



I.A.T.S.E. LOCAL 44 AFFILIATED PROPERTY CRAFTSPERSONS

SUPPLEMENTAL CRAFT SPECIFIC COVID-19 RETURN-TO-WORK PROTOCOLS FOR THE COMMERCIAL SET DECORATION DEPARTMENT

This document is a supplement to the Labor/Management Task Force White Paper and Phase 2, prepared by Local 44, with Craft Specific protocols and best practice recommendations to assist Commercial Set Decorating Department employees in implementing the Employer's COVID-19 workplace policies and practices to protect employee health during the COVID-19 pandemic.

The health and safety of employees should always be a Company priority but especially during this crisis. Together, all employees will individually and collectively benefit from following these guidelines. Therefore, please read these instructions carefully and ask questions if you do not completely understand what is being asked of you.

I. CONDUCT DAILY SAFETY BRIEFINGS WITH STAFF:

Prior to commencing work, the Set Decorator and Leadperson should confer with incoming staff, and given staggered calls, make sure all employees, including new ones, are trained on the COVID-19 safety protocols contained herein and how they are applied on a specific production, both verbally and with posted notifications of production specific details. New employees might require additional time prior to reporting to set for such briefings. Applicable to all productions, the following information is not limited to but should include the following:

- A.** Know and understand the Employer's protocols should the employee begin to exhibit symptoms of COVID-19 while on the job.
- B.** Know and understand the Employer's protocols should the employee witness another worker exhibit apparent symptoms of COVID-19 while on the job.
- C.** Location of hand sanitizer.
- D.** Location of PPE.
- E.** Location of washrooms or free-standing hand washing sites.
- F.** Location of appropriate waste receptacles.
- G.** The department specific, Employer mandated handling of Set Decoration within the Property Prep Area, gold rooms, truck(s) and rolling carts
- H.** Show-specific, Employer mandated requirements for handling, sanitizing/disinfecting and chain of contact instructions for the handling of all props headed to the set.
- I.** Producer's protocols for physical distancing on set and Producer's determination for PPE, specifically as it relates to Cast.



- J. Discuss or prepare a document that addresses any daily production specifics, i.e., studio to location work, food scenes, etc., and make sure appropriate protocols are in place.
- K. Address mealtime protocols.

II. USE OF APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT (PPE), OBSERVATION OF RECOMMENDED SOCIAL DISTANCING PRACTICES AND SANITIZING PROTOCOLS

- A. The Company must provide all necessary, and appropriate Personal Protective Equipment (PPE) as required by Federal, State and Local government agencies, including face masks, face shields, sanitizing wipes, and sanitizing spray.
- B. Proper training for the donning, doffing and disposing of PPE, and the sanitization of face shields should be provided for employees.
- C. All PPE should be labeled with the individual employee's name. PPE SHOULD NOT BE SHARED UNDER ANY CIRCUMSTANCES.
- D. Cleaning and washing of face coverings and face shields shall be the sole responsibility of each employee.
- E. All PPE must be maintained in good working order and accounted for at all times. If the employee's PPE is broken or needs to be replaced, seek a replacement immediately.
- F. Requirements for safe sanitization shall be determined by the employer, using EPA criteria for appropriate sanitization products. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Employees should avoid using high touch areas of other workers. Tools, landline phone receivers, computer keyboards, and other chronic high touch areas, should be sanitized with regularity.
- G. Ventilation is a critical component in preventing the spread of COVID -19 and other diseases. Companies should endeavor to provide proper ventilation with HVAC systems inspected regularly, filters replaced and upgraded with state-of-the-art technology. Opening of windows and doors with industrial fans and the use of portable air filtration systems can assist in a cleaner air quality.
- H. Non-medical work gloves shall be used.
- I. The procurement and cost of PPE shall not be the burden of the Set Decoration department.
- J. Non-medical work gloves shall be worn as usual when appropriate. Best practices and which work gloves shall be used should be discussed with the COVID-19 compliance officer.

