



The following are potential budgetary considerations to account for while ensuring the safety of the production team during the COVID-19 pandemic.

COVID-19 SPECIFIC CONTINGENCY

A 5-10% additional contingency is recommended, earmarked specifically for *unexpected* COVID-related expenses, not including the expected expenses below. This contingency could be used to cover potential hiatus costs caused by a Zone A member testing positive, additional cast and crew fees, per diem to cover hiatus/hold time, and any other COVID-related shutdown or re-startup costs.

PERSONNEL CONSIDERATIONS

ADDITIONAL STAFF

- Add a COVID-trained Health and Safety Supervisor (HSS), a Health and Safety Manager (HSM), and 2-4 assistants (not including PA's) depending upon the size of the cast and crew. Recommend one support team member per 20 cast and crew.
- PCR tests need to be administered by a qualified nurse or trained EMT. Plan for additional personnel based on the size of the staff and number of cast and crew.
- On location, consider a staff doctor, local doctor on retainer, a nurse practitioner, or a physician's assistant.

CREW

- Plan for additional prep time for the producing team to adapt the protocol and build a specific plan for your production.
- Additional prep time will be needed for the 1st AD/UPM to schedule 10-hour days, built-in safety briefings and "mask off" breaks, and "block shooting" whenever possible.
- For all crew performing work from home, add remote working "Home Kit Rentals" to cover the costs of minimum internet requirements, home office, personal computers, etc.
- Consider adding COVID-19 "bumps" for each crew member that will take on additional COVID-safety-related responsibilities in the normal course of their work. Special consideration for Producers, AD's, Field Producers, etc.
- Give department heads and key crew ample paid prep time to understand/implement the COVID-Safety Plan for their department.
- Consider having backup crew on hold to cover if a crew member tests positive or if crew members must quarantine during the shoot.

- In multicamera/live shows, have an A/B control room team to minimize exposure and increase available coverage if someone gets ill.
- Additional pay for pre-shoot testing and any required quarantine time for staff and crew.
- Additional compensation for regular cast and crew screening and testing.
- Add more PA's and assistants so they remain on targeted assignments or remain assigned to specific areas of the unit. Consider increasing rates for PA's.
- More HMU and wardrobe personnel so they are dealing with fewer talent. Higher kit fees for disposable of make-up (as opposed to those typically communally used). Additional time for HMU as there will need to be staggered call times.
- Additional drivers and vehicles. Keep all department trucks completely separate from other departments to minimize the crew using each vehicle.
- For unscripted series requiring a 24/7 production schedule, crew members must adhere to a 10-hour working day, which may require additional staffing.
- Consider designating a crew member from each department to sanitize equipment and workspaces each night. Be sure to budget for overtime allowance.
- Day players should be avoided, carry anticipated additional labor week by week.

CAST

- Day/supporting cast become weeklies. No Drop/PU - Schedules should be adjusted.
- Consider how to combine Day Players - turn into weeklies so that they can be tested on day 3 and work within 24 hours of a negative result.
- Same with Supporting, Weekly and Stunts cast as above. Consider more Run of Show ("ROS") Stunts. No drop/pick up without repeat testing and quarantine. This increases fees and Travel & Living.
- Consider a paid ROS Background pool.
- Compensation for background performers to test, quarantine and train.
- 1/10 hour additional compensation for completing daily self-screening questionnaires.

TESTING

- Cost of testing on a regular basis for all members of the production. Review protocol to plan on the number of tests per Zone. Testing may include private onsite setup to minimize turnaround time.
- Medical screening/checkpoint stations set up and staffed at each entrance for sets, offices, shops, stages.
- Cost of PCR tests, rapid PCR tests, associated specimen collection costs and lab fees.
- Labor and devices associated with daily supervised screening for symptoms including temperature checks at the start of each day for anyone entering production areas.
- Software for daily staff/crew questionnaire and temperature records. Good private records must be maintained for insurance.
- At home testing organized by the production prior to crew member or cast using public transportation to report to location.
- Time added to daily schedule for testing (before or after work) and for waiting for results.
- Compensation to cast and crew for testing time.
- 1/10 hour additional compensation for completing daily self-screening questionnaires.

