

COMPLIANCE PLAN FOR CTVA ON-CAMPUS THESIS PRODUCTION & PRODUCTION CLASSES

January, 11 2021

KEEPING STUDENTS SAFE WHILE IN PRODUCTION

1. Upon entering the CTVA studios, students and faculty will wear the appropriate PPE.
2. Upon arrival outside, students will be observed to confirm the appropriate PPE.
3. Masks are required.
4. If students do not arrive on campus with masks, the department will immediately provide masks.
5. Students line up outside the building on the 6' distanced signage and are admitted one at a time they confirm completing online covid questionnaire.
6. **Gloves will be available**
7. The CSUN EHS Department has designated each room with a maximum occupancy based upon its square footage and that along with the spread-out nature of the studio activities will ensure social distancing. EHS has also provided an abundance of posted signage as reminders of the safety procedures. Late students will text the class PA to be granted admission
8. Prior to class, students will line-up outside (walkway along the East lawn area of the Manzanita Hall complex) observing the signage indicated. Notification will be given when students and participants are cleared to come in single file manner with appropriate 6ft distance.
9. Hand sanitizer dispensers are placed in the entryway and inside the studios. Students, and faculty must sanitize their hands before entry and often throughout the class/production day. A designated space will be available along the East wall for placing personal items separately such as back packs.
10. Students who are not feeling well the day of the session or meet any of the health criteria will be excused for the activity prior to arriving on campus.
11. Eating in the facility is prohibited. Students are advised to eat off campus before or after the on-campus activity.
12. Engineering Staff is on-site at all times during thesis production. Establishing someone to enforce compliance of the above protocols in the absence of professor during thesis production.

SANITIZING EQUIPMENT:

1. Students will not be sharing equipment.
2. The device, station or equipment they are assigned to will be the only area that they will use for the session.
3. Tables and chairs will not be used for the studio sessions.
4. Faculty and/or staff will direct students to wipe-down production equipment or the area around their station prior to use and upon completion of projects prior to exit.
5. Specifically sanitize pan handles, knobs, steering assemblies, intercom headsets and belt-paks and any part or device whereupon physical contact is to take place. Sanitized foam windscreens for intercom headsets will be available to exchange.
6. Stage gear such as Fisher Boom or Fisher Dolly handles and parts and accessories that require hand gripping will be sanitized. The studio facility will be furnished with appropriate cleaning items and disposal containers.

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01 Dec. 2020

7. The CTVA department will provide a sanitizing and cleaning instructional video to be viewed by students prior to arrival as an additional aid for students to understand the procedures. Please put video link on your syllabus.
8. *Department is putting UV-C irradiation disinfecting lamps at entrances and Equipment room.

MAINTAINING SOCIAL DISTANCING WHILE FILMING

1. **Pre-production / Strike and Breakdown**
 - a) Students are not allowed to make physical contact including shaking hands and will be encouraged to adhere to the instructions to avoid touching, eyes, nose and mouth. Covering coughs or sneeze appropriately. Per CDC guidelines.
 - b) Although working on a production set requires teamwork everyone will maintain physical space between each other to a minimum 6 feet. The nature of our production/filming activity creates a natural space between cameras and the sound operator and the other limited crew on set. Per CDC guidelines.

ACTORS ON SET

- a) Only two (2) actors will be allowed on a set at a time; they will follow 6ft – 8ft social distancing rules.
- b) Masks are required.
- c) Camera positions actor wearing mask off screen.
- d) Masks written into the script.
- e) Actors will arrive on-campus camera-ready, i.e. in costume, and in full makeup and hair.
- f) Actors will be instructed to apply their own microphones.
- g) **Cohort casting**. Every attempt will be made to cast actors who are already isolating together.
- h) No congregating in the green room prior to shooting.
- i) All props, costumes and set materials will be disinfected before first use on the set, and between uses by different actors.
- J) Use of zones will be enacted.

This document has been distilled from the EHS and LA County Guidelines for our department and enhanced with specific procedures pertinent to the TV production with live talent.