III. HYGIENE – PERSONAL AND PROFESSIONAL RESPONSIBILITY

Maintain exceptional personal and professional hygiene practices, including:

- A. Washing hands with soap and water frequently throughout the day for the recommended 20 seconds and after each visit to the restroom.



- B. Use the Company provided hand sanitizing/hand washing stations throughout the premises.
- C. As Set Decorators and Property people, understand, with Employer training, how and why to use gloves in contact-to-contact circumstances.
- D. Whenever crew members must travel together in vehicles, nose and mouth coverings, face shields and gloves should be worn by all occupants of the vehicle for the duration of the trip to protect the driver's and each other's safety. To limit cross-contamination whenever possible crew members should maintain the same vehicle seat for the duration of the trip and for any return or subsequent transportation. If choosing to self-drive consider logistical challenges and negotiate with employer the appropriate car allowance, fuel reimbursement and or mileage reimbursement.
- E. Remove gloves correctly when used per the attached graphic:



IV. COMMUNICATION, PLANNING AND SCHEDULING

Early and often communications should be established:

- A. Communication between the Set Decorator, Producer, UPM, Director and all heads of department is critical. The Set Decorator as Department Head, is recognized as essential crew and shall be included on all interdepartmental communications, discussions and decision making. This includes the ability to circulate among various production departments on the shooting stage or location as necessary. Set Decoration issues shall be discussed with the Set Decorating department only.
- B. Early in the planning stages of production, consider developing a multidepartment calendar that is accessible online and is updated as changes develop.



- C. In an effort to address departmental conflicts early, share your departments internal schedule with production and all other departments - update as needed.
- D. Prop houses, vendors, retail, and parcel services will have restricted access and slower than expected delivery times. Earlier start dates, more prep days, man-days and additional trucking will be needed to prepare sets for shooting.
- E. To accommodate the above-mentioned restrictions, Tech scouts and Pre- Pro meetings should be scheduled as early as possible.
- F. Timely client and agency approvals are encouraged, last minute request will be difficult or impossible to fulfill.
- G. Set Medics are needed on all prep days, shooting days and wrap days (per osha regulations and the commercial agreement).

V. PREP- SET DECORATORS, LEADPERSONS, PROPERTY BUYERS, AND DRESSERS

Anticipate restricted and limited entry to prop houses, retail establishments and delayed shipping.

- A. Ensure that all members of the Set Decoration department are rostered members in good standing who have completed the required safety training. Non-rostered/Non-covered persons who have not been safety trained shall not perform our traditional jurisdictional work under any circumstance. (PA's and Art Coordinators)
- B. Work remotely whenever possible (reimbursement will be necessary for equipment, office supplies and other technologies needed for working remotely). If working remotely isn't possible, the Set Decoration department needs an office space with the appropriate square footage to allow for physical distancing. If physical distancing is impossible the donning of appropriate PPE must take place.
- C. Consider appointing a Leadperson or qualified property person/set dresser to help with safety coordination. Including the sanitization of shared tools, ratchet straps, ladders, dollies and other shared equipment.
- D. The Set Decoration department shall coordinate best cleaning and sanitization practices with the COVID-19 Compliance Officer.
- E. If additional cleaning is required on shoot days, additional property persons/set dressers will be required.
- F. Ensure your department has an adequate supply of PPE at the beginning of each shift.
- G. Use proper PPE while shopping at prop houses and retail establishments.
- H. Coordinate with prop houses and retail establishments to determine the restrictions per business and plan accordingly.
- I. Implement a system in which smalls and hand props are boxed and labeled. Ideally, by the person who has handled the contents and when. (i.e. Jane Doe 7/11/2020)
- J. Do not rely on rental or retail facilities for cleanliness of items.



