



## **I.A.T.S.E. LOCAL 44 AFFILIATED PROPERTY CRAFTSPERSONS**

### **SUPPLEMENTAL CRAFT SPECIFIC COVID-19 RETURN-TO-WORK PROTOCOLS FOR THE SPECIAL EFFECTS DEPARTMENT**

This document is a supplement to the Labor/Management Task Force White Paper and Phase 2, prepared by Local 44, with Craft Specific protocols and best practice recommendations to assist Special Effects Department employees in implementing the Employer's COVID-19 workplace policies and practices to protect employee health during the COVID-19 pandemic.

The health and safety of employees should always be a Company priority but especially during this crisis. Together, all employees will individually and collectively benefit from following these guidelines. Therefore, please read these instructions carefully and ask questions if you do not completely understand what is being asked of you.

#### **I. COMMUNICATION, PLANNING AND SCHEDULING**

- A.** Communication is critical between the Special Effects Department Head, other Department Heads, the Producer and UPM, with regard to scheduling that will allow for safe physical distancing.
- B.** Early in the planning stages of production, consider developing a multidepartment calendar that is accessible online and is updated as changes develop.
- C.** In an effort to address departmental conflicts early, share your department's internal schedule with production and all other departments - update as needed.
- D.** Steel companies, equipment and material vendors, retail, and delivery services will have restricted access and slower than expected delivery times. Earlier start dates, more prep days, and additional trucking may be needed to prepare Special Effects for shooting.

#### **CONDUCT DAILY SAFETY MEETINGS:** (Multiple meetings if shifts are staggered)

Prior to commencing work, the Coordinator, General, Stage or Location Foremen should conduct a brief safety meeting:

- A.** Ensure that any new employees are trained on the COVID-19 safety protocols contained herein and how they are specifically applied on the jobsite, i.e.:
  - i. Location of hand sanitizer or wash stations.
  - ii. Location of PPE.
  - iii. Location of Tool/Equipment Cleaning station.
  - iv. Location of and procedure for checking out and returning "clean" tools and equipment.



- v. Bring the crew's attention to the signage that should be posted prominently with instructions on how to stop the spread of COVID-19, including hand hygiene and PPE instructions.
- vi. Identify the production's COVID-19 Officer contact information and notify the Special Effects Crew of any information or updates provided by the production's COVID Monitor.
- B.** Advise the crew of the day's activities for which they need to be prepared, i.e.:
  - i. Ensure that everyone has sufficient PPE.
  - ii. Describe any possible interaction with other crafts or departments.
  - iii. Inform the crew of truck travel to locations, stages or mills so they can prepare their PPE.
  - iv. Review specific job site location considerations such as "off limits" or special consideration areas, as well as location of sanitation and eating areas, staggered break or eating necessities, etc.
- C.** Confirm that no crew members were knowingly in contact with anyone who has tested positive for COVID-19 or exhibiting COVID-19 symptoms.
- D.** Discuss the daily schedule and note any dressing, rigging, lighting, shooting, special effects or camera testing, any work by different departments that might cause overcrowding and need additional PPE or accommodations for physical distancing.

## **II. USE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT (PPE) AND OBSERVE RECOMMENDED PHYSICAL DISTANCING PRACTICES**

- A.** The Company must provide all necessary Personal Protective Equipment (PPE) as required, including face coverings, face shields, sanitizing wipes, sanitizing spray, and latex or nitrile gloves (depending on work location).
- B.** Instruction on the proper use of gloves, fit testing of respirators, and the proper wearing, doffing, disposal, and sanitizing of PPE should be provided to all crew members by the company.
- C.** All PPEs should be labeled with the individual employee's name.
- D.** PPEs SHOULD NOT BE SHARED UNDER ANY CIRCUMSTANCES.
- E.** Cleaning and washing nose and mouth coverings (face coverings), as well as face shields, will be the sole responsibility of each employee.
- F.** All PPEs must be maintained in good working order and accounted for at all times.
- G.** The CDC currently advises against use of surgical masks or N-95 respirators for COVID-19 protection by anyone other than healthcare workers and other medical first responders. However, N95 or particulate filtering facepiece respirators may be used as PPE for groups that normally use them routinely (e.g. painting, using fiberglass and resins or other chemicals, sandblasting).
- H.** If your PPE is broken or needs to be replaced, notify your crew leader or PPE coordinator immediately.
- I.** While on Company premises, employees are required to wear a nose and mouth covering (face mask). Exceptions to this guideline are:



1. If working in an area where no other employees are present, you may work without a face mask, but you must have immediate access to your face mask so you can put it on should another employee enter your work area.
2. If working closer than six feet (6') to other employees for any period of time, employees must wear a face mask AND a face shield.

