

# COVID-19 HEALTH & SAFETY STUDENT FILM SHOOTS Questions & Guidelines

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Name of Film Shoot: \_\_\_\_\_

CSUN Location(s): \_\_\_\_\_

Dates: \_\_\_\_\_ Times: \_\_\_\_\_

Department/Class: \_\_\_\_\_ Crew Size: \_\_\_\_\_

Please answer the following questions pertaining to your safety plan protocol to mitigate COVID-19 transmission and ensure the health and wellbeing of your guests during your film shoot/activity. Please be sure to also review the safety guidelines following the questions. These guidelines reflect all current state, local and CDC public health guidelines. Your signature on this document is a confirmation that you have read and understood the safety guidelines.

## General Information & Prevention

1. Will your film shoot have a dedicated crew member or certified COVID Compliance Officer that will be responsible for overseeing / monitoring health & safety protocols and crew/talent adherence to physical distancing, PPE, etc.? If so, please provide details on who will be responsible.

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\_\_\_\_\_  
\_\_\_\_\_

2. Will film shoot guests be pre-screened for COVID-19 symptoms upon arrival and/or prior to entering the location? If so, how will it be administered?  
*(To mitigate a COVID-19 transmission and outbreak, anyone experiencing symptoms should not come onto campus nor attend an film shoot.)*

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\_\_\_\_\_  
\_\_\_\_\_

3. Will your film shoot crew/talent be required to complete and sign hold harmless waiver forms pertaining to COVID-19 as a condition to attend/participate in the film shoot/activity?

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4. Will you have a list of all film shoot crew/talent with their contact information, should contact tracing be required? How will this list be created?

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### **Location Access & Physical Distancing / PPE**

5. We highly suggest film shoot producers use paperless and contactless processes as much as possible. Will all crew/talent undergo COVID health screening upon arrival? How will that process be administered? \_\_\_\_\_

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6. If filming in an indoor space, does the requested film shoot facility provide multiple access points / windows so that the entrance and exit to the film shoot can be designated at different access points and allow for some ventilation?

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7. What is your plan of action (i.e. floor markers, signage, etc.) for maintaining 6ft physical distancing among crew/talent upon entering the location and around other high traffic areas within the film shoot location?

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8. Will guests be required to bring and wear PPE (i.e. masks, face coverings) at all times during the film shoot?

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Should a crew member show up without proper PPE, what is your course of action?

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### **Cleaning and Health / Hygiene**

*Film shoot producers must ensure the film shoot location is frequently cleaned and sanitized especially high-touch areas to ensure the health and safety of all its participants.*

9. For indoor locations, will the film shoot facility be thoroughly cleaned and sanitized before and after the film shoot?

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10. What is your plan for maintaining cleanliness and sanitization of high-touch areas and surfaces during the film shoot?

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11. Will the film shoot producers provide hand washing or hand sanitizing stations/sanitizers throughout the film shoot location?

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12. Do you have plans to serve food or beverage at the film shoot? \_\_\_\_\_  
What will be served? How will the food and/or beverage be served? *Please feel free to elaborate on the safety precautions you plan to implement. Also please see pg 4, #8 regarding foodservice guidelines.*

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## COVID-19 SAFETY GUIDELINES

*Student Film shoot Producers/Dept. please note the following safety guidelines while planning your film shoot. For larger and more complicated film shoots (crew with 10 or more) please make sure your on-set COVID-19 Safety Plan addresses / incorporates the following guidelines.*

- 1) Film shoot producers/campus dept. hosting the film shoot/activity will have to submit a COVID-19 safety questionnaire form that will be reviewed by the university's Pandemic and Repopulation workgroups. The COVID-19 safety protocol shall include a plan for response following guidance required by Los Angeles County, should an film shoot attendee/activity participant test positive for, or have symptoms consistent with COVID-19.
- 2) Film shoot producers/campus dept. hosting the film shoot will be responsible for establishing and enforcing COVID-19 safety protocols, monitoring compliance and ensure protocols are followed and to provide regular updates.
- 3) Before entering the campus, film shoot crew/talent will be required to complete CSUN's Daily Student or Visitor COVID-19 Prescreening Form to ensure each attendee is not a possible risk for COVID-19.
- 4) Film shoot producers/campus dept. hosting the film shoot will ensure COVID-19 safety protocol are shared with all film shoot crew/talent in advance and prior to the film shoot date.
- 5) All film shoot crew/talent are required to wear cloth face coverings while on campus or campus film shoot. Film shoot producers/campus dept. hosting the film shoot will provide additional personal protective equipment (PPE) and infection prevention supplies needed for the film shoot, including face coverings, hand sanitizer, disinfectants, and (when needed) gloves, mobile handwashing stations, and other equipment and supplies.
- 6) Film shoot producers/campus dept. hosting the film shoot will encourage and remind

film shoot crew/talent (both verbally and visually using signage) to practice physical distancing of at least six (6) feet between people throughout the film shoot.

- 7) There is an expectation that film shoot producers/campus dept. hosting the film shoot will encourage film shoot crew/talent to conduct self-health screening prior to attending the film shoot to mitigate the risk of the spread of COVID-19.
  - a) Self-symptom checks should be conducted by film shoot crew/talent prior to arriving at the film shoot / enter a CSUN facility. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms compatible with COVID-19 that the individual may be experiencing.
  - b) When possible film shoot producers/campus dept. hosting the film shoot will maintain a listing of all film shoot crew/talent in case there is a need to perform contact tracing in the film shoot of an outbreak resulting from attending the film shoot
  - c) Film shoot producers/campus dept. hosting the film shoot will instruct film shoot crew/talent members to refrain from attending the film shoot should they have symptoms consistent with COVID-19, have tested positive for COVID-19 or have been in contact with a case of COVID-19 and to follow LACDPH guidance for self-isolation or quarantine as applicable.
  
- 8) In regards to dining and catering, the film shoot producers should provide seating areas large enough to allow for physical distancing of six (6) feet or more. Other dining related precautions to be observed include:
  - a) Encouraging film shoot guests to wash or sanitize hands before handling any food
  - b) No buffets allowed, instead meals should be prepackaged
  - c) No communal food or drink service (no coffee pot, no single service coffee maker)
  - d) Condiment stations should only have pre-packed single serve/one-time use items. Absolutely no communal condiments
  - e) All food and drink must be single serving only
  - f) Any food brought by individuals should be labeled and may not be shared
  - g) Food and drinks may be consumed only in designated spaces to ensure that masks can be worn consistently and correctly
  - h) All additional Public Health Requirements related to food service must be followed.
  
- 9) Film shoot producers/campus dept. hosting the film shoot understands that the university reserves the right to cancel an film shoot without advance notice based on guidance from the state (CDPH), local (LACDPH) and CDC public health guidelines, or conditions surrounding the pandemic become a health and safety issue the for students, crew member and general campus community.

