



Filming During COVID-19: Considerations for Oklahoma Filmmaking

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Disclaimer: The information and actions listed herein are recommendations and not mandatory or required to utilize the Film Enhancement Rebate Program or complete prep, production or post in Oklahoma. The Oklahoma Film + Music Office is not responsible for, nor monitors, health and safety regulations on set. If you have additional questions regarding COVID-19 precautions, please use the recommended links provided in this document, located on page 8.

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INTRODUCTION

The Oklahoma Film + Music Office (OF+MO) believes the safety of Oklahoma's filmmakers, crew members, talent, vendors, location owners and cities is our highest priority to maintain our film industry amid the Coronavirus (COVID-19) Pandemic.

As of Friday, April 24, 2020, Oklahoma is in Phase One of a three-phased approach to open back up Oklahoma's economy. The [Open Up and Recover Safely \(OURS\)](#) statewide plan is:

1. Based on scientific modeling from public health experts.
2. Intended to mitigate risk of resurgence.
3. Intended to protect Oklahoma's most vulnerable citizens from the threat of COVID-19.
4. Intended for businesses and individuals to utilize in conjunction with guidance from the [Oklahoma Department of Commerce](#), the [Oklahoma State Health Department](#), and the [Centers for Disease Control \(CDC\)](#).

Considerations provided in this document are not exhaustive nor comprehensive in scope. Guilds, Unions, Companies, Studios, local, state, and federal guidelines may be more restrictive. As film productions make decisions about operations while the pandemic persists, they may consider and continue to adhere to local, state, and federal guidelines.

Restrictions and plans to reopen Oklahoma are closely monitored by OF+MO. To find the latest information on how Executive Orders and the current phase of the OURS plan may affect your production, visit the [OF+MO Reopen Oklahoma page](#).

Additional information on Oklahoma's COVID-19 cases can be found on the [Oklahoma State Health Department](#) website and ongoing updates to our state's response can be found on [Oklahoma Governor Kevin Stitt's](#) website.

KEY CONSIDERATIONS + LOCAL RESOURCES

FILM PERMITTING + GROUP GATHERING RESTRICTIONS BY JURISDICTION

For the latest information on film permitting in the State of Oklahoma, please contact the respective city officials and organizations listed on the [OF+MO Reopen Oklahoma page](#).

LOCAL RESOURCES FOR PERSONAL PROTECTIVE GEAR (PPE) + COVID-19 TESTING

For the latest information regarding PPE sources and testing sites in the State of Oklahoma, visit [OF+MO's Production Directory](#) and the [Oklahoma Department of Commerce](#) website.

TRAVEL RESTRICTIONS + SELF-QUARANTINE PROTOCOLS

For the latest information on travel restrictions for the State of Oklahoma, visit the [OF+MO Reopen Oklahoma page](#).

SOCIAL DISTANCING + PERSONAL PRACTICES

OF+MO strongly encourages each production to continually check the CDC's recommendations for [personal practices](#) and [social distancing](#).

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GENERAL CONSIDERATIONS + WORKPLACE SAFETY

- Prepare an Infectious Disease Preparedness and Response Plan specific to COVID-19 to consider and address the level(s) of risk associated with various departments and job tasks. Adjust plans as necessary.
- Designate a COVID-19 Workplace Coordinator to oversee implementation and maintain safety.
- Establish an emergency communication plan across all areas of production to be utilized during and after principle photography.
- Include COVID-19 protocols, effect on production, and updates in daily safety meetings. Consider meeting in department-specific groups to keep meeting size small and information relevant.
- Notify cast and crew of COVID-19 specific protocols by and/or with distribution of first call sheet.
- Consider daily deep cleans before the start of day and during daily wrap procedures.
- Minimize nonessential travel across or out of state before, during, and after production in Oklahoma to follow CDC recommendations and Executive Orders regarding isolation.
- Include required isolation due to travel into the pre-production & post-production schedule.
- Consider plans for staggered call times for work in phases.
- Before reporting for call time, if an individual has a temperature of 100.4° and/or symptoms (i.e., fever, cough, or shortness of breath), they should consider immediately notifying their supervisor and staying home.
- Consider temperature checkpoints during check-in and before arriving to set.
- During the workday, if someone develops a temperature above 100.4° and/or symptoms (i.e., fever, cough, or shortness of breath), they should consider immediately notifying their supervisor and separate from the group.
- Individuals who have been sick should consider not returning to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.
- Practice social distancing by staying at least 6 feet (about 2 arms' length) from other people and do not gather in groups to increase physical distancing on sets and work spaces.
- Encourage and provide personal protective equipment (PPE) (i.e. gloves, goggles, face shields, face masks, and respiratory protection, when appropriate) to protect crew and talent. PPE sources can be found in [OF+MO's Production Directory](#) and the [Oklahoma Department of Commerce](#) website.
- Encourage and provide cloth face cover to cover your mouth and nose when around others on and off set.
- Remove, clean, and store or dispose of PPE properly, as applicable, to avoid contamination of self, others, or the environment.
- Ensure that access to hand washing and sanitation stations are available for crew and talent. Utilize hand sanitizer with 60% alcohol.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Practice respiratory etiquette and cover mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

