

# PRACTICING SAFE SETS

*COVID-19 Health & Safety Production Action Plan*

Upon Request Framework Will Provide A Doc Version of this Action Plan

**FRAMEWORK**

*Updated January 2022*

Framework Studio has always prioritized the health and safety of all employees, crew, talent, clients and vendors during pre-production, shoot and post-production on all projects. COVID-19 has required our producers to dive deeper to ensure that we are implementing the highest standards of care through thoughtful planning and meaningful new processes so that we can set the bar for a higher standard of health and safety.

## A HIGHER STANDARD

In response to the evolving global outbreak of COVID-19, Framework Studio has been preparing to adhere to CDC Guidelines, as well as those guidelines set forth by the states in which we work and their local guidance. *Practicing Safe Sets* incorporates CDC, LACPHD, WHO, OSHA, AICP, and SAG-AFTRA guidelines, as well as insight from all levels of the production and medical industries.

As we move into the third year of the pandemic, Framework is using data from our productions, coordinating with ever changing federal, state and local guidelines, while managing the the multiple variants and their unique impact to health and safety on our set.

## EVER CHANGING

Some of the major updates we are including in our 2022 protocols include a tiered approach to testing protocol. Omicron is extremely contagious with lesser symptoms, IF vaccinated and boosted, while the Delta variant will be less contagious with heavier symptoms. Shooting location air ventilation is also a hot topic in our new protocols. Finally, with every new variant we learn more about what types of test work and what types do not.

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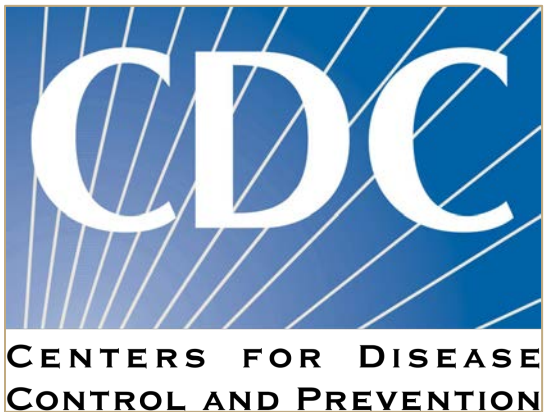


# IDENTIFYING COMMON SYMPTOMS <sup>1</sup>

- Cough
- Shortness of Breath or Difficulty Breathing
- Fever of 100.4F or 38C or Greater
- Chills
- Repeated Shaking with Chills
- Headache
- Sore Throat
- New Loss of Taste or Smell
- Muscle Pains

## FEELING ILL?

Click Below for the CDC COVID-19 Self-Checker



*The virus can take 2-10 days after exposure to present itself with symptoms. You may show no symptoms, but still have the virus (asymptomatic). Monitor yourself for symptoms and consider sick contacts as exposure. Be respectful of others' health.*

## STAY HOME IF

- You are feeling sick and/or experiencing any of the symptoms listed above
- Anyone in your household has tested positive for COVID-19\*
- You have tested positive for COVID-19 and not been on a 10-day self-quarantine
- You have completed recent air travel and have not been on a 10-day self-quarantine\*

*\*Monitored through Framework's 'Tracking Our Crews' Program*

<sup>1</sup> WHO [Covid Strategy Update 14 April 2020](#), LACPHD [HOO Coronavirus Television Addendum 05-03-2020 Signed](#) CDC [Social Distancing, Quarantine, and Isolation](#), LACPHD [Home Care Instructions for People with Respiratory Symptoms](#)



## STOPPING THE SPREAD <sup>2</sup>

- Practice good hygiene at all times
- Wash hands frequently with soap & water for 20s
- Use hand sanitizer containing at least 60% ethanol or 70% isopropanol.
- Avoid touching your face
- Sneeze or cough into the inside of your elbow
- Disinfect surfaces and objects periodically
- Cover your mouth & nose with face covers/masks (KN95 or Better)
- Distance yourself from others - 6ft minimum
- Do not gather in groups of more than 10 people
- Disinfect highly trafficked surfaces consistently
- Provide and require all crew to wear safety glasses <sup>A1</sup>

### THE RIGHT WAY TO WASH YOUR HANDS

Click Below for the CDC Hand Washing Tutorial



## WE ARE IN THIS TOGETHER

We cannot stress enough how vital good hygiene is, not only on set, but also in your home! The main cause of spread for this highly contagious COVID-19 virus is person-to-person transmission, through respiratory droplets produced when an infected person coughs, sneezes or talks. It can also be spread by touching objects and surfaces that have the virus and then touching one's own mouth, nose or eyes.<sup>4</sup>

<sup>2</sup> WHO [Covid Strategy Update 14 April 2020](#), LACPHD [HOO Coronavirus Television Addendum 05-03-2020 Signed](#), CDC [Social Distancing, Quarantine, and Isolation](#), CDC [Use Cloth Face Coverings to Help Slow Spread](#), LACPHD [Steps for Hand Washing](#), CDC [When and How to Wash Your Hands | Handwashing](#), CDC [Coughing and Sneezing | Etiquette & Practice | Hygiene | Healthy Water](#) and CDC [Symptoms of Coronavirus](#) <https://www.med.unc.edu/ophth/files/2020/03/CoronaVirusandYourVision.pdf>





# FRAMEWORK'S MANDATORY PRODUCTION ACTION PLAN <sup>3</sup>

1. Limit the number of people on set, enforce smaller crew size with remote, live-footage streaming. No visitors allowed.
2. Per client request, hire fully vaccinated personnel. (Fully vaccinated means completion of BOTH shots for Moderna or Pfizer, or a single shot for the Johnson & Johnson vaccine.) Proof of vaccination is required to production team.
3. Our crews should get the booster shot (Moderna & Pfizer.) We will work to hire crew who is fully vaccinated AND boosted, when possible.
4. Consider location/stage air filtration MERV ratings as well as production opportunities to bring in additional air filtration to the location.
5. All crew will be tested with lab administered PCR tests no earlier than 48 prior to the first day of production. Every 48 hours that elapses on a single production requires an additional lab administered PCR test. Certain cases will require rapid antigen testing on shoot days.
6. Practice social distancing at all times (6 feet or 2 meters). Stagger call times and lunch times, etc.
7. PPE (face covering, gloves\*) Replaced when necessary and must be worn at all times.  
*\*Gloves to be worn ONLY by individuals handling food services & GLAM Teams that are touching talent.*
8. Wash hands frequently. If unable to, use hand sanitizer (min. 60% ethanol or 70% isopropanol.) Cough or sneeze into tissue or the inside of your elbow.
9. Monitor your own health. Medical crew will observe health, safety and environment at all times. Stay home if you are feeling sick.
10. Production will be providing additional sanitization stations on all sets, including a hand-washing station and hand sanitizers
11. Global communication to the crew should be done over walkie and via the use of a PA system. No screaming or yelling on set.



Framework will do our utmost to advise clients on what can be safely and responsibly executed.

We recognize that each shoot is inherently different. Therefore, it is vital to ensure the above procedures are achievable with the creative at hand.

<sup>3</sup> CDC [Use Cloth Face Coverings to Help Slow Spread](#), LACPHD [Steps for Hand Washing](#), AICP [General Practices for All Worksites](#), CDC [When and How to Wash Your Hands | Handwashing](#), CDC [Coughing and Sneezing | Etiquette & Practice | Hygiene | Healthy Water](#) and CDC [Symptoms of Coronavirus](#)



# TRACKING OUR CREWS

Contact-tracing, a core disease-control measure employed by local and state health department personnel for decades, is a key strategy for preventing further spread of COVID-19. Immediate action is needed. Communities must scale up and train a large contact-tracer workforce and work collaboratively across public and private agencies to stop the transmission of COVID-19.<sup>4</sup>

Contact-tracing is a specialized skill. To be carried out effectively, it requires people with training, supervision and access to social and medical support for patients and contacts.<sup>5</sup>

As a private company, not based in the medical industry, it is near-impossible for Framework to effectively implement a contact-tracing system without a major investment in skilled, targeted teams. But for our needs, we do not need to provide contact-tracing with regard to our crew. We feel that it will be more effective for our producers to constantly monitor our crew members’ health and travel. Our ‘Tracking Our Crews’ program will be implemented to collaborate with our crew in our key production markets, including Los Angeles, New York, Atlanta and the United Kingdom.

KEY FACTORS TRACKED:

- Travel (International and Domestic)
- Any required or self-imposed quarantine
- Health of the crew member and their households
- Previous productions they have been on & the health and safety standards from the previous production

*Framework will be working with local officials to assist with a government-approved contact-tracing plan for crew.*

THE LEGAL LINES <sup>5</sup>

All crew will be required to read and sign our cover letter, which will be included with our plan. Furthermore, all crew must also complete a questionnaire and confirm the accuracy of their answers via initialling and signatures.

[COVER LETTER](#)  
[COVID-19 PANDEMIC REPRESENTATIONS](#)

<sup>4</sup> CDC [Contact Tracing: Part of a Multi-Pronged Approach to Fight the COVID-19 Pandemic](#)  
<sup>5</sup> Cover Letter and COVID-19 Pandemic Representations Written by Ross & Wersching & Wolcott LLP





## TRAINING OUR CREWS

All crew members, vendors and stakeholders who are hired or engaged by Framework Studio, LLC will be required to complete our 'Safe Sets Action Plan' training. These training sessions will commence on the week of May 15th, 2020, and will be presented by the producers at Framework Studio.

Upon completion of training, crew members will be offered voluntary enrollment in Framework's 'Tracking Our Crews' program. All of our crew are eager to support the process to help our industry get back to work safely. The Framework team will work closely with each department to pay additional attention to how that department can help keep our sets safe. <sup>6</sup>

### Constant Reminders

As we ease back into production, our Action Plan will be visible on set, in pre-production emails and all the way through wrap-out. Like many other film production plans, Framework will be creating signage for the set, which will be posted for all members of the production.<sup>7</sup> These signs will deal with the following:

1. Basic hygiene reminders
2. Flow of the production layout
3. Clearly identified sanitization areas
4. 'Safe Sets Action Plan' basic rules (wear masks, temperature tests, social distancing, etc.)
5. Medic / CCO (Covid Compliance Officer) Placement

<sup>6</sup> [British Film Commission's Draft Safety Protocols](#)

