound/Video person is responsible for exchanging equipment outside the department.
  - Consider assigning personal audio/video monitoring devices for the run of the production and only to essential staff.
  - Consider the use of wireless time-code for slates and sync devices.

- Sound and Video equipment will be sanitized according to manufacturer's recommendations and industry standards before, after and during breaks in activity.
- After use, personal audio/video monitoring devices should be sanitized.
- Users of personal audio/video monitoring devices are recommended to provide their own headphones or consider 'single use' ear buds (e.g. airlines.)
- Handheld devices such as monitors or iPads should be sanitized after each use.
- Wireless transmitters and lavalier mics should be sanitized before and after each use.
- When possible, consider dedicated transmitters and mics for specific talent.
- To enable adequate physical distancing, additional local and remote Video Village/Viewing Areas will be needed. This work is under the jurisdiction of Local 695 Video Engineers for monitors, playback and the streaming of audio and video.
- Consider the use of a "used/dirty table or bin" for all returning gear to prevent cross contamination. All gear should be sanitized before returning to carts or storage.
- Minimize contact of deliverables (Cards, Drives) to essential personnel. Consider single-use media.
- Recommend electronic paperwork, including start paperwork, time-cards, and "sides."
- When Control Rooms are in use:
  - Work areas should be sanitized multiple times each day by a professional cleaning crew.
  - Non-essential personnel should not be admitted into certain areas of the Broadcast truck. Colored wristbands should be considered as a means for admittance to designated areas.
  - Control Room personal work areas should be partitioned off with plexiglass dividers to create cubicles for social distancing.
- Consider pre-cable day to stagger the crew's setup days.

### **Audio Recommendations:**

- Headsets, earpieces, IFB, hand mics and all communications equipment should be dedicated to one single person and sanitized daily.
- PL and communication system engineers should be the first personnel on set so that PL systems are up and running prior to arrival of remaining crew.
- To minimize close contact, consider use of mics on fish poles when possible.

### **Video Recommendations:**

- Monitors, keyboards, mice and other computer equipment should be dedicated to one single person and sanitized frequently.
- Control Room engineers will install the required machines during set up before an operator is allowed to configure, test and use the machines.
- To minimize contact, all hard drives, USB sticks and media should be distributed via direct and clear channels to above-the-line or post-production personnel.

## **Projection**

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### **General Recommendations:**

- All touch surfaces across all equipment should be wiped down with an appropriate COVID-compliant cleaning agent at the start of each shift, at the end of each shift, and whenever a new Projectionist comes on duty for relief (as in the case of a meal break.)
- Engineers should work with their own sets of tools whenever possible, without tools being shared between Engineers. A simple color-coding system could be put in place to indicate personal tools vs. shared tools.
- Whenever possible, booths should be checked to be certain that they are being supplied with fresh air and that they are not cycling re-circ air from the screening rooms or auditoriums. HEPA filters should be installed to filter out particles which could be carrying contagions.

### **Booth Recommendations:**

- Maintain a two-person maximum per booth at all times. They should maintain six feet of distance at all times.
- One projectionist per booth, per day.
- No Visitors in the booth. If an editor needs to come into the booth to work on an AVID session, an exception can be granted and should be reduced to one crew member per show.
- The projectionist should sanitize CRU hard drives, film cans, and other pieces of removable and/or physical media before bringing into the projection booth.
- Outer film cans, house reels, shipping reels, split reels, and cores can all be cleaned independent of the film before film is loaded onto them, or after film is unloaded from them.
- All monitors, keyboards, surfaces should be wiped down before and after each use.
- Projection Booth Wireless Doorbells could be added so that engineers and other projectionists can easily alert the projectionist on duty that they are entering the booth.

### **Auditorium Recommendations:**

- Cleaning of both the screening room seats (by custodial team) and projection equipment is essential after every use.
- Seating charts should be developed for each screening room that provide for adequate physical distancing and must keep all attendees six feet apart (at minimum).
- Screening room control panels, which include Talk-Back Buttons (intercom), Crestron control systems, and Dolby Faders, all need to be cleaned and sanitized at the end of every show, before the next booking arrives.
- Custodial staff must be engaged to clean the screening room seats. A seat-cleaning system could potentially include the following process:

- For larger screening rooms and auditoriums, traffic flows should be implemented so that attendees enter through one side and exit through the other.
- Microphones and accessories (particularly body pack transmitters for wireless mics, handheld “stick” mics, and gooseneck adjustable podium mics, including mic stands, and clips should be sanitized after each use.
- 3D glasses, HI (Hearing Impaired) systems, and headsets need specific sanitization regimens and sign-offs to verify that they have been appropriately sanitized between uses.

