



## **FILM NEW ORLEANS COVID-19 HEALTH AND SAFETY GUIDELINES**

**PLEASE NOTE: THESE GUIDELINES WILL BE UPDATED AS EXISTING CONDITIONS CHANGE. INDUSTRY GUIDELINES ARE UPDATED AND IN ACCORDANCE WITH THE PHASED REOPENING GUIDELINES FOR THE STATE OF LOUISIANA AND CITY OF NEW ORLEANS.**

### **GENERAL SAFETY GUIDELINES:**

**Film New Orleans encourages film and television companies to develop strategies to support the health and safety of their cast and crew. It is recommended that production become familiar with and adhere to the guidelines established in the following documents and all subsequent revisions to these documents:**

-Alliance for Motion Picture and Television Producers Industry Wide Labor Management Committee Task Force for Motion Picture, Television and Streaming Productions dated 6/1/20  
A copy of the document will be provided upon request

-DGA, SAG-AFTRA, IATSE and Teamsters' "The Safe Way Forward," Safety Guidelines:  
<https://www.sagaftra.org/%E2%80%98safe-way-forward%E2%80%99-joint-report-dga-sag-aftra-iatse-and-teamsters-covid-19-safety-guidelines>

**FILM NEW ORLEANS requires all productions to adhere to the safety protocols and guidelines in the following documents:**

-CDC Coronavirus Reopening Guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

-OSHA – Coronavirus Guidelines: <https://www.osha.gov/Publications/OSHA3990.pdf>

-Louisiana State Fire Marshal: <https://opensafely.la.gov>

-City of New Orleans Reopening Plan:  
<https://ready.nola.gov/incident/coronavirus/safe-reopening/>

### **GENERAL REQUIREMENTS BY THE CITY OF NEW ORLEANS**

The City of New Orleans requires all productions designate a COVID-19 HEALTH AND SAFETY SUPERVISOR (or Compliance Supervisor) who will work with Producers, Production and Location Managers to develop a Safety Plan and ensure that best efforts are used to meet all safety requirements.

The City of New Orleans requires each production submit a detailed safety plan to Film New Orleans when applying for a film permit. The safety plan should include the name of the HEALTH AND SAFETY SUPERVISOR (or Compliance Supervisor) and details on how each department will operate.

Issuance of the film permit will constitute approval of the production's safety plan. In the event that the production does not require a film permit, a safety plan must be submitted to Film New Orleans and written approval will be provided.

The production must maintain a CONTACT LOG to be used for contact tracing if requested by the Louisiana Department of Health. The log must be compiled DAILY and include the name and telephone number of every person physically present in production offices, on sound stages and on each location and base camp. In the event of a COVID-19 infection a copy of the logs may be requested by The Louisiana Department of Health.

When two or more people are travelling in a vehicle for work-related purposes they must wear face coverings in accordance with the New Orleans Department of Health.

The State of Louisiana and the City of New Orleans requires all individuals wear a face covering/mask in public that covers the nose and mouth. Cast members may remove the mask as necessary during filming but it is recommended that they maintain 6 ft. of distance from others.

Hair and Make-Up Department is required to follow the State of Louisiana Fire Marshall's guidelines for salons which includes additional PPE measures:

<https://ready.nola.gov/incident/coronavirus/safe-reopening>

### **GENERAL RECOMMENDATIONS BY THE CITY OF NEW ORLEANS**

The City of New Orleans recommends that everyone on set practice social distancing of at least 6 ft.

All production spaces should have an adequate number of bathrooms, washing and sanitizing stations and placed in areas that are safely and easily accessible by all crew, cast and vendors.

It is recommended that all cast and crew be screened daily with temperature checks at a minimum for symptoms of illness and exposure to COVID-19. Anyone with a temperature over 100 degrees Fahrenheit should be asked to leave. Non-symptomatic COVID-19 positive cast and crew members should not be allowed on set if they have had contact with any person who is diagnosed with COVID-19 or with anyone who is required to quarantine for 14 days.