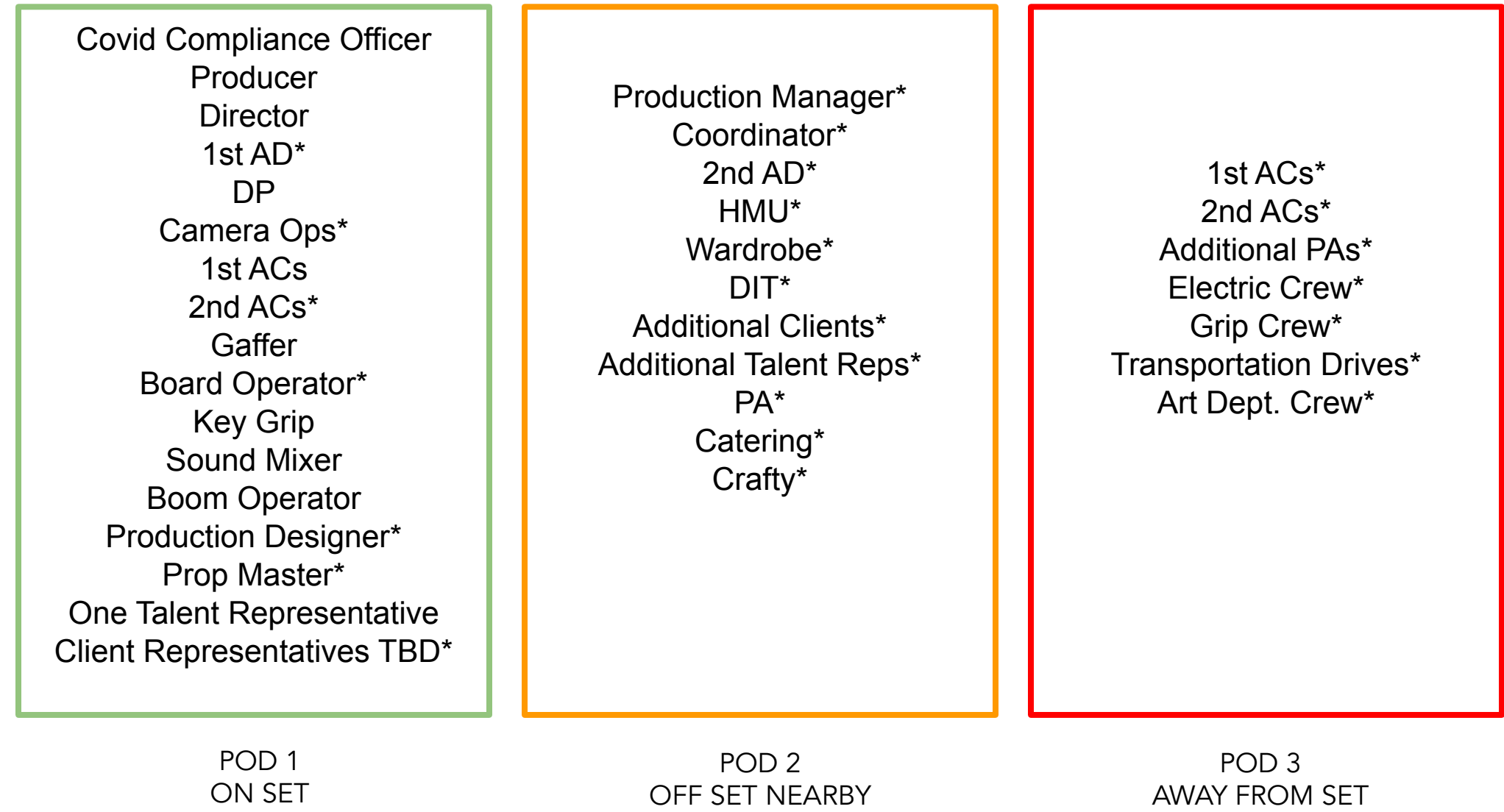
<sup>7</sup> [British Film Commission's Draft Safety Protocols](#)



# WHO NEEDS TO BE ON SET <sup>21</sup>

Prior to each shoot, the Executive Producer and COVID Compliance Team will differentiate essential from non-essential crew to ensure talent safety. Non-essential crew will not be permitted on set while talent is on set.

## Example of Pod Layout:



*\*If this role is needed*

## Client Village

The 'Safe Sets Action Plan' is designed to limit the number of people on set, and we need the support from our clients to limit their teams, as well as publicity to support us by having talent bring as few people as possible.

Client villages will be set up to only allow 6 people in the village keeping 6 feet apart at a time. <sup>21.5</sup>

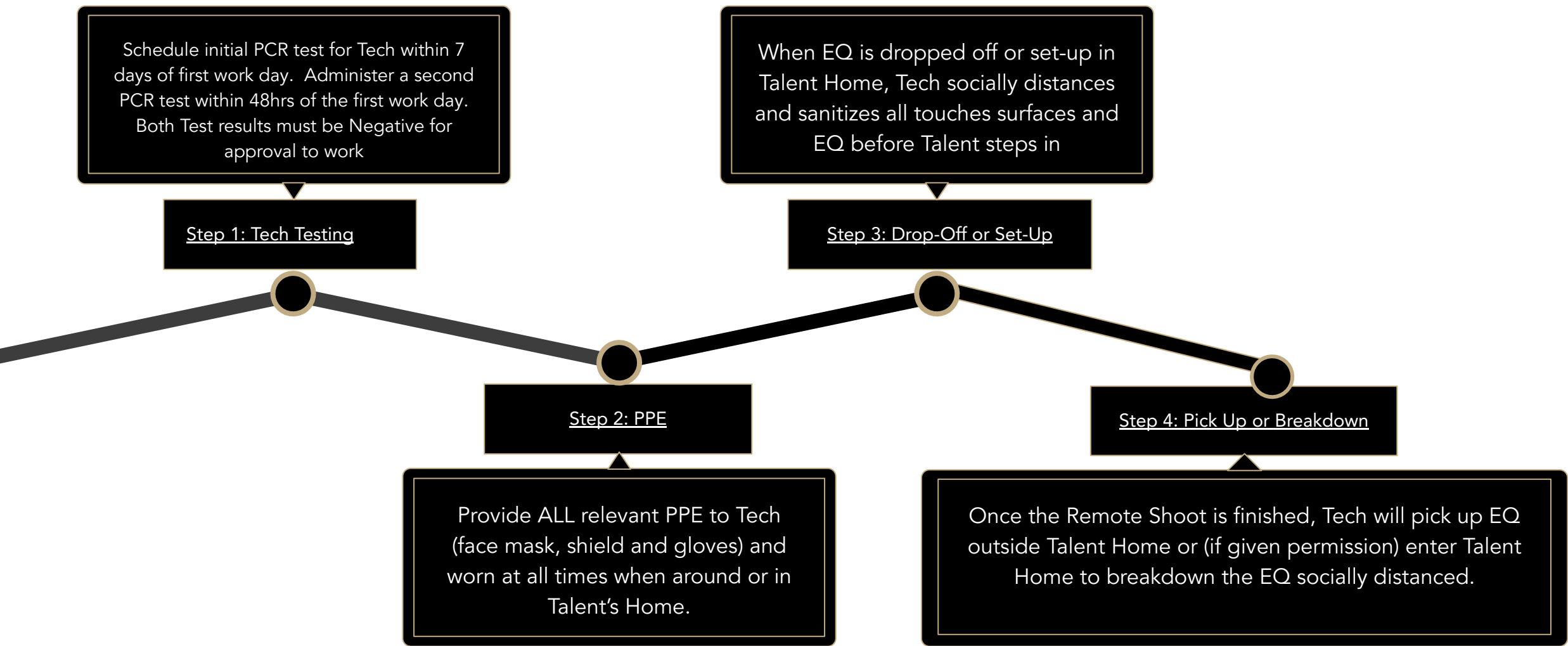
We will have live remote-in technology available for additional clients and personnel to log in at the client's discretion.

<sup>21</sup> Inspired by: ['Lionsgate - New Safety Guidelines'](#)  
<sup>21.5</sup> Inspired by: [FF-Clean-Healthy-Set-Recommendations](#)

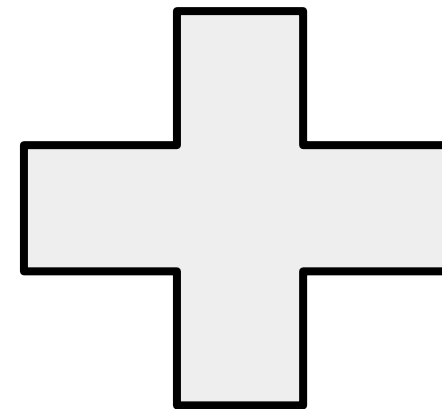


# REMOTE PRODUCTION

Due to the sensitive nature of Remote Production, Framework is vigilant to ensure that any crew that is dropping off equipment or entering the Talent’s Home, with the permission given by Talent and Client, will need to go through Framework’s mandatory testing protocols. Full PPE must be worn at all times (face mask, face shield and gloves), regardless of whether it is a “contactless” drop-off or not. It is imperative that Talent feels comfortable with any Framework Tech entering their home.



TESTING BY TIER





## TESTING BY TIER

Framework Studio will be constantly tracking federal, state and local guidelines in the United States. Concurrently we will be tracking all of our international markets and their government level to local level guidelines. Our new testing protocol is designed to bring consistency across the board for how we handle crew testing in ANY market. Number of cases and positivity rate will determine how testing, and what kind of testing, will be implemented per production. Another key factor will be testing availability, types of tests, turnaround times and viability of accurate results. We find that many international markets do NOT have the same testing infrastructure that exists in our key production markets in the United States.

### TIERS & CRITERIA

Criteria: County positivity rate and number of cases. Either the positivity rate or the number of cases must meet the threshold to be considered that our testing moves into that tier. If both are met, our Covid Compliance Team may take a look at the situation, 5 day average and determine what are the next best steps. Positivity rate and/or case rate would need to be consistent over previous 5 days (5 day average) prior to first testing window. International production protocol will be based on country metrics, which vary, and will be looked at on a case by case basis.

- PURPLE: 25,000 County Based Cases or Higher / 25% Recorded Positivity Rate or Higher
- RED 12,500 County Based Cases up to 24,999 / 15% Recorded Positivity Rate or Higher
- ORANGE 12,499 or Below County Based Cases / 14% or Below Recorded Positivity Rate



## TESTING BY TIER

*Currently, Framework is suspending the use of rapid antigen based testing in the United States due to inaccurate results dealing with the Omicron variant. Internationally, if rapid antigen is the only testing available, protocol will require multiple tests over multiple days to ensure a clean bubble.*

**PURPLE: 25,000 County Based Cases or Higher / 25% Recorded Positivity Rate or Higher**

- Key team members, including Producers, DP, Director and Clients will take a lab administered PCR test 3-5 days PRIOR to first day of production
- All crew must test within 24 hours of the first day of production with a lab administered PCR test. This includes the key team members who tested 3-5 days out.
- The crew testing window for Zone A members will always be within 24 hours. This means that every 24 hours of production requires a NEW lab administered PCR test. For multi-day productions rapid PCR testing onsite will be available.

**RED 12,500 County Based Cases up to 24,999 / 15% Recorded Positivity Rate or Higher**

- All crew and clients will do a single lab administered PCR test within 48 hours of the first production day.
- The crew testing window, for Zone A, on multi-day productions will be 48 hours. Every 48 hours a new lab administered PCR test will be required.
- Rapid PCR testing will be performed on multi-day productions , on-site, every 48 hours.

**ORANGE 12,499 or Below County Based Cases / 14% or Below Recorded Positivity Rate**

- All crew and clients will do a single lab administered PCR test within 72 hours of the first production day.
- Zone A crew and clients will be required to take a new lab administered PCR test every 72 hours on multi-day productions.
- Rapid PCR testing will be performed on multi-day productions, on-site, every 72 hours.





## TESTING & QUARANTINE

Framework Studio will require that ALL crew provide a Negative Covid 19 test result before being allowed on set. Test results must be completed within a 48 hours window of inception of the first day call time. Talent and Reps will be provided with concierge testing and Framework will work with our clients and their legal, health and safety teams to ensure that protocols align. Tests provided must be either :

PCR test administered at an approved medical facility or by Framework Studio and Client based on the current tier system.

## PROCEDURES WHEN TRAVELING

When traveling for a job, crew / talent will be expected to follow the below steps to ensure a safe working environment for all.

- Step 1      Book a flight that offers empty middle seats to reduce number of people they are traveling with
- Step 2      Crew member / Talent gets tested the day before boarding their flight
- Step 3      Crew / Talent lands and goes to their hotel room
- Step 4      Crew / Talent move into local testing protocol tier system.
- Step 5      Crew / Talent is now cleared to travel to set. They will still adhere to only traveling to essential locations to minimize risk
- Step 6      Crew / Talent travels back home after wrap and takes another test 48 hrs later or whatever is required by their local market.



# THE FRAMEWORK HEALTH & SAFETY ACTION PLAN

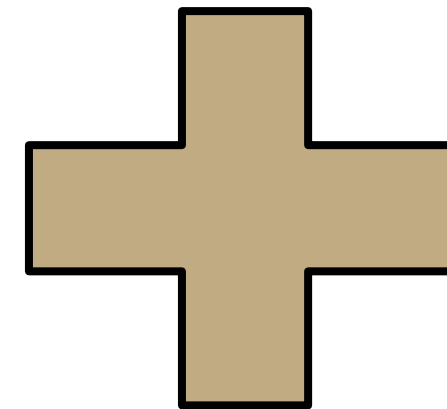


Framework Studio will streamline the production timeline and enforce all health and safety procedures throughout all three phases. <sup>24</sup>

<sup>24</sup> OSHA [Guidance on Preparing Workplaces for COVID-19](#)

PRE-PRODUCTION

Step One





# COVID-19 PRE-PRODUCTION PLAN

## A. HIRING CREW <sup>8</sup>

It's vital to ensure that all hired crew respect the new health and safety measures that are in place.