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- Clean and disinfect frequently used items and surfaces as much as possible. Utilize the [EPA-approved Disinfectants](#) for all types of cleaning surfaces. Follow directions on the label of products to safely and efficiently disinfect.
- Avoid sharing equipment, tools, and workspaces. Label items to cut down contamination and clean and disinfect between uses.
- Utilize online or other contactless measures for daily call sheets and pages.
- Carry personally preferred writing utensils (pencil, pen, highlighter, etc.).
- Display signs and posters as a frequent reminder of preventative steps against COVID-19
- Do not congregate in groups larger than 10. Consider the necessity for groups larger than 10 people in confined places.
- Utilize virtual meetings, scouts, casting, and hiring opportunities as often as possible.
- Refrain from handshakes, high fives, hugs, etc. and consider waves for in-person greetings.

DEPARTMENT CONSIDERATION

ART DEPARTMENT / HAIR AND MAKEUP / WARDROBE DEPARTMENT

- Reference Oklahoma's [Hair and Nail Salon and Barbershop Guidance](#)
- Utilize virtual meetings for tests and fittings when possible.
- Hair, makeup, and wardrobe workstations may be at least 6 feet (about 2 arms' length) apart.
- Hair and makeup artists, wardrobe personnel, and talent should consider washing hands regularly with soap and water and wearing PPE equipment for all in-person tasks.
- Consider additional prep and strike days.
- Consider increased ventilation for hair, makeup, and wardrobe-designated spaces.
- Stagger hair, makeup, and costume calls to minimize the gathering size.
- Clean and disinfect workstations before and after each talent appointment.
- Consider a daily clean and disinfect of all linens and used costumes and store in a closed container/cabinet.
- Clean and disinfect all hampers that hold soiled linens and be sure to use a hamper that can be lined and closed.
- Grooming tools may be disposable after one use and/or assigned to a specific individual and cleaned and disinfected before and after each use. Consider storing in labeled, closed container.
- Utilize actors' personal makeup, grooming equipment, and clothing when possible.
- Consider cleaning and disinfecting new items immediately after their purchase and/or store in closed container for duration needed to naturally disinfect surface.
- Set dressers, props, and other on-set hair & makeup personnel wear appropriate PPE and dispose after each use.
- Talent removes makeup and returns costume on their own. Tools and training may be provided, as needed.

CASTING

- Utilize virtual platforms for remote casting.
- Notify talent ahead of the audition of COVID-19 protocols and expectations upon arrival and provide signage on the audition site.
- Consider virtual or remote check-in, or one person conducting in-person check-in. This individual could wear PPE and clean and disinfect the area between check-ins.
- Maintain social distancing of at least 6 feet (about 2 arms' length) between casting personnel and talent.
- Consider time between auditions for regular disinfecting and designating one individual to clean.
- Mark specific entrances and exits to minimize exposure exiting and entering the room and casting building.

CRAFT SERVICES / CATERING

- Reference Oklahoma's [Full Service and Quick Service Restaurant Guidance](#) for additional information on food service & dining guidelines.
- Consider hand washing/sanitizing stations before and after craft services and meals.
- Consider only offering packaged and pre-portioned meals and snacks.
- Consider staggered lunches to maintain distance of at least 6 feet (about 2 arms' length) between diners.
- Mark proper distance between individuals waiting to receive food.
- Sanitize dining stations between individuals.
- Catering services or designated team may exclusively handle meals & distribution to crew. Consider additional designation if quarantined individuals are on set.
- Consider a to-go-style production meal pick-up with crew returning to assigned location.
- All members serving food should consider wearing PPE and practicing respiratory etiquette. After serving food they should consider immediately washing their hands for 20 seconds.

