



COVID-19 PROTOCOLS FOR RECORDINGS OF PERFORMANCES WITH NO LIVE, IN-PERSON AUDIENCE

Issued on November 6, 2020

Summary

General gatherings and special events are not permitted at this time, including gatherings for live music, theater, concerts, festivals, and symphonies in their traditional formats, because they pose a high risk of spreading COVID-19. However, the State now allows [modified music, television and film production](#), which should adhere to the State's Office Workspace guidelines.

The requirements below are specific to recordings of performances with no live, in-person audience (e.g., an orchestra recording a performance with no live audience, or a theater recording a play with no live audience).

In addition to any conditions imposed on the Music, Television and Film industries by the State, and agreements among labor and management, these types of businesses must also be in compliance with the conditions listed in this checklist for the Music, Television and Film Industry. Additional protocols relevant to areas of Music, Television and Film Production must also be followed:

- Restaurants and bars
- Retail Operations
- Office Spaces
- Warehouse and Manufacturing
- Construction

The County of San Luis Obispo Public Health Department (SLO PHD) is following the [State's Blueprint for a Safer Economy](#) and all related guidelines to develop its protocols and ensure that they are consistent with State guidance. In addition to the conditions imposed on these businesses by the California Department of Public Health, performers and performance hosts must also follow the conditions laid out in this document.

Public Health Department

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Please note: This document may be updated as additional information and resources become available. Be sure to check [ReadySLO.org](https://www.ready slo.org) regularly for any updates to this document.

This checklist covers:

- (A) Workplace policies and practices to protect employee health
- (B) Measures to ensure physical distancing
- (C) Measures to ensure infection control.

All businesses and activities covered by this guidance must implement all applicable measures listed in the checklists below and be prepared to explain why any measure that is not implemented is not applicable to the business.

Business Contact Name: _____
Phone Number: _____
Date Last Revised: _____

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(A) WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH

Check all that apply

- Any employee who can carry out their work from home has been directed to do so.
- A workplace COVID-19 Compliance Officer (C19CO) or Officers has been designated. The C19CO is responsible for establishing and enforcing COVID-19 safety protocols, training staff on protocols, and monitoring compliance. If feasible, experts with experience in infection control are consulted in creating and reviewing infection control protocols for new Music, Television and Film productions, to revise established protocols, and generally provide consultation for the C19CO. The C19CO maintains, secures, and protects the privacy of any records created during their work. The C19CO should be on site whenever possible when production work is being performed. The C19CO supports:
 - Employee, vendor and visitor health check processes upon arrival at the workplace. Records must be kept private and secure at all times.
 - Management of complaints and suggestions for improving COVID-19 related procedures.
 - Protocol and workflow assessment for all work to assure physical distancing, infection control, and disinfection.
 - Procedures for an employee with signs compatible with COVID-19, and/or an employee who tests positive for COVID-19.
- Workplace provides all personal protective equipment (PPE) and infection prevention supplies needed on the job, including face coverings, hand sanitizer, disinfectants, and (when needed) gloves, mobile handwashing stations, and other equipment and supplies.
- All employees and visitors are required to wear cloth face coverings whenever they are in contact with others unless the production activity does not allow for the wearing of a face covering. These instances should be of short duration and with as much physical distancing as possible.

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- ❑ Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- ❑ All employees have been told not to come to work if they have symptoms consistent with COVID-19, have tested positive for COVID-19 or have been in close contact with a case of COVID-19 and to follow SLO PHD orders for isolation or quarantine as applicable.
- ❑ Workers are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs supporting sick leave](#) and worker's compensation for COVID-19, including employee's sick leave rights under the [Families First Coronavirus Response Act](#).
- ❑ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- ❑ For Television and Film production there is regular, periodic testing of the cast and crew on a given production to mitigate the risk of the spread of COVID-19, especially for those cast and crew that are involved in high risk scenes requiring close contact without face coverings for extended periods of time. Where testing may not be feasible for one-time productions operating under a very short filming schedule (e.g. many commercials) or smaller music recording sessions, all work should be planned to eliminate close physical contact between cast, crew and performers as much as possible. Any and all testing programs are the responsibility of the employer and should benefit from the guidance of a medical professional.
- ❑ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer shall have a plan for response, following guidance required by San Luis Obispo County, to include:
 - Send the sick employee home immediately. If they have symptoms of serious illness such as trouble breathing, pressure or pain in the chest, bluish lips or they

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appear confused, call 911. They should speak with their physician about their symptoms and determine the need for testing for COVID-19.