- All crew must read through Framework Guidelines prior to hiring
- Crew members are required to disclose their current health condition
- All crew must sign the Framework COVID questionnaire (See Appendix D1)

## B. CHOOSING A STAGE OR LOCATION <sup>9</sup>

A stage for shooting will be selected based on its implementation of vigilant sanitization measures and space for physical distancing.

- All stage employees will be monitored and will wear adequate PPE at all times
- Hand sanitizer and Hand Washing Stations to be provided on stage and in all common areas
- Dedicated cleaning staff will sanitize the stage on a daily basis
- All equipment to be sanitized properly
- Adequate staffing & space to allow for social distancing

## C. TECH SCOUT <sup>10</sup>

- Tech Scouts will be held with a CCO present with all necessary crew or via remote when possible
- Stage layout and images will be sent in advance of the call
- Scheduling & sanitizing must be discussed thoroughly with each department & CCO
- Medic on the TS call to make sure all necessary steps are accounted for with regard to the shoot
- If on location, conduct conversations outside as much as possible, sites should be treated as if they were infected (unless they were disinfected ahead of the scout) and the crew should use PPE while scouting the site.

<sup>8</sup> Guidelines Written by Framework Studio

<sup>9</sup> Guidelines Written by Framework Studio with collaboration from Quixote Studios & Goya Studios, CDC [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

<sup>10</sup> Inspired by: ['Lionsgate - New Safety Guidelines'](#) & Written by Framework Studio



# COVID-19 PRE-PRODUCTION PLAN

## D. VENDOR ORDERS <sup>11</sup>

- All vendors must read Framework's Guidelines and sign the Agreement
- Discuss zero face-to-face interaction when picking up / delivering gear
- Framework will only be partnering with vendors who adhere to the Framework COVID-19 production guidelines
- Framework is also requiring each vendor to have a Framework-approved plan on its premises

## E. EQUIPMENT & ORDER PICKUP <sup>12</sup>

- All transportation vehicles to be sanitized by rental company.
- Truck pick-ups to be planned out to ensure minimal face-to-face interaction
- Monitor and check that all the gear being picked up is sanitized in advance
- Contactless payment used; no cash handling
- EQ Drop-Off on stages require the stage to fully sanitize all EQ upon delivery

## F. PRODUCTION SCHEDULING <sup>13</sup>

- Schedule out the entire day from the sanitization crew pre-call, to each department loading in/out of stage
- Stagger crew calls for safe check-in and enforce no-congregating rules
- Talk to each department to ensure nothing is overlooked
- Schedule in time for medical checks, PPE distribution, and for each department to go through disinfecting station with all personal gear & kits <sup>B1</sup>
- Schedule frequent disinfecting breaks and stage air ventilation <sup>B1</sup>

## G. PRE-PRO MEETING <sup>14</sup>

- All Pre-Production Meetings (PPMs) will be set up as conference calls
- Discuss with client all the necessary sanitation and scheduling procedures we are enstating
- Address any client/talent requests & concerns
- Client tutorial on Q-Take Streaming service

<sup>11</sup> Guidelines Written by Framework Studio

<sup>12</sup> Guidelines Written by Framework Studio with collaboration from Quixote Studios Transportation Department

<sup>13</sup> Guidelines written by Framework Studio with collaboration from 1st ADs, Sanitization Companies & our Medic partners, AICP [Production Specific - Departmental Guidance](#)

<sup>14</sup> Inspired by: ['Lionsgate - New Safety Guidelines'](#) & Written by Framework Studio



# STAGES vs. ON LOCATION FILMING <sup>15</sup>

Framework Studio is recommending that clients consider stage-friendly creative. Our COVID-19 Guidelines are more achievable within a controlled environment. Many of our stage partners are working on their own protocols, and we are in constant contact to align resources and plans.

STAGES

Full control of the space and environment	Additional crew needed for new sanitization guidelines
Studios will sanitize common areas before, during and after each shoot	Location may need to be rented for longer periods of time to pre-sanitize before production and post-sanitize after a production is completed
Individual rooms to ensure talent safety	Trailers or Mohos will need to be brought in to adhere to SAG-AFTRA COVID-19 rules
Space to spread out crew for social distancing	Challenges on feeding crew safely with social distancing
Efficient air filtration systems	Potential for inadequate air circulation and filtration
No shuttle of crew to set / ample parking on site	Required shuttling from crew parking to set
Stronger Wi-Fi for Remote-Viewing / Hardwire possible	Unreliable Wi-Fi and cell service

LOCATIONS

<sup>15</sup>For on stage productions, Framework recommends that the client buys out ALL available stages in the building to ensure the highest level of health & safety.

<sup>15</sup> Guidelines Written by Framework Studio in collaboration with our locations department along with Quixote Studios & Goya Studios.





# MERV AIR RATINGS & FILTRATION UNITS<sup>15.5</sup>

Framework will be looking at the MERV ratings for any indoor stage or location.

## What is a MERV rating?

Minimum Efficiency Reporting Values, or MERVs, report a filter's ability to capture larger particles between 0.3 and 10 microns (µm).

- This value is helpful in comparing the performance of different filters
- The rating is derived from a test method developed by the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) [see [www.ashrae.org](http://www.ashrae.org)]
- The higher the MERV rating the better the filter is at trapping specific types of particles

For large scale commercial HVAC units, a MERV rating of 12 and above is suitable. IF the location or stage MERV rating is lower than 12, production will need to source additional air filtration units to supplement.

MERV Rating	Average Particle Size Efficiency in Microns
1-4	3.0 - 10.0 less than 20%
6	3.0 - 10.0 49.9%
8	3.0 - 10.0 84.9%
10	1.0 - 3.0 50% - 64.9%, 3.0 - 10.0 85% or greater
12	1.0 - 3.0 80% - 89.9%, 3.0 - 10.0 90% or greater
14	0.3 - 1.0 75% - 84%, 1.0 - 3.0 90% or greater
16	0.3 - 1.0 75% or greater

<sup>15.5</sup>[EPA Indoor Air Quality: MERV & HEPA](#)



# MERV AIR RATINGS & FILTRATION UNITS<sup>15.5</sup>

Along with MERV, or in the absence of MERC ratings being available, Framework will be looking at HEPA filtration specs.

**HEPA** is a type of pleated mechanical air filter. It is an acronym for "high efficiency particulate air [filter]" (as officially defined by the U.S. Dept. of Energy). This type of air filter can theoretically remove at least 99.97% of dust, pollen, mold, bacteria, and any airborne particles with a size of 0.3 microns (µm). The diameter specification of 0.3 microns responds to the worst case; the most penetrating particle size (MPPS). Particles that are larger or smaller are trapped with even higher efficiency. Using the worst case particle size results in the worst case efficiency rating (i.e. 99.97% or better for all particle sizes).

All air cleaners require periodic cleaning and filter replacement to function properly. Follow manufacturer's recommendations on maintenance and replacement.

## AIR FILTRATION BEST PRACTICES

Production will be assessing airflow on all indoor locations and stages used. This includes large loading doors, side doors, etc. This knowledge will allow for us to build clean airflow plans to happen during breaks on production. Using built in exhaust fans will also be crucial to our planning. Should our COVID Compliance Team believe that the locations existing MERV and HEPA installations are not adequate for our production, we will bring in additional air scrubbers to assist with faster filtration. Details are below for our most common air scrubber that we use.

The **Global Industrial™ commercial grade air scrubber & negative air machine** is designed to provide advanced levels of air purification in a variety of applications such as construction, disaster relief, home remodeling, reclamation, reconstruction and much more. Constructed of rotomolded plastic, this commercial grade air scrubber and negative air machine is evenly layered in a second skin that's thicker than injection molding and permits higher levels of flexibility and endurance during extreme temperatures or rough impact. Built to perform in a wide range of commercial and industrial settings and rugged environments, this unit produces 1000 CFM. 1 year Limited Warranty. Placed stand alone in a room for purification, it acts as an air scrubber. When attached to ducting to exhaust filtered air outside the affected area, it operates as a negative air machine.

The Global Industrial™ Commercial air scrubber & Negative Air Machine utilizes a 4 stage filtration system for advanced air purification:

- The first two stages are a paper pre-filter and pleated MERV 9 filter that collects and traps pollen, hairs, mold, and larger dust particles
- The third stage is an activated carbon filter that pulls in and helps to eliminate smoke and odors
- The final stage is a HEPA filter with an efficiency rating of 99.97% against 0.3-micron particles and will catch bacteria, allergens, dusts, and fumes
- To maintain optimal performance it is recommended that the pre filter and MERV 9 filter be changed every 3 months and the activated carbon filter be replaced every 6 months. There is an indicator light on the control panel that will illuminate when the HEPA filter should be replaced



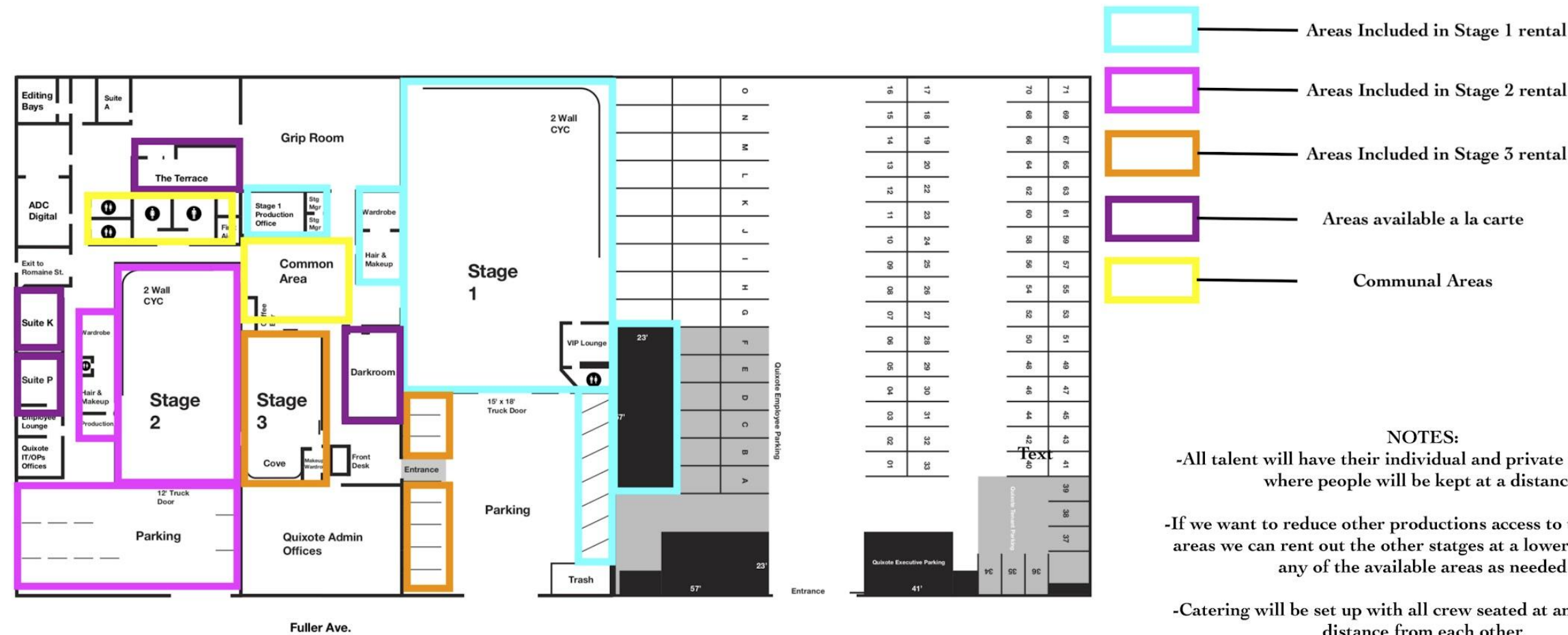


# SOME OF OUR STAGE PARTNERS PLANS <sup>15</sup>

Below is an overview of what two of our stage partners are doing to help practice safe sets. We are working closely with stages in all of our shooting regions to ensure that our higher standards are applied to comply with local and national guidelines along with Framework’s ‘Practicing Safe Sets’ Action Plan.

