

COIP On-Location Shooting & Scouting COVID-19 Safety Procedures & Checklist

IN GENERAL

All crew members will wear a face mask at all times during the scouting and shooting for on-location videos. Talent will wear masks up until the director calls for a take. Once a shot is cut, talent will put masks back on, unless the director calls for another take immediately.

Social distancing will be observed at all times, and equipment will be handled only by the operator unless it is impossible or unsafe to do so.

Equipment cleaning will take place before the first recording of the day, in between multiple shoots on the same day if the equipment is touched by multiple people, and after all shoots have completed for the day.

If anyone needs a break for food or drink, they should do so at an appropriate distance. Drinks should have a lid or a cap.

SUPPLIES

Hand sanitizers, alcohol pads, sanitizing cleaning wipes, and extra masks will be brought to the locations and made available to crew and talent for use as needed.

Supplies will be added to the equipment list and gathered along with equipment during pre-shoot preparation.



WHAT TO CLEAN

- Gently wipe down the mic, using the alcohol wipe
- Gently and very carefully wipe down the Sony tripod and camera used for recording with the alcohol wipes
- Gently wipe down the iPad teleprompter with the alcohol wipes
- Wipe down headsets
- Wipe down audio boom pole and any cables brought to a shoot



UPON RETURNING TO THE STUDIO

Crew members should wash their hands in the bathroom immediately upon returning to ECOB and before returning to the studio or office. They should take a disinfectant wipe to open doors on their way to the bathroom.