

Media School COVID Safety Protocol

[21 August 2020]

Production Protocols

- Cast and crew who feel sick (with symptoms [1] such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea) should stay home and immediately inform their instructor as well as the director and producer of the production. Students who feel sick should immediately contact [IU COVID Health Services](#). [2]
- Masks (face coverings) must be worn at all times, covering both mouth and nose. See [Interim Guide on Face Coverings](#) for full details. [3]
- Crew will maintain 6 feet of distance from each other at all times.
- All cast shall wash or sanitize hands when beginning a scene (shot or rehearsal) and not touch their face during the session. Any crew that must interact with the set or cast must also wash or sanitize their hands at the beginning of filming and must wear a face covering.
- No visitors allowed on set.
- A sanitization break will be taken at least every 3 hours to wash/sanitize hands, faces and (if needed) equipment.
- Students should bring their own hand sanitizer for personal use. Approved sanitization wipes will be sent out on shoots with crews of two or more.
- As a general rule, no sharing of equipment or tools will be permitted unless specified by the instructor.
- Cast & crew are expected to travel to a shoot on their own. If passengers are necessary, vehicles should operate at 50% capacity to ensure physical distancing and face coverings must be worn. Avoid air conditioning and use open windows. If AC is used, it should be set to fresh air rather than the recirculation setting. All vehicles should be sanitized after each journey. See [Interim Guide for Cleaning and Disinfection](#) for vehicle sanitization protocol and materials. [4]
- If food is provided during a shoot, it must be served in individual containers with individually wrapped utensils. Masks may be removed when eating and drinking, but physical distancing (6-foot minimum) must be observed.
- A COVID safety talk will be included in all course and production safety meetings.
- All productions must have a producer on set to oversee production and safety protocols.

Pre-production

- All productions will conduct virtual casting.
- All meetings with cast, crew and all other participants will be conducted virtually.
- Use a minimal crew for tech and location scouting.
- Orient all participants to safety & production logistics.
- Faculty reserve the right to mandate changes to scripts due to safety concerns.

Restrictions

- Limit the number of shooting locations to no more than three per day.
- Exterior locations are encouraged.
- Avoid scenes with extras unless proper physical distancing can be maintained on set and an ample holding area is possible.
- Limit shoot days to no more than 10 hours.
- Cast and crew should be limited to only those essential to production.
- The use of lavalier mics is prohibited.
- NO minors or elderly actors are permitted unless arranged beforehand with the instructor.
- NO scenes where characters are eating.
- NO close contact scenes are allowed. This includes fights, simulated sex, close contact, or scenes that involve any form of physical intimacy.
- NO animals allowed on set.
- NO weapons allowed on set.
- NO moving cars or actors in cars.

Cast-Specific

- Face coverings are required indoors.
- Face coverings may be removed for outdoor shots. Maintain a distance of 6 feet or more at all times. With this distance established, a face covering may be removed immediately before shooting or rehearsing a scene. When finished (or between takes), cast should immediately replace their face covering.
- All cast must wash or sanitize hands when beginning a scene (shot or rehearsal) and not touch their face during the session.
- Any crew that must interact with the set or cast must also wash or sanitize their hands at the beginning of filming or rehearsing, and must wear a mask.
- Talent should arrive with hair, make-up and wardrobe completed for the day.

Again, if anyone feels the symptoms listed above or thinks they are sick, contact [IU COVID Health Services](#). Additional information about safety in the larger community is available from Monroe County Health Department. [5]

[1] CDC Symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

[2] IU COVID Health Services: <https://iu-cra.eas.iu.edu/healthservices/>

[3] IU Guidance on Face Coverings: <https://docs.google.com/document/d/1G4Y0twGC1KykMpBVo-0SRRfPjvYb4w-/edit>

[4] IU Guidance on Cleaning and Disinfecting Vehicles: https://docs.google.com/document/d/1eq3R8yOzMm-KwLOGMVfpqZAZAOIPymV_/edit

[5] Monroe County resources for COVID-19: <https://www.co.monroe.in.us/topic/index.php?topicid=328&structureid=12>