## Quixote I West Hollywood

- All Studios and equipment warehouses will be equipped with disinfecting stations at each entrance with identifying signage.
- Additional cleaning staff will be hired and on constant vigil, ready with sanitization procedures
- Limit use of restrooms to one person at all times
- PPE available for anyone who should need them
- All equipment will be sanitized before and after every shoot



### INTRODUCING QUIXOTE’S MOBILE CLEAN CART

- NOTES:
- All talent will have their individual and private holding area where people will be kept at a distance.
  - If we want to reduce other productions access to the communal areas we can rent out the other statges at a lower rate and use any of the available areas as needed
  - Catering will be set up with all crew seated at an appropriate distance from each other
  - Sanitation crew will be working around the clock to disinfect all areas and keep everything clean around talent and crew
  - Stage 1 and 2 have private talent specific restrooms, they will not have to share with crew

\*For on-stage productions, Framework recommends that the client buys out ALL available stages in the building to ensure the highest level of health & safety.

<sup>15</sup> Guidelines Written by Framework Studio in collaboration with Quixote Studios





# SOME OF OUR STAGE PARTNERS PLANS <sup>15</sup>

Goya Studios are in the process of upgrading their circulated air filtration by adding additional layers of protection. In addition, they will be making updates to follow best practices for workplaces, including doors that are push only and reduce the use of handles. ALL stages we are working with are making updates and improvements along the lines of Goya and Quixote, whom we are using as our examples.

## Goya Studios

- Looking into UV Air filtration system
- Looking into UV Door handles
- Cleaning crew sanitizing prior, during and after a shoot day
- Provide hand sanitizer throughout the studio
- Employees monitored and wearing face covers at all times
- Diagram to the right was provided by Goya Studios as an example. All of their stages will adhere to the same protocol.



NOTES:

- All talent will have their individual and private holding area where people will be kept at a distance.
- If we want to reduce other productions access to the communal areas we can rent out the other statges at a lower rate and use any of the available areas as needed
- Catering will be set up with all crew seated at an appropriate distance from each other
- Sanitation crew will be working around the clock to disinfect all areas and keep everything clean around talent and crew
- Restrooms for crew can be brought in for crew specific use to allow for talent to have their own private ones

<sup>15</sup>For on-stage productions, Framework recommends that the client buys out ALL available stages in the building to ensure the highest level of health & safety.

<sup>15</sup> Guidelines Written by Framework Studio in collaboration with Goya Studios.

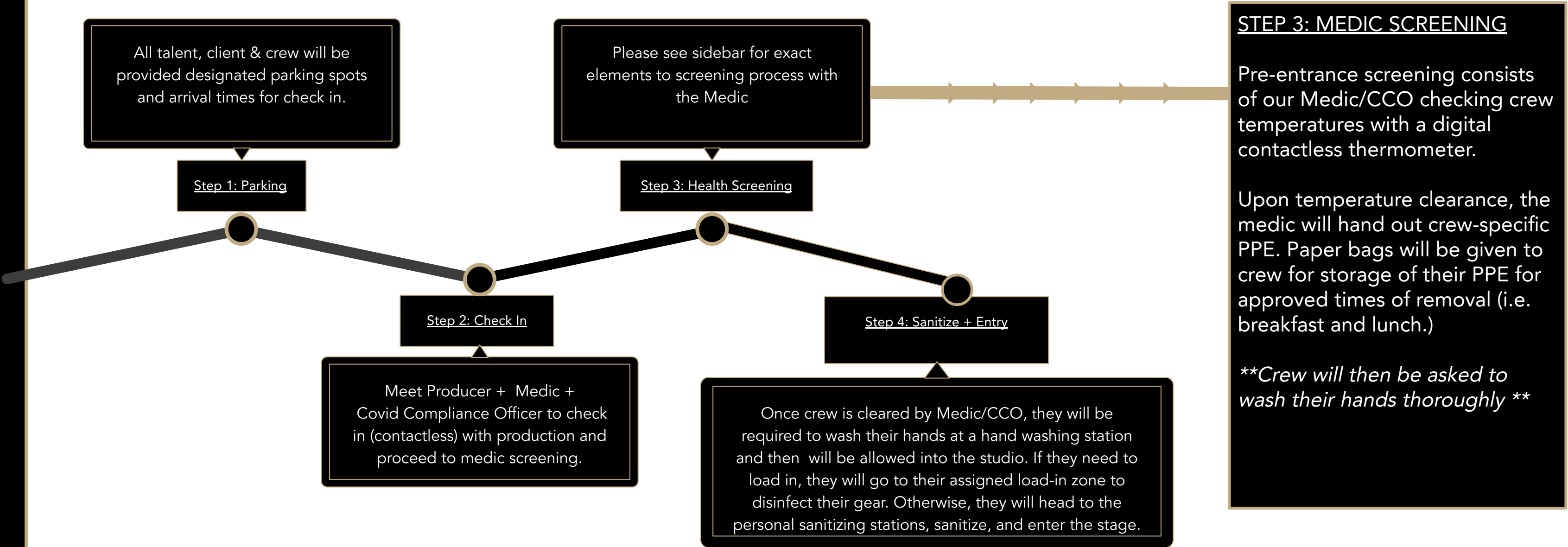
PRELIGHT | SHOOT DAYS

Step Two





# THE FRAMEWORK MEDIC SCREENING PLAN



\*Steps 2 - 4 will need to be completed anytime anyone attending the shoot leaves the stage.





# COVID-19 PRELIGHT & SHOOT DAYS PLAN

## A. PRODUCTION SETUP <sup>15</sup>

- Production will have a layout game plan mapped out per production. Delegate sections per department on set
- Assigned walkies will be dispersed individually, and crew are required to bring their personal surveillances
- Comteks will be disinfected and assigned. Comtek users are required to bring their own headphones for use
- Monitor sanitation crew disinfecting high-traffic surfaces regularly
- Ensure ample trash bins (with lids) are available for PPE disposal. Crew disposable masks will be replaced each day or reusable masks cleaned daily. <sup>24</sup>

## B. COVID COMPLIANCE TEAM <sup>16</sup>

- Our Medic Dept. will be our COVID-Compliance Team consisting of a Medic , CCO and Sanitation Tech when crew numbers require it
- The medic department will set up a station that will be all crew's first point of contact, to check health and temperatures with a contactless digital thermometer <sup>A1</sup>
- Adequate PPE will be provided for crew to wear at all times
- CCO will patrol set to monitor social distancing protocols are being practiced
- Medic/CCO will monitor crew's health and make sure nobody is showing any COVID-19 symptoms
- Medics will ensure everyone is wearing all PPE correctly <sup>A1</sup>
- Medics will be the first line of defense for any COVID situation on set

## C. SAFE LOAD-IN <sup>15</sup>

- Scheduling will be strict for this to be streamlined, and there will be no overcrowding of the disinfecting station

## D. SANITIZATION CREW <sup>17</sup>

- Sanitation Tech's pre-call to disinfect all surfaces and objects
- All sanitation crew to wear proper PPE at all times
- Use cleaning products approved by CDC/FDA
- Set up dispersed disinfecting stations and hand-washing stations
- Be proactive throughout the prelight, shoot, or strike day to keep high-traffic areas and surfaces clean

<sup>15</sup> Guidelines Written by Framework Studio

<sup>24</sup> White Paper [Industry-Wide Labor- Management Safety Committee Task Force](#)

<sup>16</sup> Guidelines Written by Framework Studio with collaboration from our Medic department, CDC [Symptoms of Coronavirus](#)

<sup>17</sup> Guidelines written by Framework Studio with collaboration from Reel Sanitization Partners, WHO [Getting your workplace ready for COVID-19](#)  
CDC [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)



# COVID-19 PRELIGHT & SHOOT DAYS PLAN

## E. BUILD & REHEARSAL <sup>15</sup>

- Once the set is built and each department has set up their equipment, a 12-16 ft radius will be marked. This will be the "Talent Safety Zone," where talent can safely remove their face covers to start rolling
- Anyone within this zone will wear a faceshield and KN95 mask

## F. CATERING <sup>18</sup>

- Breakfast & lunch will be staggered
- Catering will be set up outdoors
- 6 ft markings will designate social-distancing space
- Only 2 crew sitting on each end of a 6 ft table, spaced 6 feet apart
- All catering staff will be wearing PPE
- No communal buffet or shared utensils allowed
- Individually packaged meal will be served by catering staff individually, behind a sneeze guard, no self service of any kind

## G. CRAFT SERVICES <sup>19</sup>

- A la carte craft service, individually ordered, prepared, and dispensed by crafty only
- Craft Service menu provided for all crew to order individually. Craft Service will initial all drinks handed out to crew
- Any shared water stations will be disabled
- No direct access to crafty food or drink, no communal coolers, no food passes
- Craft service to be placed outside when possible; ordering takes place behind Plexiglass

<sup>15</sup> Guideline written by Framework Studio

<sup>18</sup> Guideline written by Framework Studio, City Palate Catering & Off The Shelf Catering Services

<sup>19</sup> Guideline written by Framework Studio & MILA Craft Services



# PROTECTING TALENT <sup>20</sup>

## GREEN ROOMS

- Additional PPE available in green rooms
- Disinfecting station in green room (hand sanitizer etc.)
- Minimize the provision of paper (scripts, schedules, etc.) Paperwork should be assigned to a specific individual, clearly labelled with their name and not shared between others <sup>24</sup>
- No coolers in green rooms
- When there aren't enough rooms available, production will provide talent motorhomes or trailers
- Talent will not share dressing rooms under any circumstances
- VIP restrooms to be provided solely for talent

## WARDROBE

- Once wardrobe is used, it will be placed into a designated bag for laundering or disposal
- Launder items between shop/fit/shoot
- Steam all wardrobe prior to use (virus likely to be killed by steamer reaching 200 degrees Fahrenheit)
- Talent to get pre-approved wardrobe options whenever possible; individually wrap each outfit when approved to bring to set

## GLAM TEAM

- Upon arrival, talent glam team to get checked by medics and receive PPE
- All glam teams' scheduled call times to allow for enough time to go through medical check and sanitization
- All glam teams' kit and gear to be sanitized at the disinfecting station before entering stage

## HMU

- Additional kit to have disposable/one-use HMU items, when possible
- UV sterilizer, Barbicide and clippercides available to sanitize all HMU tools<sup>A1</sup>
- Disinfect tools per use; no double-dipping on Talent
- Set up HMU stations 6ft apart, if needed
- In addition to standard PPE, HMU dept. to wear face shields when working on talent <sup>A1</sup>

## TALENT ON SET

- If more than one talent, stagger call times
- Upon talent arrival, a medic will check them and provide them with proper PPE
- Highly discourage a large amount of "entourage" accompanying talent
- Ensure shooting schedule minimize the amount of back-and-forth travel needed by performers <sup>24</sup>

## MIC'ING TALENT

- Talent to be mic'd in the "Talent Safety Zone" on set
- Lavs to be thoroughly disinfected prior to use on talent

## TALENT SAFETY ZONE

- A 12-16 ft radius around set to be marked as a "Talent Safety Zone" where talent can safely remove their face masks in order to provide distance between talent and crew
- Any crew within the immediate Zone to wear Mask PLUS Faceshield

<sup>20</sup> Guideline written by Framework Studio with specific guidance from SAG-AFTRA [Safety Tips for SAG-AFTRA Performers](#), ['Lionsgate - New Safety Guidelines'](#), [British Film Commission's Draft Safety Protocols](#)

<sup>24</sup> White Paper [Industry-Wide Labor- Management Safety Committee Task Force](#)

<sup>A1</sup> Appendix A - Safety & Sanitizing Equipment



# REMOTE LIVE VIEWING <sup>22</sup>

Framework highly recommends that clients consider remote-streaming. It's like being on set, but from the comfort of your own home or office!


