Producers are required to take steps to protect workers from COVID-19. Some experts predict that COVID-19 infection risks will persist for at least eighteen months, and we cannot return to pre-COVID-19 production practices while the risks exist.

The PGA has prepared the following “red light” protocols designed to guide producers (in collaboration with their Health and Safety team) in the step-by-step process of determining if and when to shut down the production at any stage (pre-production, principal photography, post). In accordance with PGA’s Communication Procedures, the following “Red Light” procedures should be communicated to all team members.

**RED LIGHT PROCEDURES**

The following procedures are recommended when a team member tests positive for COVID-19. These procedures include steps to take in responding to a positive test, *i.e.*, isolation, workplace sanitization, retesting, privacy and communication, contact tracing, replacement, halting production.

**EXHIBITING SYMPTOMS**

If any team member is medically determined to be exhibiting COVID-19 symptoms during a workday, follow ISOLATION, WORKPLACE SANITIZATION and RETESTING procedures, described below. If this team member tests positive for COVID-19, then additionally follow CONTACT TRACING protocols.

**POSITIVE TEST**

If any team member tests positive for COVID-19, the Producer and the Health and Safety Supervisor (HSS) should be informed that there is an *Uncleared Team Member* (“UTM”) on the production and in what department the team member works. Immediately thereafter, the AD and the UTM’s HOD or immediate supervisor should be informed.

*Note that Producer must maintain the confidentiality of team members with suspected and confirmed COVID-19 infection when communicating with other team members. In other words, Producer may not disclose the name of the UTM, but Producer can and will need to inform Close Contact team members that they may have been exposed.*
### Timing of Positive Test Result

<table>
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<th>Timing of Positive Test Result</th>
<th>Recommended Action</th>
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| Before first day of work<sup>5</sup> | - Team member must not report to work.  
- Follow RETESTING procedures until team member tests negative.                                                                                      |
| Before arriving to work on any day | - Team member must not report to work.  
- Follow RETESTING procedures until team member tests negative.                                                                                     |
| During principal photography (on or off-set) and UTM already has reported to work | - Immediately enact ISOLATION protocols  
- Ensure HSS, Producer, AD, and immediate supervisor/HOD are informed.  
- Follow RETESTING protocols  
- Follow WORKPLACE SANITIZATION protocols  
- Follow CONTACT TRACING protocols  
- Follow PRIVACY & COMMUNICATION protocols |

*Check local County (or other applicable) Health Department for protocols regarding the number of concurrent UTM’s that will require a production to report to local authorities and/or to shut down.*

### ISOLATION

- Before day one of prep, the HSS must designate a discrete Isolation Room for all production workspaces including at location, on stages, workshops, production offices, or any area that production uses.
- UTM must immediately don proper PPE gear, if not already in PPE. (UTM’s current PPE must be disposed of by trained sanitization, medical workers or set medic.)
- Immediately isolate the UTM (and their personal property and gear) in Isolation Room.
- Arrange for the UTM to take private transport to housing or their home, if not already there.
- In the instance of a positive test (and retest), UTM must remain in isolation for a minimum of 14 days. At the end of the 14 days, team member may return to work provided they also meet the following conditions:

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<sup>5</sup> Prior to employment, Producer or a designee should communicate production policies for (a) sick pay for COVID-19 positive team member who cannot return to work and (b) pay in the case of a false positive where a team member is sent home for retesting and is then later cleared to return to work.
Completed two negative PCR tests, 3 days apart
Are cleared by a medical professional
Not exhibiting symptoms
24 hours fever free without medication.

WORKPLACE SANITIZATION
HSS to arrange for immediate sanitization of UTM’s workspace, tools, equipment, and work areas, as well as any places identified by contact tracing.

RETESTING
UTM should immediately be retested and should be provided with information to contact an authorized medical professional for immediate assessment. Please note that in some jurisdictions, a positive PCR test requires immediate removal and quarantine. Please check with your local, State or international authorities for specific health orders for a positive test result.

If, upon PCR retesting (second PCR test), UTM tests:

- **Positive:** The individual may not return until cleared by a doctor.
- **Negative:** Rapid PCR test should be administered.
  - If PCR test is negative, (that is, a second PCR test is negative AND the third PCR test is negative) then individual may return to work, unless local, State or union protocols indicate otherwise.
  - If PCR test is positive, individual may not return until cleared by a doctor.

*Based on existing literature, the incubation period (the time from exposure to development of symptoms) of SARS-CoV-2 ranges from 2–14 days, with most individuals experiencing symptoms by day 4. Asymptomatic individuals may shed the virus as early as 2-3 days and as late as 14 days.*

PRIVACY AND COMMUNICATION
Producer and HSS should take care to keep the identity of individual and test results confidential, given the above protocols.

