

COVID-19 SET SAFETY CHECKLIST

Washington
Filmworks

This checklist will help productions identify what they must do to comply with the safety on set protocols required by Washington State.

1. Read the following established guidance. **All motion picture productions must ensure strict adherence to these following measures:**

- I have read Washington State's [Motion Picture Production COVID-19 Requirements](#).
- I have read the [Department of Labor & Industries \(L&I\) Coronavirus \(COVID-19\) Prevention: General Requirements and Prevention Ideas for Workplaces](#).
- I have read the [Washington State Department of Health Workplace and Employer Resources & Recommendations \(DOH\)](#).

2. You must follow the COVID-19 prevention protocols for employees as required by the Department of Labor and Industries, which includes:

- Write a COVID-19 Safety Plan that outlines procedures for operations that comply with all safety and health requirements. It should include measures from the Governor's office, the Department of Labor & Industries (L&I) Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces, and the Washington State Department of Health Workplace and Employer Resources & Recommendations (DOH). **You can use this [safety plan template provided by the Governor's Office](#) or develop your own.**
- Identify a site-specific COVID-19 Supervisor at each job site to monitor the health of workers and enforce the COVID-19 Safety Plan.
- Educate all workers in the language they understand best about coronavirus and how to prevent transmission and the employer's COVID-19 policies.
- Provide personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks to all workers. (It is recommended that you have reserves 3-4 per worker).
- Ensure all workers not working alone wear a cloth facial covering, unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules guidance. Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details.
- Post signage at the entrance to all job sites to remind workers and visitors that cloth face coverings are required.
- Ensure that workers frequently wash their hands and ensure that there are hand washing supplies available at all times. Provide disposable gloves to workers when it is safe and it helps to prevent the transmission of the virus on tools or shared items.

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- Screen workers for signs/symptoms of COVID-19 at start of shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized. Follow the [cleaning guidelines set by the CDC](#) to deep clean and sanitize.
- Develop a cleaning schedule that includes frequent sanitizing with a particular emphasis on commonly touched surfaces.
- Choose job sites that allow workers to maintain six-foot separation at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimize workers in narrow or enclosed areas, stagger breaks, and work shift starts.

3. Refer to the different guidance below for specific departments:

Talent: Refer to [Labor & Industry's Coronavirus \(COVID-19\) Common Questions Regarding Worker Face Covering and Mask Requirements](#) for additional guidance.

Non-represented talent:

- Reporters, on-camera anchors/talent, and speakers on camera or in front of a crowd may remove their cloth facial covering or mask for the time they are shooting their scene...Proper social distancing of at least 6 feet between all people must be maintained. All other employees, including camera operators and production staff, must wear masks or face coverings when not working alone.
- Talent may be closer than six feet but must have a physical barrier between them at all times (such as plexiglass.)
- To accommodate "over the shoulder" film angles, actors can be closer than six feet if all performers are masked except for the one performer delivering lines in the scene.

Represented talent:

- The production must develop and follow a safety plan approved by the association or union representing talent on the production.
- The production must report in advance to its respective county health department the dates when filming will begin.

Hair/Makeup: If your production has Hair/Makeup, follow the guidance for [Personal Services](#).

Production Office: If your production has a Production Office, follow guidance for [Professional Services](#).

Catering & Craft Services: If your production has Catering & Craft Services, follow the [Department of Health's Dining Area Closures: Guidance for Food Establishments](#).

Construction: If your production has Construction activity, follow the guidance for [Construction](#).

Additional Guidance: Visit www.WashingtonFilmworks.org for additional guidance as well as resources for personal protective equipment, signage for set, safety videos and much more.