## HOW DOES IT WORK REMOTELY?


It's as simple as downloading the Q-Take Monitor App on your device or computer. Once downloaded, you can log in remotely using a link and password we will provide for the specific shoot. This will enable you to livestream all footage and give your feedback while we're shooting, from the comfort of your own home or office.

## HOW DOES IT WORK ON SET?

Instead of setting up a large video village on set, any crew member or client that needs to can use their own personal devices to download the Q-Take Monitor App. They can then sign in to a dedicated Wi-Fi network provided on set and access live streaming of footage on their own device.

Download The QTAKE Monitor App.

  
[iPAD & iPHONE](#)

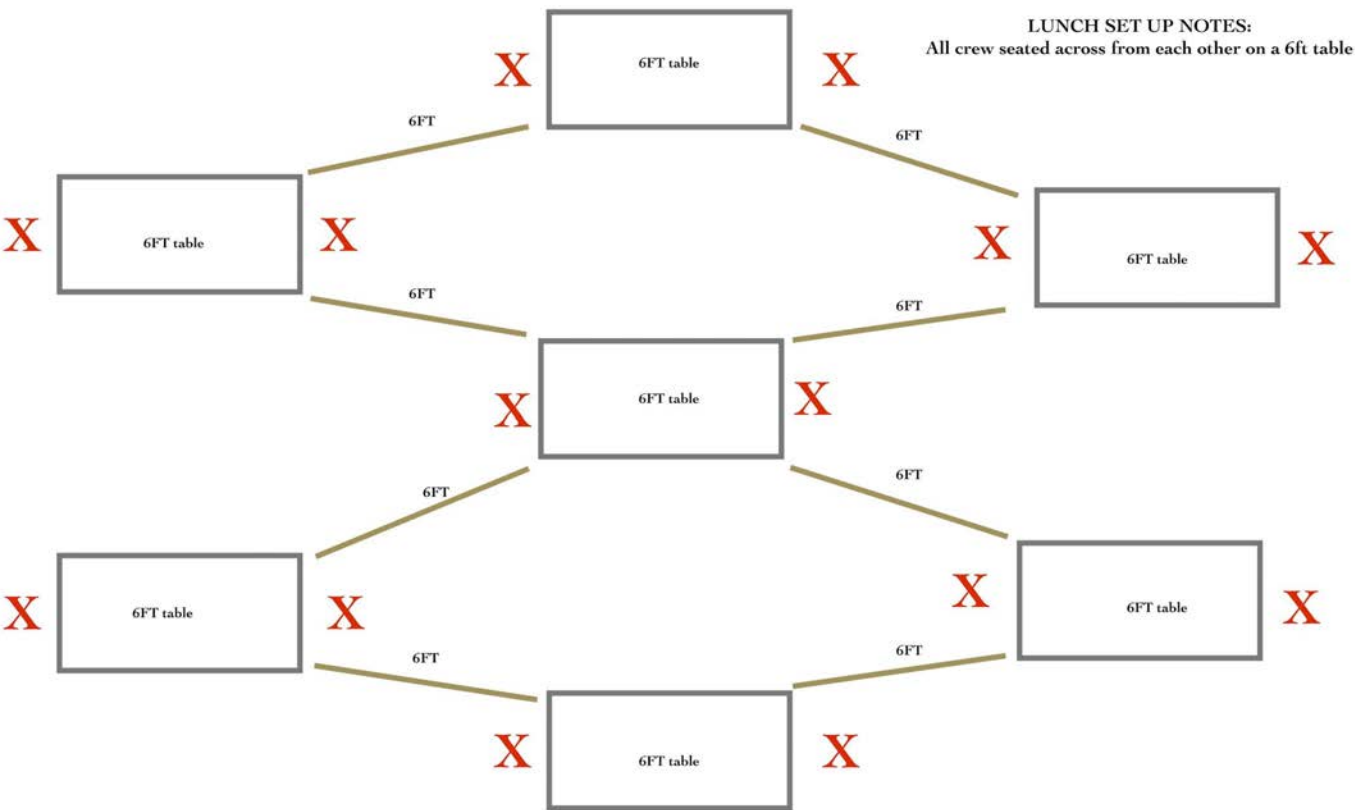
  
[MAC](#)



# CATERING <sup>18</sup>

## CATERING

- Staggered breakfast and lunch
- No buffet or shared utensils allowed
- Pre-packaged disposable cutlery
- Serving and dining outdoors whenever possible
- All staff will have to wears masks and gloves
- Simplified menus for ease of serving
- Create markings to designate 6ft distancing when lining up for breakfast & lunch
- Only 2 people at each end of a 6ft table. Tables separated by 6 ft (see diagram)
- Hand washing facilities, and/or hand sanitizer must be made readily available at the entrance/exit of any designated eating areas and used each time entering or exiting <sup>24</sup>



## DROP CATERING

- Individually pre-wrapped breakfast & lunch orders
- Servers remain behind a Plexiglass divider handing out pre-wrapped lunches individually

## TRUCK CATERING

- Off-the-truck orders of individual meals

<sup>18</sup> Guideline written by Framework Studio, City Palate Catering & Off The Shelf Catering Services  
FDA [Use of Face Coverings in the Food Sector During COVID-19](#), LACPHD [Appendix A: Social Distancing Protocol](#)  
OSHA [COVID-19 Guidance for Restaurants & Beverage Vendors Offering Takeout or Curbside Pickup](#)  
<sup>24</sup> White Paper [Industry-Wide Labor- Management Safety Committee Task Force](#)

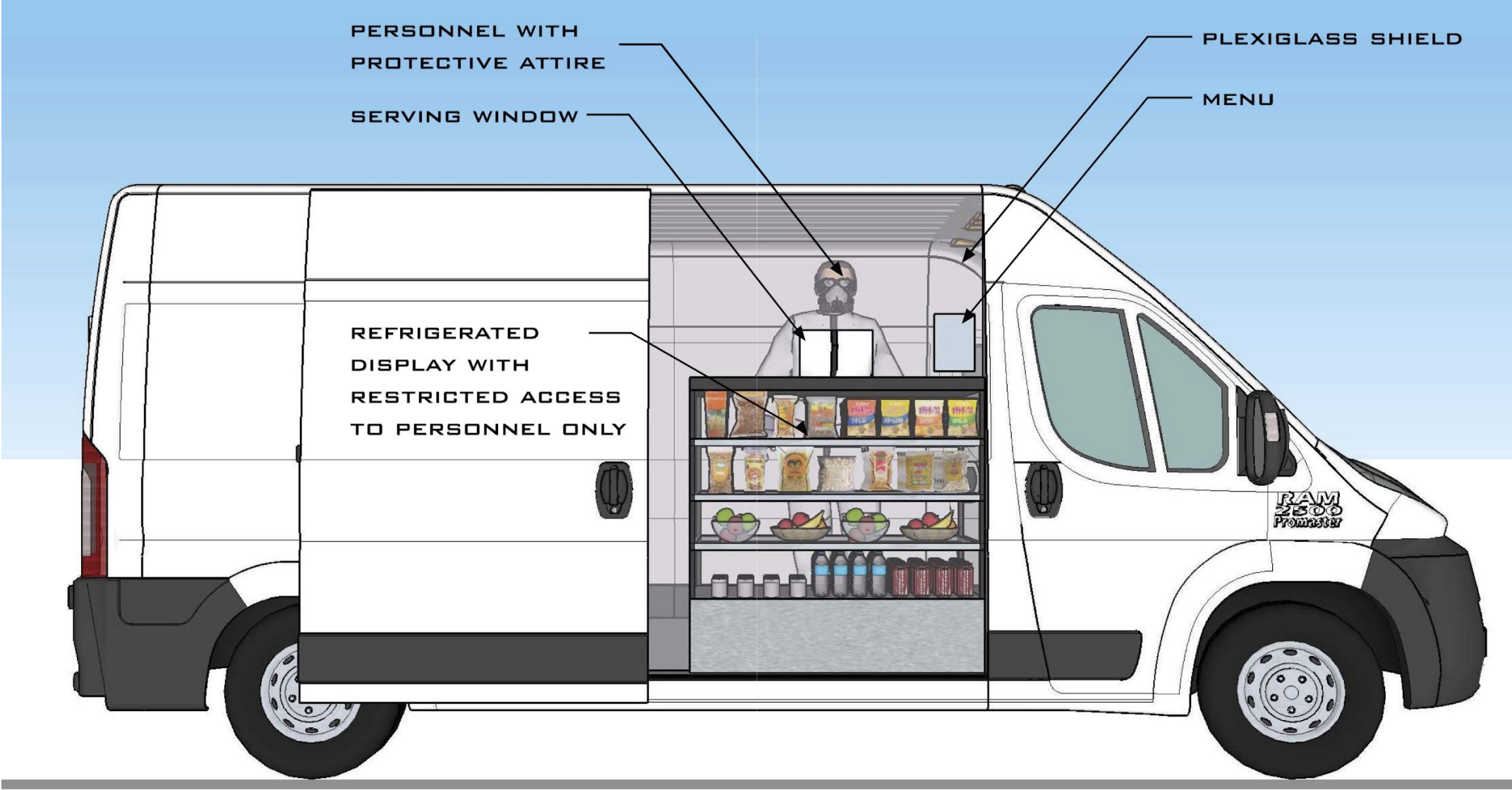




# CRAFT SERVICES <sup>19</sup>

## CRAFTY

- A la carte craft service, individually ordered and prepared by crafty only
- No direct access to crafty food or drink; dispensed by craft service only
- Waters will be provided via Boxed Water; no shared water facilities will be allowed
- No communal coolers will be allowed
- No food passes
- Create markings to designate 6 ft distancing when lining up for breakfast & lunch
- Craft service to be placed outside; ordering takes place behind Plexiglass (see diagram)
- Craft Service will initial all drinks handed out to crew



<sup>19</sup> Guideline written by Framework Studio & MILA Craft Services

FDA [Use of Face Coverings in the Food Sector During COVID-19](#), LACPHD [Appendix A: Social Distancing Protocol](#)  
OSHA [COVID-19 Guidance for Restaurants & Beverage Vendors Offering Takeout or Curbside Pickup](#)



# THE WRAP

Step Three





# COVID-19 WRAP OUT ACTION PLAN

## A. HARD DRIVES <sup>23</sup>

- Safely sanitize and package the hard drive, then the box, before leaving set
- Sanitize hard drive and box before sending to Framework Post Department or client
- If any breakout drives are created, sanitize before sending out

## B. RETURNS <sup>23</sup>

- Sanitize all gear being returned after the shoot
- All disposable items to be disposed of upon set wrap
- Sanitization department will assist in disposal of all PPE
- Ensure limited or zero face-to-face contact when returning gear

## C. DIGITAL WRAPS <sup>23</sup>

- By digitizing most paperwork, this will reduce the chance of spread
- No cash to be used for transactions
- Make all payroll digital
- Use contactless payment and eliminate cash to ensure more safety for crew

## D. SAFETY REVIEW <sup>23</sup>

- Upon commencement of wrap-out, Framework will begin a tedious safety review of every production
- 1st AD and COVID Compliance Officers to provide full report to producers in regard to any incident, potentially missed safety opportunities, etc.
- All crew will be monitored through the 'Tracking Our Crews' program for 14 days after the production or until the next production, when the tracking cycle will start over.