### III. PHYSICAL DISTANCING & EQUIPMENT DISINFECTING PRACTICES

Maintain all physical distancing practices as recommended by OSHA, including:

- A. Workers must maintain a 6' distance between individuals whenever possible and wear face shields when working or sharing space with others closer than 6' for more than a few seconds.
- B. All tools, plans, or equipment must be disinfected prior to use or transfer with an EPA approved agent found on the list at the following link:  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- C. Blueprints, drawings and samples should be copied for individual use or disinfected when transferred or shared.
- D. Whenever crew members must travel together in vehicles, nose and mouth coverings, and face shields should be worn by all occupants of the vehicle for the duration of the trip to protect the driver's and each other's safety. To limit cross-contamination whenever possible crew members should maintain the same vehicle seat for the duration of the trip and for any return or subsequent transportation.
- E. The Coordinator, Foreman, Tool Keeper, and/or Craft Services Person must set up a Tool Dispensary and Used Tool Return Station at each Workshop, Stage, Location or separate job site whenever communal tools and equipment are in use:
  1. All individual tools and equipment supplied by the Company should be signed out to individuals from the Tool Dispensary for their personal use only, using a Tool Sign-out Sheet (see sample attached) or by temporarily marking the tool with the recipient's name on a piece of tape. (This may require additional staffing)
  2. Individual tools then will be returned to a table or bench marked as the Tool Return Station where they must be disinfected prior to re-issue.
- F. Communally used tools and equipment such as Table Saws, Chop Saws, Bandsaws, Drill Presses, Mills, Lathes, Shears, Brakes, Welders, Bench mounted sanders and grinders, etc. must have a hand sanitizing station nearby and users must sanitize before and after use. This equipment should also receive a thorough disinfecting every hour or as needed by the Tool Keeper and/or Craft Services Department.
- G. All special effects equipment such as fans, fog machines, snow machines, water equipment, fire equipment, controllers, rigging equipment, electrical equipment, canons, etc., must be operated by a designated person and not shared by others. If more than one person is required for the setup or operation of the equipment,



Personal Protective Equipment must be worn and personal hygiene scrupulously observed.

- H. Personal tools must not be shared unless disinfected prior to transfer to another worker.
- I. For situations where workers are working in close proximity and must share tools and materials, such as when working in aerial lifts or confined spaces, appropriate Personal Protective Equipment must be worn, and personal hygiene scrupulously observed.
- J. Shared workspaces such as Food and Water Areas, Plan Benches, Worktables, Water Supply, Expendables Area, Active Storage Areas, Air Hose and Electrical Distribution, should receive a thorough disinfecting on an hourly or regular basis as practical and necessary.
- K. Occupied working trailers should be constantly ventilated with fresh air when possible.

#### **IV. HYGIENE – PERSONAL AND PROFESSIONAL RESPONSIBILITY**

Maintain exceptional personal and professional hygiene practices, including:

- A. Washing hands with soap and water frequently throughout the day, and after each visit to the restroom.
- B. Use the Company provided hand sanitizing stations throughout the premises or carry personal hand sanitizer if you are frequently handling shared materials.
- C. Avoid touching your face, especially when using gloves or adjusting nose and mouth coverings or face shields.
- D. Clean all shared workspace surfaces with Company-provided sanitizing wipes/spray after use.
- E. Observe all equipment and tool cleaning protocols.
- F. Each employee must be respectful of fellow crew members by responsibly policing their personal behavior that might be infectious such as spitting seed shells, tobacco or expectorant into private containers, and disposing of such private containers considerately. Do not leave beverage or spit cups, tobacco products, bottles or other personal disposables on the back of set walls, the floor, or other common areas – Throw out your own Trash!
- G. Remove gloves correctly when used per the attached graphic:



## V. SUGGESTIONS REGARDING REFRESHMENTS/BREAKS/COMMON AREAS

- A. Until the physical distancing restrictions are lifted, DO NOT SHARE FOOD, BEVERAGES OR UTENSILS.
- B. Maintain at least six feet (6') distance from co-workers when eating or drinking without a nose and mouth covering.
- C. A single use tissue, napkin or other barrier should be used when operating coffee, water, or other drink dispensers.
- D. Single use cups, utensils, and napkins should be provided in any break or craft service area.
- E. No communal access food, such as boxes of donuts, large containers of snacks such as pretzels, chips, candy or other food can be allowed. Only individually wrapped food items.

## VI. MAINTAIN THE COMMITMENT TO INDIVIDUAL AND CREW SAFETY

All employees are expected to work together to maintain a clean, professional and safe working environment. To that end, employees are requested to do the following:

- A. If you do not feel well, PLEASE STAY HOME. If you feel sick at any time once the workday has begun, alert your crew leader and the Medic immediately.
- B. Please direct any questions or concerns regarding these protocols or symptoms to crew leader or the Medic.
- C. Please also direct concerns regarding any employee who may not be abiding by these protocols to a crew leader. These reports must be handled anonymously and confidentially.



- D. Any employee found not to be in compliance with these guidelines should be issued a verbal warning. If the behavior continues, the crew member should be referred to Human Resources.

## **VII. SHOOT CREW PROTOCOLS**

- A. Required stage personnel should be kept to the minimum number needed for safe operation.
- B. When Special Effects equipment/tools and props, etc. need to be transferred from the storage space or workshop to the stage, someone other than the stage personnel should bring it to the stage entrance where the stage personnel will receive it. The equipment will then be disinfected using established methods before placing equipment into service.

## **VIII. PURCHASING / RENTAL PICKUPS AND DELIVERIES**

- A. Purchase and rental runs to vendors should be minimized by using delivery services and curbside pickups whenever possible. Preference should go to those vendors that offer such options.
- B. All items being received from outside sources should undergo a thorough disinfection before being handled by the crew or placed into service.
- C. Whenever possible, purchases should be cashless, made by using purchase orders or credit card. If cash is to be tendered, any change should be maintained in a separate container (pouch) until disinfected. The purchaser should immediately wash or sanitize hands after handling.
- D. Purchaser should wear face mask whenever visiting a vendor or outside facility, and maintain hand sanitizing protocols.