Individuals who have tested positive for COVID-19 can be allowed to return to work if they have not had symptoms for at least 3 days and it has been at least 10 days since their symptoms began. Such return to work must be approved by the Production in advance of returning to work.

All common spaces and equipment, including bathrooms, frequently touched surfaces including doors, equipment and vehicles should be cleaned frequently and disinfected during prep, shooting and wrap.

It is recommended that all high touch surfaces, all equipment, vehicles and sets on sound stages and locations are cleaned and disinfected frequently.

It is strongly recommended that anyone who is sick stay home.

### **ART DEPARTMENT AND PROPERTY DEPARTMENT**

The Art Department, Property Department or Prop Department crews should sanitize all props, furniture, and set dressings that come into contact with cast and crew.

### **CATERING**

Film New Orleans may request that a catering plan be submitted in order to obtain a location permit for certain locations.

It is recommended that food is served by designated personnel and not self-service or in a closed container.

Adequate space should be provided to allow the cast + crew to be spaced apart from each other.

Consider staggering feeding times to reduce the amount of cast + crew in one location for an extended amount of time.

### **CRAFT SERVICES**

It is recommended that all food items be individually wrapped in place of self-service options.

### **HAIR AND MAKE-UP**

Hair and Make-Up Department is required to follow the State of Louisiana Fire Marshall guidelines for salons which include additional PPE measures:

<https://ready.nola.gov/incident/coronavirus/safe-reopening/>

### **LOCATIONS:**

Film New Orleans requires that each request for location film permits must be submitted to the Film Office 6 days prior to filming. To ensure the safety of our neighborhoods, restrictions on the amount of city blocks permitted for parking and filming will be implemented. The amount of permitted city blocks will be increased as the state and city enters Reopening Phases 1, 2, 3 and 4. For more information regarding location permitting policies + procedures for the City of New Orleans go to: [www.filmneworleans.org](http://www.filmneworleans.org).

Film New Orleans will not allow crew parking at a location. In order to reduce the amount of parking in neighborhoods this restriction will be strictly enforced.

It is recommended that location managers coordinate with the Health and Safety Supervisor (or Compliance Supervisor) the cleaning and disinfecting of the location before prep, during shooting and during/after wrap.

To reduce the impact to our communities the use of a remote lot (base camp) for trucks, equipment and staging is recommended for each location. All large trucks, trailers, equipment, catering and holding should be staged away from the location whenever possible.

### **SCOUTING GUIDELINES**

When scouting locations consideration should be given to the availability of adequate space for social distancing and best practices for filming on location.

It is recommended that location managers discuss prep/shoot/wrap and the production's logistic and safety processes with the owner/tenant of the property. Consider discussing with the owner/tenant the possibility that they will need to relocate to alternative housing during the Location Term Contract for interior filming.

It is recommended that the owner/tenant be advised what the process will be for disinfecting their property before, during and after the Location Term Contract.

### **TRANSPORTATION DEPARTMENT**

When two or more people are travelling in a vehicle for all work-related purposes, they must wear face coverings in accordance with the New Orleans Department of Health.

It is recommended that the interior of all vehicles be wiped down every time passengers exit the vehicle. For recommendations on disinfecting vehicles go to CDC recommendations:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

### **VIDEO VILLAGE**

When possible, limit the use of video villages for interior and exterior filming on locations. Limit the number of people in each village and provide additional monitors to allow for social distancing.

### **WARDROBE DEPARTMENT**

It is recommended that fittings take place off-set or remotely when possible. Physical contact should be kept to a minimum and all parties should use PPE.

As an authorized representative of the production (currently) titled, \_\_\_\_\_, I have read and agreed to take responsibility for ensuring the health and safety of the production as well as the community. If the production is found to be in violation of the General Requirements contained in this document the production's film permit may be revoked by the City of New Orleans.

**PRODUCER**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

**1<sup>ST</sup> AD**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

**LOCATION MANAGER**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

**HEALTH AND SAFETY SUPERVISOR (OR COMPLIANCE SUPERVISOR)**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

**TRANSPORTATION SUPERVISOR**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

**Dated: 7/22/20**