VENTILATION

- Every location, stage, shop, dressing rooms, offices, etc. must be assessed and upgraded or retrofitted for ventilation system compliance.
- MERV 13 or higher quality is the standard baseline for HVAC installation or retrofitting.
- Upgrades to any location without an existing ventilation system with MERV 12 or higher filtration on HVAC system.
- Upgrades to any location without HVAC installation or upgrade possibility with portable HEPA units or other approved filtration systems.

CLEANING SERVICES

- COVID-19-certified cleaning services for offices, restrooms, stages, dressing rooms, etc.
- Separate cleaning crew to clean and sanitize set, stage, location, base camp.
- Regular (multiple times a day) cleaning and sanitizing of restrooms by COVID-19 sanitation personnel.
- Multiple Executive Bathrooms on location with someone to regulate, service, and sanitize them.
- Trashcans with non-touch lids.
- Separate trash receptacles for “hazmat” or used PPE.
- Increased waste removal with special handling.
- Cleaning of locations before rigging/set dressing, before principal photography, after principal photography.

PPE

- Full PPE for all cast and crew for every workday.
- Consider issuing cast and crew a “COVID kit” equipped with multiple reusable face masks, a face shield and mini portable hand sanitizers.
- N95 (or if unavailable KN95) masks, face shields, and gloves for crew, staff, facility personnel.
- Isolation PPE and Isolation Rooms set aside for anyone found to have symptoms on set.

NEW OFFICE REQUIREMENTS

- When working in an office environment, there should be more square footage to allow for distancing on cubicles and office flow plans.
- Plexiglass barriers between cubicles, in reception areas, at entrances and sign in areas.
- Small, windowless offices should have only one occupant.
- Redistribute personnel in individual offices to separate them per the CDC guidelines.
- Additional equipment rental to minimize sharing of office equipment (*e.g.*, copy machines and printers).
- HVAC with MERV-13 filters throughout the facilities need to be overhauled, cleaned, ducts cleaned and any portable air cleaning systems must have HEPA filters installed or replaced.

- If HVAC with MERV-13 filters are not available, ensure that every office has a portable air filtration system or windows that can be opened to air out the space.
- Digital meeting software/systems and large screens (possibly full time IT person).
- Kitchen enhancements or personal refrigerators in each office.

TRAVEL & LIVING

- When traveling to multiple locations on a film or series, consider longer hotel stays, allowing for time to re-test after travel and awaiting results. Allow extra pay for holding between multiple shoots.
- Consider compensation for any required quarantine period before or after flying.
- Flights should be charters where possible or the seat next to a person purchased for everyone (cast and crew) flying.
- Housing considerations: Book the entire hotel? Book the entire floor? AirBnB? Additional rooms around talent to give extra separation?
- Consider the extra costs of paying for a team member to quarantine on a distant location. If there is no union policy, make sure you have a policy for that team member who tests positive on a distant location. (Will production travel home, if possible? If not, who will provide caretaking while they are recovering at distant location? What are union and company sick pay or idle day pay policies on distant location?)
- Consider housing local crew to maintain quarantine.
- Every local crew member who is housed in their home should have a self-drive allowance.
- Reimburse auto and or public transportation travel in a safe way. (Many/most Studios do not reimburse these expenses.)

ON SET

- Current recommendation is 10-hour days mandated. Consider the number of days this adds to the schedule.
- Consider staggering meal breaks.
- Budget for testing before or after reporting to set. (This can be outside of the 10-hour workday but needs to be compensated.)
- Remote monitors should be used instead of video villages, including for H/MUP and costumes. (New Q Take system is one option.)
- More individual walkies with headsets and ways to communicate from Active Set to trailers or offices that minimize movement of crew between locations. This may involve additional equipment rentals.
- Ensure all trailers have appropriate ventilation and filtration systems installed.
- Additional H/MU trailers to provide more separation. Additional Wardrobe trailers. Additional 2-room trailers so cast and producers do not share. Additional drivers.
- Sets prepared and let sit idle for CDC mandated de-contaminate time, if any. This may result in an expanded schedule for facilities and crew for earlier set/lighting/rigging.
- Portable plexiglass “walls” to use as separation for individuals needing to speak in close proximity.