- K.** Additional PPE will be required for riding in a truck. Regular sanitizing of the interior of truck, maintaining seat position throughout the day, and 4 occupants maximum per 5-ton are strategies that should be considered.
- L.** Go paperless whenever possible. (start paperwork, pick-up envelopes, prop house paperwork, p-cards with a tap option and adding lunch money to paychecks.)
- M.** Consider storing crew members belongings in lockers outside of gold rooms/kit storage. Designate a shelf or allocate another area for the storage and donning and doffing of PPE. i.e. kit truck and or 5-ton.
- N.** Eliminate personal use of gold room/kit storage refrigerators and microwaves. Whenever possible limit gold rooms/kit storage as department gathering zones. Unless appropriate PPE and physical distancing can be deployed.
- O.** When possible avoid shuffling crews. (i.e. Create “teams” within your crew. A-teams deals with pick up’s and returns, B-team dresses with the Set Decorator etc.)
- P.** Consider tracking and accounting for your workforce personnel and their whereabouts. Example: Note who performed the pick-up and return on rental paperwork. Keep schedules as to who worked where and when.
- Q.** Outside vendor deliveries or specialty services needed on set, shall be coordinated with COVID-19 officer and appropriate departments. Plan these visits with appropriate lead time when possible.
- R.** Last minute items brought to set will need to be cleaned/sanitized prior to use.

VI. LOCATION DRESSES AND WRAP

Additional Prep Days are a must to ensure proper physical distancing.

- A.** Productions should avoid locations that recently have been occupied or used by people who may have been infected with COVID-19, if possible. Additionally, persons residing at the location should be housed off-site.
- B.** Share and discuss schedules amongst departments to allow for physical distancing.
- C.** Discuss with COVID-19 compliance officer, the maximum number of crew members allowed to work together at any given time.
- D.** The location should be sanitized by a cleaning crew or given the appropriate quarantine time prior to the arrival of the crew.
- E.** To limit cross contamination, all set dressing items should be handled by the appropriate crew, this may require additional property persons/set dressers.
- F.** The handling of items i.e. furniture, art work, and décor at locations, shall be performed by property persons/set dressers while following best practices.
- G.** Items that are not being used as set dressing, and that belong to the location shall be cordoned off or quarantined. In an effort to prevent possible cross contamination and the use of locations items as personal seating. If storage is scarce at the location, an additional truck maybe required to house those items.



- H. Alternative methods of approving completed sets prior to principle photography should be considered. Changes shall be discussed with the Set Decorator.
- I. Allocate a separate set dressing area, this could be an empty 5 ton or a Pop-up tent with sides added.
- J. Consider sharing images of dressed sets prior to the shoot day.
- K. Communicate with the Location Department and COVID-19 compliance officer to ensure proper restrooms and/or handwashing stations are present when the crew arrives for prep and strike days.
- L. Coordinate with COVID-19 officer and/or Locations Department cleanliness/safety issues.
- M. No craft service, beverages or outside food shall be permitted within the set.

VII. STAGE DRESSES AND WRAP

- A. Share and discuss schedules amongst departments to allow for physical distancing.
- B. To limit cross contamination, all set dressing items should be handled by the appropriate crew, this may require additional property persons/set dressers.
- C. To maintain physical distance, establish a departmental area for staging, dressing and striking.
- D. Consider a larger inventory of moving apparatuses (i.e. 4-wheel dollies) for moving bulky items. This will allow for better physical distancing between set dressers.
- E. Frequently clean all set dressing items as they move through the contact chain.
- F. Alternative methods of approving completed sets prior to principle photography should be considered. Changes shall be discussed with the Set Decorator.
- G. No craft service, beverages or outside food shall be permitted within the set.

VIII. MAINTAIN THE COMMITMENT TO THE SAFETY OF THE INDIVIDUAL, THE CREW AND THE GENERAL PUBLIC

All employees are expected to work together to maintain a clean, professional and safe working environment. To that end, employees are requested to do the following:

- A. If you do not feel well, PLEASE STAY HOME. If you feel sick at any time once the workday has begun, alert your Department Head, the Medic and/or dedicated COVID-19 monitor immediately.
- B. Should you fall ill at the workplace, WITHOUT DIGRESSION, observe the employer-mandated protocols for this circumstance.
- C. Should you have concerns regarding any employee who may not be abiding by safety protocols or who might be exhibiting symptoms of COVID-19, please report these concerns to your Department Head, the Medic and/or the dedicated COVID-19 monitor.