<sup>23</sup> Guidelines written by Framework Studio



Mental health is a great concern of Framework Studio. We recognize that resuming work during this time may be highly stressful and cause anxiety. We are open and ready to listen to any issues or concerns of cast and crew, and provide support to ensure the wellness of all is acknowledged. It is vital for us as a company to tackle any concerns people may have and suggest solutions to enhance the safety and productivity of the workspace.

<sup>24</sup> Inspired by the White Paper [Industry-Wide Labor- Management Safety Committee Task Force](#)



# ADDITIONAL INVESTMENT

Framework has compiled measures to be taken in order to prevent the spread of COVID-19. Additional costs will be applied as required, for the needs of each bid.

Production

- Additional Kit Rental to cover PPE equipment and added sanitation tools.
- Added CCO / Sanitation Tech's as needed

Medic Dept

- One Set Medic, One CCO per 20 crew including prep/strike days
- Additional Kit Rental - no shared products
- Gloves EST. \$15 / box of 100
- Masks
- Face Shields
- Sanitation Products

Professional Sanitation

- Prep/Shoot/Strike Sanitation Crew per day EST. \$1,200
- Sanitation Station per day EST. \$100/per
- Portable Sink Station per day EST. \$250

Catering / Craft Services

- Additional serving staff handing out pre-wrapped meals
- Larger lunch area to ensure social-distancing requirements are met
- Additional gear including Safety Barrier (ie. Plexiglass / Sneeze Guard)

Camera Dept

- 2nd AC Prep - sanitizing all equipment
- DIT Prep - minimize contact for downloading on set
- Additional Monitors / Transmitters / Remote Head - Remotely operate camera
- VTR / Remote client streaming (QTake)

Art Dept

- Additional Kit Rental - no shared tools

HMU Dept

- Sanitation Station for each HMU Crew
- Additional Kit Rental - no shared tools

Wardrobe Dept

- Wardrobe Assistant Additional prep day for wardrobe laundering
- No returns for retail store purchases

Talent

- Individual space/trailer/moho and restrooms

Stage

- Stage-cleaning fee
- Disinfectant protocols set in place

\*Costs may vary, depending on production size and needs. Specific estimates can be requested from Framework Studio.



## IN CLOSING

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The 'Practicing Safe Sets' Action Plan was created to help Framework manage health and safety standards for upcoming productions. It's important that everyone from production to crew and client to talent are all on the same page for us to achieve the highest standards of health and safety.

We understand that, as we learn more about COVID-19, the nature of our plan and elements of it will need to change. Our plan is flexible, and our team remains at the ready to implement updates and changes as needed.

Framework would like to thank all the medical professionals, media experts, and state and local officials, as well as our vendors and crew who took part in this collaboration to get this plan off the ground. There is a wealth of resources available from various countries, states and unions regarding how to safely reopen production sets. We also thank all of those teams for their thorough research and development, some of which are cited, and all of which were crucial in informing and inspiring our plan.



WE ARE IN THIS TOGETHER

# PARTNERSHIPS & COLLABORATIONS

Framework Studio has partnered up and collaborated with some of our most trusted vendors and crew—with whom we work regularly on our productions—to ensure that we are working toward the same goals of health and safety on our sets. Together, we have developed the ‘Practicing Safe Sets’ Action Plan, and peer-reviewed each others’ plans per the unique vendor/crew requirements.



1st ADs: Alex Comery (LA), Marco Allejo (NYC) & Richard Newman (UK)	Wardrobe: Abi Arcinas (LA)
DP & Camera Dept: Danny Grunes (LA)	VTR: KSIM Films (LA, NYC & ATL)
DP & Camera Dept: Cameron Canon (LA)	Catering: Off The Shelf (LA)
DP & Camera Dept: Paola Trulin (LA)	Catering: City Palate (LA)
DP & Camera Dept: Vallo Lleo (LA)	Crafty: MILA Crafty (LA)
DP & Camera Dept: Evan Cohen (NYC)	Crafty: Mary's Craft Services (LA)
DP & Camera Dept: Tony Miller (UK)	Prod. Supplies: Hot Bricks (LA & NYC)
Grip & Electric: Mike Butler (LA)	Medic: Eldad Sharon
Grip & Electric: Rick Stribling (LA)	Medic: Dante Rizzo
Grip & Electric: David Bedesky (LA)	EQ: Quixote (LA, NYC & ATL)
Art Dept.: Todd Jeffery (LA, NYC, ATL and Vancouver)	EQ: MBS (LA, NYC & ATL)
Art Dept: Johnny Love (LA, NYC & ATL)	EQ: JL Fisher, Vertigo Cranes, TCC Cranes
HMU: Grace Lee (LA)	Camera: AbleCine, Panavision, T-Stop, Keslow
HMU: Melissa Eastwick (LA)	Transpo: Quixote & Galpin (LA, NYC & ATL)
Wardrobe: Corina Mitchell (LA)	Stages: Quixote, Goya, Line 204, GUM, Alva
Photographers: Smallz & Raskind, Leigh Keily, Lorenzo Agius	



# RESEARCH

OSHA:  
[Guidance on Preparing Workplace for Covid-19](#)  
[COVID-19 Guidance for Restaurants & Beverage Vendors Offering Takeout or Curbside Pickup](#)

FDA:  
[Coronavirus Disease 2019 \(COVID-19\)](#)  
[Use of Face Coverings in the Food Sector During COVID-19](#)

CDC:  
[Coronavirus \(Covid-19\)](#)  
[Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)  
[Social Distancing, Quarantine, and Isolation](#)  
[Use Cloth Face Coverings to Help Slow Spread](#)  
[When and How to Wash Your Hands | Handwashing,](#)  
[Coughing and Sneezing | Etiquette & Practice | Hygiene | Healthy Water](#)  
[Symptoms of Coronavirus](#)

World Health Organization (WHO):  
[Coronavirus Disease \(Covid-19\) Pandemic](#)  
[Covid Strategy Update 14 April 2020](#)  
[Getting your workplace ready for COVID-19](#)

AICP:  
[General Practices for All Worksites](#)  
[Production Specific - Departmental Guidance](#)

LACPHD:  
[Home Care Instructions for People with Respiratory Symptoms](#)  
[Appendix A: Social Distancing Protocol](#)  
[Steps for Hand Washing](#)  
[HOO Coronavirus Television Addendum 05-03-2020 Signed](#)

SAG-AFTRA:  
[Safety Tips for SAG-AFTRA Performers](#)

NORDIC FILM GUIDE:  
[CORONA - Film Production in Scandinavia](#)

FLORIDA FILM GUIDE:  
[FF - Clean Healthy Set Recommendations](#)

LIONS GATE FILM GUIDE:  
[Lionsgate - New Safety Guidelines](#)

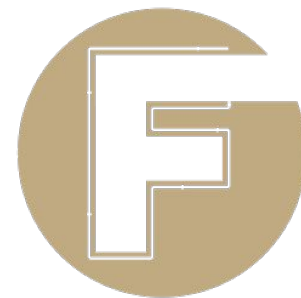
BRITISH FILM GUIDE (Leaked from Deadline):  
[Leaked: British Film Commission Draft Safety Protocols Reveal How UK Shoots Will Be Kept Coronavirus-Proof](#)

## Reviewed By:

Dr. Adarsh Tailor	MD, FRCPC	Respirology & Critical Care
Dr. Kirti Solanki	MD, General	Officers of Dr. Solanki & Dr. Brown
Dr. Sharon Karr	MD, Medical Director	Pediatric Cardiology Associates
Pragnesh Patel	PA	LI Urgent Care, NYC
Sheetal Patel	PA-C, RD, MPH	Mt. Sinai, NYC
Chandni Balsara	RN	UCLA Ronald Reagan
Shredha Solanki	RN	SOHM, Lodi
Eldad Sharon	Medic	Los Angeles

*The above-listed medical professionals are in no way or form offering direct medical advice to people experiencing COVID-19 symptoms. They do not bear any liability or responsibility for the day-to-day goings-on of individuals related to Framework on set production and are not providing guidance on diagnosis or treatment of the Coronavirus. If you are experiencing symptoms, please contact your doctor immediately.*





# FRAMEWORK

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20 **STUDIO** 04

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The information following this slide is a deeper review of what was shown in our plan above. The department-specific guidelines will help us with training each department on what our requirements and expectations are for their workflow, managing personnel, and keeping the set healthy and safe at all times.

## PER DEPARTMENT GUIDELINES

Information currently available from the CDC, coupled with research undertaken with heads of departments and crew, form the basis of these strategies to put forward general practice measures during production.

We will be continually monitoring developments of specific recommendations for our industry and update our guidelines accordingly.

A printer-friendly PDF version of this plan is available. Please request from production if you would like a copy.



## PRODUCTION <sup>1</sup>

- Require all crew to read guidelines and sign agreement
- Determine positions that can work remotely to ensure smaller crew size
- Same crew across all build, prelight and shoot days required unless sick
- Department heads to hold “standby” crew in case crew is sick
- All departments to be respectful and hygienic, and to sanitize responsibly
- Provide an open dialogue with all crew members, allowing anyone who is sick and/or has underlying health conditions to make production aware
- Production will undertake remote Tech Scouts using Google Hangouts meetings with all necessary heads of departments
- PPMs will only be phone or video conference calls
- Prelights are necessary to enable timely and safe load-ins, sanitation of equipment and clean set builds
- Minimize paper by using electronic payroll, digital script packets, schedules, and paper only when necessary
- Plastic Chairs should be used in place of Directors chairs as they are easier to sanitize <sup>2</sup>
- Assign office supplies (pens, pencils, staplers, paper clips, etc.)
- Discourage the use of cash; contactless payment only
- Walkies to be pre-sanitized, sealed and individually signed out. Request crew to bring their own surveillance
- Provide and stock PPE for all personnel (face masks, face shields, gloves, etc.)
- Provide markings on set (with tape) of designated areas for production teams to isolate from one another
- Create pathways on set to allow for one-way traffic/flow<sup>3</sup>
- Place sanitizing wipes at printer station if there is a community printer/copier. <sup>2</sup>

## MEDIC (COVID Compliance Officer)

- All medics should be prepared with adequate protective gear <sup>A1</sup>
- Check crew health and temperature <sup>4</sup>, and make sure required PPE is worn upon crew arrival on set
- Once on set, all PPE must be worn and provided by medic/production. Exceptions apply for strenuous labor
- One Set Medic for every 25 crew members
- All PPE to be replaced per shoot day; ONLY medic to sanitize any reusable PPE (i.e. face shields)
- Provide all heads of departments with alcohol spray and disposable rags
- Medics to patrol and supervise all crew to ensure no one is exhibiting COVID-19 symptoms <sup>5</sup>

## AD DEPARTMENT

- Decide whether a build, prelight or strike day is necessary for a safe shoot
- Sanitation crew, pre-call, and sanitation station schedule
- Staggered/rolling call times, while also allowing for enough time for all crew to get medical checks and avoid congestion
- Staggered/rolling lunch times
- Safety meetings to go through all the vital protocols
- Schedule sanitation breaks frequently <sup>B1</sup>
- Schedule sanitary air circulation/ventilation periodically <sup>B1</sup>
- Create multiple separated video villages (max 10 people allowed per village at 6 feet apart)
- Create a 12-16 ft barrier around set; only talent to be allowed in
- Ensure safe pathways for foot traffic (single-direction only)

<sup>1</sup> AICP [Production Specific - Departmental Guidance](#)

<sup>2</sup> Film Florida [FF-Clean Healthy Set Recommendations](#)

<sup>3</sup> AICP [General Practices For All Worksites](#)