- As soon as the UTM has been removed from the premises, Producer should arrange for an AD and HSS-led Safety briefing to announce that a team member has tested positive or has been sent home with COVID-19 symptoms.
- Producer should reinforce their commitment to safety and provide assurance that every precaution is being taken to ensure the safety of the rest of the team members.
- Any cast or crew member who is uncomfortable may voluntarily leave work for the day without recourse and without pay from time of voluntary dismissal.
Producer should encourage anyone with questions to ask them at the safety meeting or in private, if needed

**CONTACT TRACING WITHIN PRODUCTION ENVIRONMENT**

Producer or HSS to inform local and state (or appropriate international parties) of the UTM, according to prevailing government guidance in the location you are filming. Note that most labs are obligated to report any positive results to local authorities.

Producer should collaborate with Health and Safety Manager to document individuals who were in Close Contact with UTM. Close Contact individuals should be informed with language that keeps the identity of UTM confidential, “We have been informed that a person you had close contact with has tested positive/become ill with COVID-19. To protect their privacy, we cannot share their name. If you become aware of their identity, we ask that you respect their confidentiality and not share that information with others.” (Please check with your legal counsel to approve exact language.)

“Close Contact” is defined as all individuals who were within 6 feet of the UTM for more than 10 minutes, starting 48 hours before symptoms began or a positive test result, whichever is earlier.

*Individuals identified as having been in Close Contact with UTM must be informed and immediately isolated and retested with PCR test.*

Regardless of test result, these Close Contact individuals and their belongings and personal gear should be taken by private transportation to their home until test results are received. Check your local jurisdictions and unions for Close Contact individuals and quarantine protocols. (For example, in LA County, Close Contact individuals may need to be sent home to quarantine regardless of their own test results.)

- If negative test results, and UTM has been cleared to work, then Close Contact individual may return to work. If UTM has not been cleared to work, then Close Contact individual is required to quarantine-in-place for 3 days (from UTM’s positive test) and be retested.
- If positive test results, individual may not return until cleared by a doctor.

**REPLACEMENT**

All crew members should be required to assign a departmental replacement should they become unable to work.

**If UTM is in Zone A and is:**

1. **The Producer:** Producer may be replaced by Approved Replacement.
2. **The Director on a Feature film**: Producer may replace Director with Approved Replacement, if Director and DGA have designated a replacement, otherwise upon retesting confirmation, Producer must shut down production for minimum 14 days.

3. **The Director on an episodic series** (and there is an EP or Producing Director with EP and DGA advanced approval): EP or Producing Director will take over for Episodic director while Episodic director is retested, quarantined, and recovering. Otherwise, Producer must follow shut down protocols.

4. **A Field Producer on an unscripted show**: Producer may replace them with an approved EP to take over.

5. **A Leading Actor**: Producer and Director will make best efforts to work/shoot around individual, until such time as the Actor has recovered and retested (per RETESTING protocol). If Producer finds it impossible to work around the Leading Actor, then shooting crew and/or production would temporarily shut down for a minimum of 14 days.

6. **The 1st AD**: Producer may replace AD with the pre-approved 1st AD replacement, until 1st AD recovers and retests.

7. **The DP**: Producer may replace DP with pre-approved Replacement DP, or bump the operator of DP’s choice, or in episodic an approved alternating DP may become the replacement until the DP recovers and retests.

8. **Script Supervisor, Camera Dept personnel, or any other Zone A team member**: Producer many temporarily bump up Zone A individuals or temporarily replace these positions with outside COVID-19-free individuals who follow Zone A protocols for starting work.

**If UTM is in Zone B:**
Production will be allowed to temporarily replace any UTM working in Zone B with the designated team member who follows the Zone B protocols for starting work.

*According to LA County Health Department, if at any time, the production has three individuals from either Zone A or B who concurrently test positive for coronavirus within 14 days, you must report to local government officials.*

**SHUT DOWN PRODUCTION**
If you have to make the unfortunate, but necessary decision to shut down production due to a COVID-19 outbreak, THANK YOU for your commitment to safety.

The following steps should be taken after a COVID-19 incident that causes a shut down:
*Communicate to your cast and crew all of the steps below, so as to curtail concerns about returning to work.*

- Apply the steps, as applicable, for ISOLATION, WORKPLACE SANITIZATION, RETESTING, PRIVACY AND COMMUNICATION, CONTACT TRACING, REMOVAL/REPLACEMENT.
- Let the crew know exactly when the shutdown begins and when production might potentially resume. Inform team members how they will be notified when the production resumes.
- Allow team members to collect their personal belongings and secure their equipment and workspaces. They will not be allowed to return before production resumes.
- Make sure you understand how and why the initial COVID-19 outbreak happened in the first place and change and implement new protocols necessary to prevent another incident.
- Ensure that all sets, locations, props, housing, dressing rooms, equipment, personal gear and stages are secure and have been properly sanitized before returning and/or turning back over to owners.
- Ask the cast and crew to quarantine-in-place for 14 days post shutdown.
- Repeat Zone A and Zone B testing protocols for starting work before allowing cast and crew to report back to work.