- Consider costs of a paperless production, including personal tablets for paperwork, releases, etc.
- Additional time for HMU to be completed as there will need to be staggered call times.

LOCATIONS

- Locations will need bigger holding areas, expanded parking, and full-time cleaning services.
- Locations will need more room for two-way “traffic” of team members and the ability to keep Zone A and Zone B team members separate.
- Fire lanes will need to be widened to accommodate two-way traffic and social distancing, which will affect set footprint on stages.
- Rental of portable hand washing trailers/stations/sanitizer, etc.
- Tents for check in/screening, extra and larger catering tents to maintain separation during breaks. Redesign field offices/stages/workplace/mills for 6 feet social distancing separation.
- Consider a large tent in an outdoor area (*e.g.*, a parking lot) for meetings held “press conference” style instead of using the catering tent or location. Note that single-use facilities reduce cross contamination.

TRANSPORTATION

- Additional vans (2 people to a van/vehicle or 1 per bench with drivers who do not interact with anyone else on team).
- Additional time-off for production drivers. Work staggered hours.
- More self-driving to increase separation increases mileage costs, vehicle rental, and expanded parking.
- Protective barriers installed in vehicles for drivers.

STAGES

- More stage sets to increase separation. Potentially build in a separate stage to allow for decontamination time before it is needed.
- More stage lighting and all gear carried for longer stage time.
- Better and more Walkies and ways to communicate from Active Set to trailers or offices.
- HVAC - Clean out ducts/vents before anyone is in the building and make sure all filters are HEPA and fulfill CDC guidelines with frequent filter changes.
- For live/multicamera shows, a control room can be broken up to maintain separation from others. Typical live CR has more than 12 people. By putting people in separate rooms (graphics, chyron, lighting, AD, Script PA, etc.) additional space needs to be set up and wired (additional costs for engineering the space)
- On-set plexiglass barriers and/or curtains to separate workspaces.

SCHEDULE

- More prep time to plan an efficient schedule to include all COVID-Safety considerations.

- Potentially longer shooting schedule because of shorter work days.
- Schedule should prioritize separation of cast shooting schedules so as few cast members as possible are on set or in the facility at any given time.
- Plan on additional time for daily safety meetings and consider how AD's will communicate safety meetings remotely to Zone A team members who are not on set and in Zone B.
- Plan on additional time for crew to refresh PPE during the day. Additional breaks for cast and crew to get outdoors when shooting interiors. Consider one break per hour.
- Longer facility days (24-hour access) so crew can shift and not be on the set all at the same time. Prep/set overnight so cleaning can take place before cast gets on stage. This adds costs to facility/stage power and supervision.
- If shooting 7-day weeks, should stagger crew.

FOOD SERVICES

- Food prep will be individual meals instead of buffet style. Packaging and prep increases costs. Craft will have to be packaged and distributed differently to minimize handling.
- Separate Craft Service crews for food service and trash removal.
- Multiple craft locations to minimize cross contamination increases craft staff.

OVERHEAD AND INSURANCE FEES

- As stated above, consider adding a 10% COVID-specific Contingency as a "catch all" for dealing with all the unexpected circumstances Producers will encounter while starting production during a worldwide pandemic.
- Insurance will get significantly more expensive. Add to that the exclusions of all communicative diseases and the possibility of being able to buy back those exclusions. There will be a significant increase in premiums.

MISCELLANEOUS

- Cost of providing COVID-19 Safety training for all cast and crew prior to reporting to work. (including compensations for cast and crew time.)
- Cost of providing training and review of Production COVID-Safety Plan prior to reporting to work (including compensation for cast and crew time).
- Cost to maintain anonymous reporting hotline.
- Provide or recommendations for mental health counselling.
- Additional wardrobe cleaning services.