<sup>A1</sup> Appendix A - Safety & Sanitizing Equipment

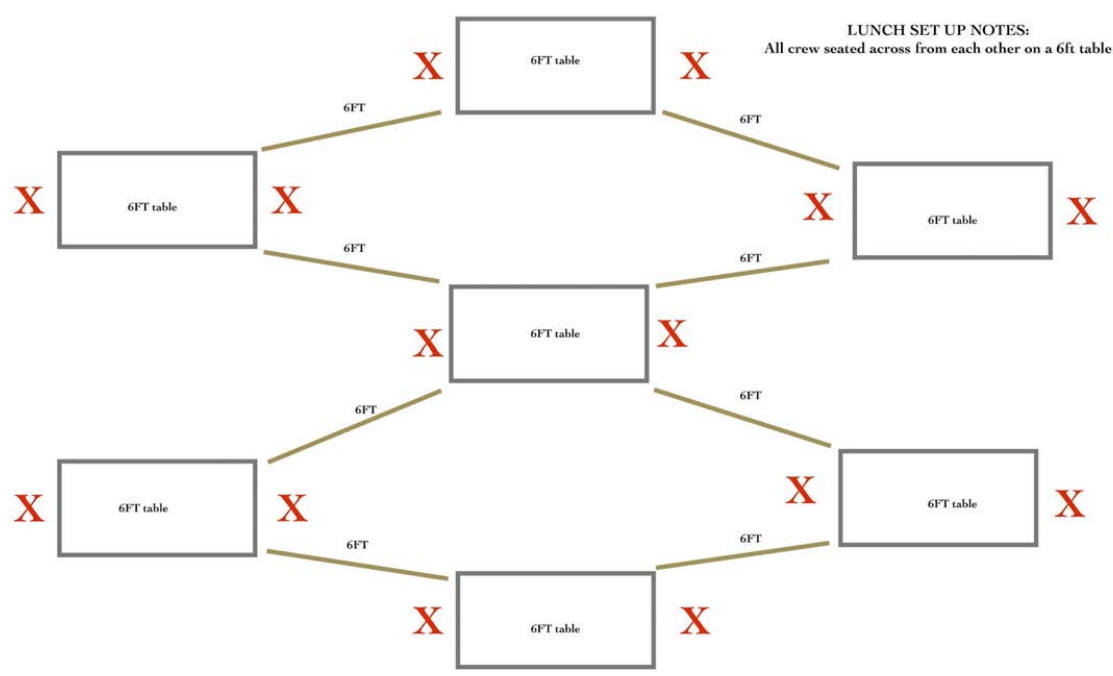
<sup>4</sup> LACPHD [Home Care Instructions for People with Respiratory Symptoms](#)

<sup>5</sup> CDC [Symptoms of Coronavirus](#)



# CATERING

- All catering crew to wear adequate PPE <sup>6</sup>
- Staggered breakfast and lunch; consider “French Hours”
- No buffet or shared utensils allowed
- Pre-packaged disposable cutlery
- Provide single-serve packaged condiments
- Designated person to distribute drinks
- Serving and dining outdoors whenever possible
- All staff will have to wears masks and gloves
- Provide a hand-washing station close to catering
- Simplified menus for ease of serving
- Catering will provide dinner/second meal if required
- Create markings to designate 6 ft distancing when lining up for breakfast & lunch <sup>7</sup>
- Only 2 people at each end of a 6 ft table. Tables separated by 6 feet (see diagram) <sup>8</sup>



## DROP CATERING

- Individually pre-wrapped breakfast & lunch orders
- Servers remain behind a Plexiglass barrier, handing out pre-wrapped lunches individually

## TRUCK CATERING

- Off-the-truck orders of individual meals from truck window

<sup>6</sup> FDA [Use of Face Coverings in the Food Sector During COVID-19](#)

<sup>7</sup> LACPHD [Appendix A: Social Distancing Protocol](#)

<sup>8</sup> Guidelines written by Framework Studio



# CATERING

## New CPC Kitchen Guidelines (5-20)

### Company Responsibility

#### Temperature Check

- Team member temperatures will be taken before start of shift and midday after lunch breaks. Management will also keep a daily log.

#### Social Distancing

- Team members will respect the personal space of their fellow team and keep a distance of 6 feet apart whenever possible.

#### City Palate Will Provide:

- A clean and sanitary work environment.
- All team members with surgical mask and size appropriate gloves.
- A 6or 8-foot stainless steel work table with sanitizing solution on every work station.

### Team Member Responsibilities and Duties:

#### Clean Start/Daily Cleaning Schedule

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water.
- Practice routine cleaning of frequently touched surfaces. High touch surfaces include:
- Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

#### Clean Hands Often

- Wash your hands often with soap and water for 20 seconds.
- Always wash immediately after removing gloves and after contact with a person who is sick.
- Hand sanitizer: If soap and water are not readily available and hands are not visibly dirty, use a hand sanitizer that contains at least 60% alcohol. However, if hands are visibly dirty, always wash hands with soap and water.

#### Additional key times to clean hands include:

- After blowing one's nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After contact with other person such as delivery drivers and employees from other food companies
- Before and after providing routine care for another person who needs assistance (e.g. a child)
- Avoid touching your eyes, nose, and mouth with unwashed hands.

#### Equipment Care/3 Sink Compartment Cleaning?

- All cooking equipment, kitchen tools, and caterware will be pre-rinsed in hot water, scrubbed washed, then placed into sanitizing solution.
- Either air dry or paper dry equipment.
- Wrap all caterware in cellophane wrap and store.

#### Trash

- Use gloves when removing garbage bags, and handling and disposing of trash into dumpster.
- Use gloves when breaking down and folding boxes to disposed into recycling dumpster.
- Wash hands afterwards.

#### Laundry

- For clothing, towels, linens and other items
- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

#### Company Vehicles

- Drivers will treat the interior environment of each work vehicle as part of the kitchen opening procedures as noted above.

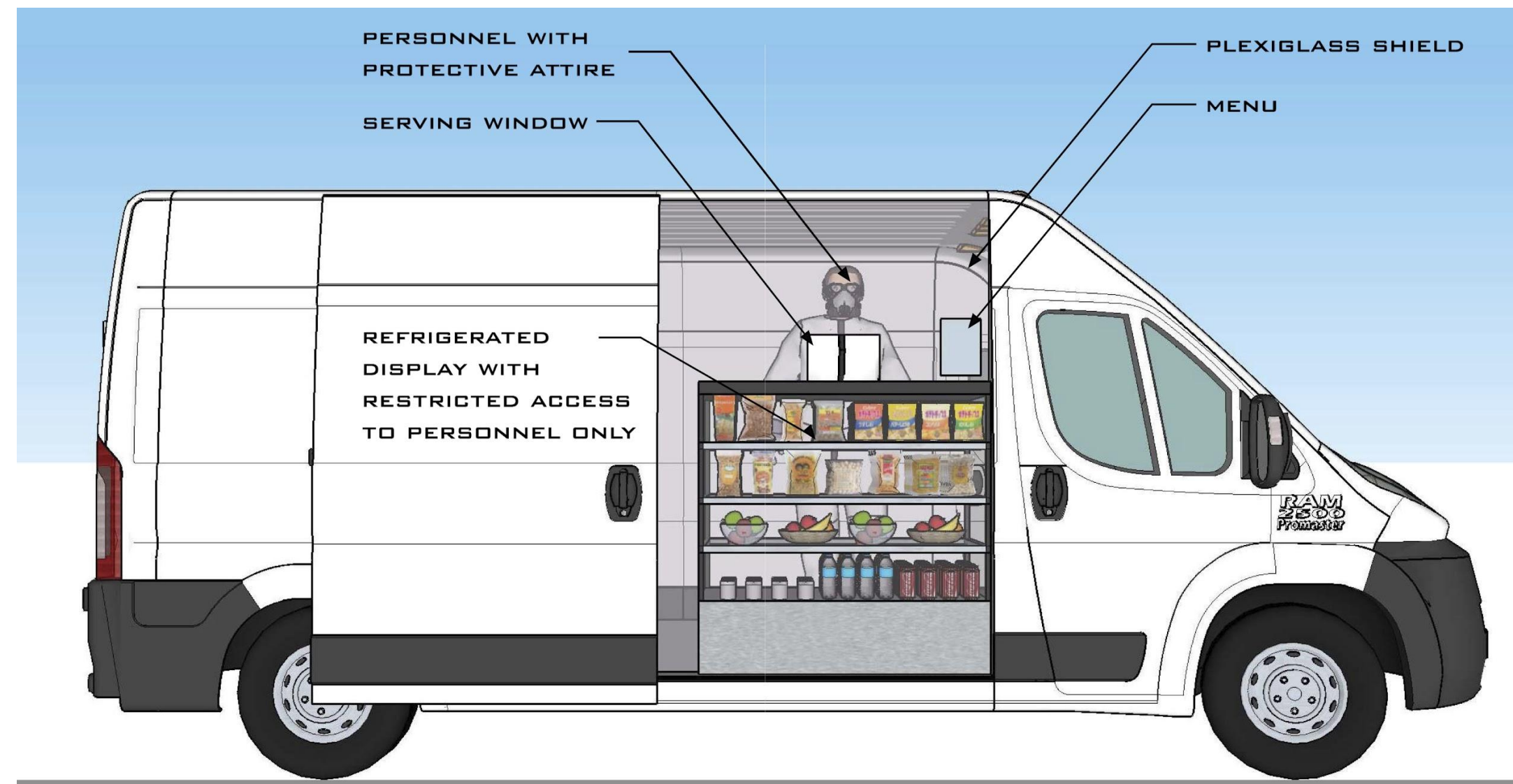




# CRAFT SERVICES

## CRAFTY

- All crafty service to wear mask and gloves at all times during food prep and serving
- A la carte craft service, individually ordered and prepared by crafty only; no communal food/snacks <sup>9</sup>
- Craft Service simple menu provided for all crew to order. Designated crafty walkie channel for crew to place orders for food and drinks
- No direct access to crafty food or drink; dispensed by craft service only and individually packaged in to-go containers
- Waters will be provided via Boxed Water; no shared water facilities will be allowed
- No communal coolers allowed
- No food passes
- Create markings to designate 6 ft distancing when lining up for breakfast & lunch
- Craft service to be placed outside; order behind Plexiglass (see diagram) <sup>10</sup>
- Craft Service will initial all drinks handed out to crew



<sup>9</sup> OSHA [COVID-19 Guidance for Restaurants & Beverage Vendors Offering Takeout or Curbside Pickup](#)

<sup>10</sup> Guideline written by Framework Studio & MILA Craft Services



## CAMERA DEPARTMENT

- No communal tools or individual kits used
- Wireless as opposed to hard-lining
- Operate camera with remote heads, when possible <sup>11</sup>
- Reduced crew; DP operate if possible
- DIT handles all media / minimal interaction
- 2nd ACs handle lenses for their designated camera only
- Clean camera gear per approved camera house guidelines

## GRIP & ELECTRIC

- Gear pre-sanitized before arriving on set (sanitized by stage/vendor)
- Designate/coordinate gear to specific crew member to handle
- Grip gear will only be handled by the grip department (apple boxes and stands often support other departments)
- Consider ordering additional gear and assigning apple boxes and stands to other departments
- Framework will be requiring all stages to pre-sanitize rented gear before dropping it on the stage
- Plan for a dimmer board to control lighting remotely, when possible <sup>12</sup>

## VTR DEPT.

- Multiple video villages set up dedicated to specific & limited personnel—director's chairs placed 6 ft apart
- Set up remote/Q-Take for all on-set crew/clients and remote clients to use for live footage streaming <sup>13</sup>
- Dedicated Hotspot/Wi-Fi or hard line for remote-streaming capabilities
- Use plastic chairs, as opposed to fabric director's chairs

## SOUND DEPT.

- Comteks disinfected prior to shoot; signed out individually and used with personal headphones or provided disposable headphones
- Label Mics with the name of the User <sup>14</sup>
- Replace mounting components that can't be thoroughly sanitized <sup>14</sup>
- Talent mics sanitized per use in a designated area close to set where talent is laved ("Talent Safety Zone")
- Consider boom mic only for single talent, when possible <sup>13</sup>