- An employee who tests positive, regardless of symptoms, is not allowed to return until fever has resolved without the use of fever reducing medications for at least 24 hours and symptoms are improving, with a minimum absence of ten (10) days from the start of their symptoms.
 - Consider alternative work options like teleworking or other arrangements to work remotely if the employee can do so.
 - Perform a cleaning and disinfection of all areas touched by the ill or infected employee.
 - Identify any cast, crew or others that had close contact with the ill employee and be prepared to report that information to the SLO PHD upon investigation. The name of the ill employee must not be disclosed to other employees, and medical privacy must be maintained.
- ❑ The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. Note that a negative PCR test (test for genetic material on nasal/throat/saliva sample) only shows that there was no virus in the sample at the time of the test. Individuals that test negative will still be required to complete a full 14 days of quarantine.
- ❑ If the producer, director, showrunner, owner, manager, or operator knows of three (3) or more cases of COVID-19 within the workplace within a span of 14 days the employer must report this cluster to the SLO PHD at (805) 781-5500. If such a cluster is identified at a worksite, SLO PHD will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures.

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- ❑ Employee, crew, musician and performer health screenings are conducted before they may enter the workspace. Screenings must include a check-in concerning [symptoms as outlined by the Centers for Disease Control and Prevention \(CDC\)](#) and if the employee has had close contact with a person known to be infected with COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- ❑ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn, covering both the nose and mouth, by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.
- ❑ Employees are instructed to wash or replace their face coverings daily.
- ❑ All workstations are separated by at least six feet.
- ❑ Break rooms, restrooms, and other common areas are disinfected frequently, on the following schedule:
 - Distribution area _____
 - Make up/ Hair and Costume areas _____
 - Cast Green Rooms or trailers _____
 - Break rooms _____
 - Restrooms _____
 - Other _____
- ❑ Breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms or other common areas at all times.

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- Employees are prohibited from eating or drinking anywhere other than in designated areas to assure that masks are worn consistently and correctly. Performers must eat and drink at designated set areas with staggered schedules.
- Disinfectant and related supplies are available to employees at the following location(s):

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

- Employees are allowed frequent breaks to wash their hands.
- A copy of this protocol has been distributed to each employee.
- Each worker is assigned their own tools, equipment and defined workspace as much as possible. Sharing held items is minimized or eliminated.
- All shared equipment, microphones, and tools must be disinfected after each use.
- All shared clothing must be cleaned after each use.
- All wigs or other shared prosthetics must be disinfected after each use.
- All policies described in this checklist other than those related to terms of employment are applied to staff, delivery persons and any other companies who may be on the premises as third parties.
- Training sessions on COVID-19 are provided and documented for all employees – including information about the virus and all required safety measures.
- The date, time and participants in all production sessions should be recorded for later reference, in case anyone involved in the production becomes ill with signs of COVID-19 and/or tests positive.
- Make a copy of this protocol available to all participants
- Optional—Describe other measures:

(B) MEASURES TO ENSURE PHYSICAL DISTANCING

Check all that apply

- All new or re-starting productions and group recording sessions must have a written protocol before work begins to ensure physical distancing of six (6) feet or more between people throughout the production. It must ensure that:
 - Only essential performers should be on or near a set or stage at any time.
 - Production or editing meetings should be limited to essential staff only and should be held in areas where physical distancing can be maintained.
 - Strategies may include breaking production participants into teams of the smallest size feasible, that access set or studio areas at different times with minimum overlap or intermingling.
 - All cast and musicians performing work in which they cannot wear a face covering (e.g. actors, wind and brass instrument players, singers) should strive for a minimum of 8 feet of social distancing during rehearsal or performance. Alternatively, wind and brass instrument musicians should be separated from others and from each other by plexiglass or other barriers.
- Where feasible, all workspaces shall have one directional traffic (separate entrances and exits) to prevent contact or crowding near doorways.
- Distance markers must be provided to indicate adequate social distancing. Microphones, consoles, and other equipment must be set up to facilitate social distancing.
- Elevator capacity is limited to the number of people that can be accommodated while maintaining a six (6)-foot physical distance between riders.
- Furniture in lobbies and in employee break rooms, green rooms and trailers and other common areas is separated by at least six (6) feet to support physical distancing.
- All staff, cast, crew, musicians, vendors, clients and other visitors have been instructed to maintain at least a six (6) feet distance from each other at all times, except when specific tasks require closer work.