LOCATION / TECH SCOUT

- Utilize virtual scouting whenever possible.
- Connect with location contacts/owners for up-to-date local restrictions for permitting and events in public and private locations.
- Inquire with location owner about location specific restrictions, protocols, and preferences. Plan accordingly.
- Follow CDC recommendations and Executive Orders to declare travel to/from Oklahoma in the last 21 days.
- Disperse relevant documents virtually before, during, and after scouts.
- Utilize/provide PPE when meeting in person, in confined spaces, and if carpooling to and from locations.

MEDICAL PERSONNEL / SET MEDIC

- Medical personnel should consider taking temperatures/check medical credentials/approvals.
- Medical personnel should consider visually monitoring cast and crew for those that look ill and may proactively patrol set to consult personnel.

MINORS

- Consider PPE size & adjust to sufficiently fit minors.
- No makeup unless deemed necessary.
- Consider social distancing, ventilation, and PPE when planning education time & schedule.

ON-SET PROTOCOLS

- Consider local guidelines, CDC gathering recommendations, social distancing, and ventilation when planning base camp, department and talent holding spaces, craft services, video village, blocking and rehearsals, and catering.
- Consider designated entrances and exits to minimize face-to-face exposure of departments/individuals entering and exiting.
- Utilize and provide hand washing/sanitation stations throughout set. Include signage to encourage regular and proper protocols. Consider hand washing/sanitation in creating the shooting schedule.
- Consider additional time for additional cleaning and sanitation in set dressing, props, between set-ups, and other natural breaks in the shooting schedule.
- Consider cleaning and disinfecting the entire location and set at the start of every workday.
- All on-set personnel wear PPE. On-set personnel should consider disposing of, changing, and cleaning PPE as needed when handling equipment and after completing face-to-face tasks.
- Consider essential on-set personnel and staggered department times to cut down over crowding and face-to-face exposure.
- Electric, Grip, Camera and Sound Departments may consider additional equipment needs to reduce sharing.
- Electric, Grip, Camera and Sound departments may consider cleaning and disinfecting equipment after each use and high-touch surfaces regularly.
- Electric, Grip, Camera, and Sound Departments may consider avoiding sharing or passing equipment between individuals.
- Electric, Grip, Camera, and Sound Departments may consider labeling equipment for use by a single crew member and/or talent.

PRODUCTION OFFICE / TRAILERS / TENTS

- Clean and disinfect surfaces daily. Consider designating one person to clean high-touch points at regular intervals.
- Arrange for more ventilation by utilizing open windows and doors, a/c and heating units, and exterior options.
- Consider spacing workstations at least 6 feet (about 2 arms' length) apart.
- Consider staggered work shifts and telework options when possible to maximize space.
- Arrange for pick-up and/or deliveries outside of office/building/trailer/tent.
- Limit community areas to avoid group congregation.
- Consider specific entrance and exit points to minimize face-to-face exposure entering and exiting.

TALENT

- Production may consider social distancing and PPE for actors, stand-ins, and extras in holding spaces, blocking, and rehearsals.
- Provide talent with individual writing tool for notes, paperwork, etc.
- Consider CDC recommendations, local restrictions, and social distancing as Extras are deemed necessary.

TRANSPORTATION

- Delegate a person to clean a transportation vehicle at the beginning, between use, and end of the day.
- Consider CDC gathering recommendations when planning and scheduling transportation capacity and trips to/from set.
- Utilize PPE and increase ventilation during transportation.

ADDITIONAL RESOURCES

- [White House Guidelines for Opening Up America Again](#)
- [Environmental Protection Agency \(EPA\) & Center for Disease \(CDC\) Control Guide for Workplaces](#)
- CDC [Workplace](#), [Personal Protection](#), and [Social Distancing](#)
- World Health Organization (WHO) [Advice for Workplace](#)
- Occupational Safety and Health Act (OSHA) [Guidance on Preparing Workplaces for COVID-19](#) from the US Department of Labor
- Oklahoma's [Opening Up and Recover Safely \(OURS\) Plan](#)
- Oklahoma Department of Commerce (ODOC) [Businesses and Organizations Guidance](#)
- Screen Actors' Guild [COVID-19 Safety Tips](#)

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