## ART DEPARTMENT

- Allow for sufficient time to do pick-ups and drop-offs
- Individuals bring their own kit / no shared tools if possible
- PPE will be worn during any construction and prep off site
- All materials will be sanitized off site before being transported to set
- Added labor for sanitation of all props and furniture. Will use appropriate sanitation products to protect all props and furniture <sup>15</sup>
- All materials, furniture and props will be sanitized in the provided sanitation area before entering the stage
- All props and materials will be sanitized once again in the art department area before making it to set
- The set will then be sanitized for a final time before talent arrives on set
- Art dept will need a separate build day to ensure all materials are sanitized and protected

<sup>11</sup> Guideline written by Framework Studio & Danny Grunes / DP

<sup>12</sup> Guideline written by Framework Studio & Rick Stribling / G&E

<sup>13</sup> Guideline written by Framework Studio & KISM Films

<sup>13</sup> Guideline written by Framework Studio & KISM Films

<sup>14</sup> Film Florida [FF-Clean Healthy Set Recommendations](#)

<sup>15</sup> Guideline written by Framework Studio & Todd Jeffery / Art Dept





## HMU DEPARTMENT

- Face shield, gloves & masks should be worn by the makeup artist & hair stylist
- Stagger talent/BG call times; avoid crowding at HMU
- Additional kit to have disposable/one-use HMU items, when possible
- UV Sterilizer, Barbicide and clippercides available to sanitize all HMU tools <sup>16</sup>
- Disinfect tools per use; no double-dipping on talent
- Avoid removing talent PPE whenever possible
- Talent to wear face shield once HMU is complete
- Set up HMU stations in separate rooms, 6 feet apart or with a partition <sup>17</sup>
- Consider having talent show up camera-ready
- Avoid touch-ups unless absolutely necessary
- Avoid hair and makeup for secondary/BG actors
- Disinfect tools per use, no double-dipping on talent

## WARDROBE DEPT.

- Stagger talent/BG call times
- After wardrobe is used, place into designated bag for laundering or disposal
- Launder items between shop/fit/shoot
- Steam all wardrobe prior to use (virus likely to be killed by steamer reaching 200 degrees Fahrenheit) <sup>18</sup>
- Talent/BG to get pre-approved own wardrobe options whenever possible
- Wardrobe fittings should be conducted remotely via FaceTime, Zoom, Skype, etc.

## SANITIZATION DEPT.

- Sanitize all surfaces at location before, during and after a shoot day
- Be proactive in keeping high-traffic areas and communal areas clean. Keep surfaces clean throughout the day
- Ensure talent-holding areas are pristine
- Only use cleaning products and procedures that are safe and CDC/FDA-approved
- Ensure all trash and PPE are discarded properly, in designated trash bins
- Provide multiple sanitation stations across set <sup>19</sup> to encourage crew to sanitize regularly. Minimum 60% ethanol-based or 70% isopropanol-based hand sanitizer
- Provide portable sinks for hand-cleaning stations on set, if necessary. This will ensure restrooms are not over-crowded

## PHOTO DEPT. <sup>21</sup>

- Require a prelight to ensure everything is set in place prior to talent arriving
- Smaller crews—i.e. photographer, one assistant and digital tech only
- Remote screen share so clients can see images live and do not need to be on set.
- Setting up Makeup or Touch areas for talent to step in to with glam away from set.
- Taping off an area around set that only talent can enter after sanitized
- Sets and props will be sanitized and follow Art dept guidelines
- All tools and equipment will be sanitized.
- Possibility to set up an outside studio at talent home if needed.
- Possibility for remote shoots via Zoom.

<sup>16</sup> Guideline written by Framework Studio & Grace Lee Make-Up

<sup>17</sup> LACPHD [Appendix A: Social Distancing Protocol](#)

<sup>18</sup> Guideline written by Framework Studio & Corina Mitchell Wardrobe

<sup>19</sup> AICP [General Practices for All Worksites](#)

<sup>20</sup> CDC [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

<sup>21</sup> Guideline written by Framework Studio & Smalls & Raskin / Leigh Keily



## STAGES

- Crew to sanitize studio before and after use
- Sanitize high-traffic areas regularly
- Dispense hand sanitizer across the stage and in common areas
- All studio employees to wear adequate PPE at all times
- Ensure proper air ventilation
- No valet parking will be provided

1. Goya Studios <sup>22</sup>

- Looking into UV air filtration system
- Looking into UV door handles
- Cleaning crew sanitizing prior to, during and after a shoot day
- Provide hand sanitizer throughout the studio
- Employees monitored and wearing face covers at all times

2. Quixote Studios <sup>23</sup>

- All Studios and equipment warehouses will be equipped with sanitation stations at each entrance with identifying signage
- Additional cleaning staff will be hired and on constant vigil, ready with sanitation procedures
- Limit use of restrooms to one person at all times
- PPE available for anyone who needs them
- All equipment will be sanitized before and after every shoot

[INTRODUCING QUIXOTE'S MOBILE CLEAN CART](#)

\*For on stage productions, Framework recommends that the client buys out ALL available stages in the building to ensure the highest level of health & safety.

<sup>22</sup> Guideline written by Goya Studios

<sup>23</sup> Guideline written by Quixote Studios

# A1 - APPENDIX A

## *Safety & Sanitizing Equipment*

Contactless Digital  
Thermometer



PPE: Framework to Provide Masks  
N95 or KN95



PPE: Framework to  
Provide Gloves\*



Barbicide & Clippercide  
(Hair Tool Disinfecting Product)



Safety  
Glasses



## *Additional Safety & Sanitizing Equipment*

Face Shields\*\*



Portable Hand-  
Sanitizing Stations



Commercial  
Air Scrubber



Electrostatic  
Sprayer



\*Gloves to be worn ONLY by individuals handling food services & GLAM Teams that are touching talent.

\*\*Face Shields to be worn ONLY by individuals handling food services & GLAM Teams that are touching talent.



# C1 - APPENDIX C

## On Set Signage: Reminders & Instructions

### HAND HYGIENE

WASH HANDS FOR A MINIMUM OF 20 SECONDS, SCRUBBING ALL SURFACES

Hands should be washed or sanitized:

- Upon arriving at the job site
- After blowing one's nose, coughing, or sneezing
- After using the restroom
- Before and after eating or drinking
- After contact with animals or pets
- After handling shared equipment or objects
- After cleaning or disinfecting equipment, tools or workspaces
- At other appropriate times throughout the workday.



### MASKS GLOVES

MASKS SHOULD BE WORN AT ALL TIMES

#### MASKS

Medical masks, cloth masks and face shields reduce the transfer of saliva and respiratory droplets to people close to the wearer. Appropriate training in donning, doffing, cleaning and safe PPE use is required.

#### GLOVES

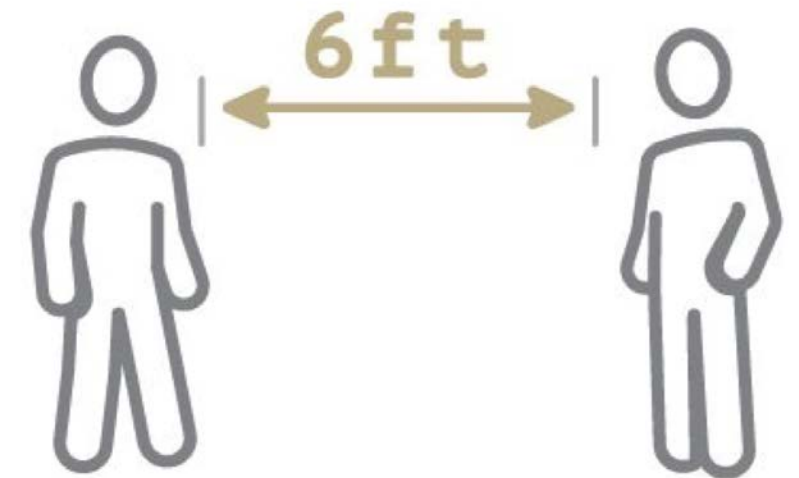
Gloves may be worn as infection prevention PPE when touching potentially contaminated commonly shared equipment is unavoidable and equipment cannot feasibly be disinfected (e.g., lighting/ electrical cables, worn costumes, etc.) Adequate training in glove use, including safe doffing, will be required.

Non-medical (work) gloves shall be worn as usual when appropriate.



### SAFE DISTANCES

PLEASE MAINTAIN 6 FEET OF DISTANCE WHEN POSSIBLE



# D1 - APPENDIX D

## Covid Agreement

Date \_\_\_\_\_

Dear Crew Member:

Thank you for your interest in working on this production project. In the current COVID-19 pandemic environment, we are all trying to provide services to clients in a productive and safe way and are excited about you joining us.

Your voluntary agreement to work on this short-term project is contingent on you following very important rules. Framework Studio, LLC has spent a lot of time developing the attached Plan to try and keep our crew members and those who come onto the project healthy. Accordingly, all people working on the project need to follow the provided Plan. Of course, it is impossible to ensure that every person who comes onto the project not never get sick or injured, but we have made great efforts to minimize those risks. By coming onto the project and performing these services, you are assuming that risk to the greatest extent permitted under law.

As a member of the production project, you play an important role in keeping yourself and those around you safe and healthy. Therefore, if you see someone doing something that is unsafe or potentially compromising your health or the health of others, you are expected to speak up. If you are not comfortable doing so directly to the person, immediately tell the nearest supervisor.

Attached you will also find a questionnaire that requires you to be truthful. Your answers to these questions will remain confidential.

Finally, your working on this project is entirely voluntary. Accordingly, if there is something in the Plan that makes you uncomfortable, or you don't want to be at work under the present conditions, just let us know and you are certainly free to leave.

If you have any questions, speak with the nearest supervisor or human resources professional.

### COVID-19 Pandemic Representations

I have read the accompanying cover letter and plan, and accept personal responsibility to adhere to all safety procedures on the jobsite related to COVID-19 prevention. I further agree to not take any actions (whether related to COVID-19 or not) that may endanger me or any people with whom I come in contact.

Although Framework Studio, LLC will take precautions to ensure minimal risk of potential viral spread, I acknowledge that I am voluntarily working in a high-density area with other crew members. If I happen to contract COVID-19, I agree that I waive liability against Framework Studio, LLC as well as its officers, directors, members, owners or employee, to the greatest extent possible under the law.

By initialing below, I am representing the answer is true and correct. This information will be kept confidential.

1. Within the last 14 days, have you personally been diagnosed with COVID-19, or have you had contact with anyone whom you know has been diagnosed with COVID-19 or who may have symptoms (e.g. fever, chills, a cough, shortness of breath or a sore throat) associated with COVID-19?

Yes: \_\_\_\_\_ [initial if true]      No: \_\_\_\_\_ [initial if true]

2. Within the last 14 days, have you traveled internationally or to any area or state where local public health officials recommend that visitors self-quarantine after visiting?

Yes: \_\_\_\_\_ [initial if true]      No: \_\_\_\_\_ [initial if true]

3. Within the last 14 days, have you experienced:
  - Fever of 100.4 or greater, Chills, or Repeated Shaking/Shivering
  - Cough
  - Sore Throat
  - Shortness of Breath, Difficulty Breathing
  - Feeling Unusually Weak or Fatigued
  - Loss of Taste or Smell
  - Muscle Pain
  - Headache
  - Runny or Congested Nose
  - Diarrhea

Yes: \_\_\_\_\_ [initial if true]      No: \_\_\_\_\_ [initial if true]

4. Do you live in the same household with, or have you had close contact with someone who in the past 14 days was diagnosed with COVID-19 or had a test confirming they have the virus?

Yes: \_\_\_\_\_ [initial if true]      No: \_\_\_\_\_ [initial if true]

I certify under penalty of perjury of the laws of the State of California that the above is true and correct as of the date written below.

Name/Title: \_\_\_\_\_ Job Name / Number: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_