- Rehearsals that are not part of work associated with a specific production are not allowed.
- In offices, film and sound editing areas, employee workstations are separated by at least six (6) feet and common areas are configured to limit employee gatherings to ensure physical distancing of at least six (6) feet. A maximum capacity for each office, meeting room and floor should be established and posted.

(C) GENERAL MEASURES FOR INFECTION CONTROL

Check all that apply

- HVAC systems in all buildings are in good working order; to the maximum extent possible, ventilation has been increased in all spaces, including offices, recording areas, meeting rooms, stages, green rooms and trailers. The status of the HVAC system is assessed by on-location scouting.
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas
- All contracts, scripts, music sheets, and any other documents that are normally shared are either distributed digitally, or are printed and individually assigned to cast, crew and musicians to avoid sharing.
- Before and after filming or recording sessions, group editing, or other meetings, frequently touched objects (e.g., tables, doorknobs or handles, printers, props, common equipment) are disinfected using EPA approved disinfectants. Such surfaces should be cleaned at least three times a day.
- Sets, production spaces, and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently.
- All visitors are instructed that they must wear cloth face coverings over their nose and mouth at all times in the facility unless they are alone in a closed office. This applies to all adults and to children 2 years of age and older. Only individuals who have been

instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.

- ❑ Performers that are minor children may be accompanied by up to two (2) adults such as a parent, guardian and/or educator. Children must stay with their parent or guardian and avoid touching any other person or any item that does not belong to them and remain masked, if age permits, when not on set.
- ❑ Symptom checks are conducted, consistent with employee screenings, before visitors may enter the facility. Checks must include a check-in concerning [symptoms as outlined by the Centers for Disease Control and Prevention \(CDC\)](#) and if the employee has had close contact with a person known to be infected with COVID-19 in the last 14 days. These checks can be done in person or through alternative methods such as on-line check in systems or [through signage](#) posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- ❑ Hand sanitizer, tissues and trash cans are available to all performers and staff at or near the entrance of the facility, throughout offices and recording studios, near a set and on location. Non touch trash receptacles are preferred.
- ❑ All payment portals, pens, and styluses are disinfected after each use by a different person.
- ❑ Props, costume and set materials that can be more easily disinfected are preferred.
- ❑ All cast and crew must wear a facial covering and must wash or sanitize hands before touching props, costumes, or set materials. During filming, cast may use these items without wearing a face covering.
- ❑ All props, costumes and set materials must be disinfected before first use on set, and between uses by different actors.
- ❑ Where feasible, cast will bring their own props (e.g. cell phone) and costumes to avoid sharing.

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- ❑ Sheet music and other paper materials should be passed out using gloves. Ideally, they should be for single use and not collected at the end of the session.
- ❑ Wherever feasible, everyone utilizing the studio should use their own equipment (including cameras, headsets, microphones, consoles), desks, phones, supplies, etc. If equipment must be shared, it should be sanitized between each use.
- ❑ Those entering the studio must wear a cloth face covering over the nose and mouth whenever they are near others, especially in common areas including lounges, kitchens, bathrooms.
- ❑ All musicians and singers performing work in which they cannot wear a face covering (e.g. wind and brass instrument players, singers) should strive for a minimum of 8 feet of social distancing during rehearsal or performance. Alternatively, these individuals should be separated from others and from each other by plexiglass or other barriers.
- ❑ Talent must arrive with hair and makeup done if needed.

Conclusion

Any additional measures not included above should be listed on separate pages, which the business/organization should attach to this document.