



# **Covid-19 Safety Guidebook**



# Mission Statement

**Here at BLT Studios, we take the health and safety of all our clients, collaborators and crews extremely seriously. We remain committed to doing our part to slow the spread of the virus while keeping our staff and clients as safe as possible by following the most current guidelines and protocols from state, local and motion picture industry authorities.**

**We continue to closely monitor reliable sources for new information and active developments and believe that by remaining diligent and focused on our established protocols, we can keep us all safe and continue to provide the creative spaces and services that you've come to expect.**

# What We Do

- **Pre-hung UVC disinfecting lamps on all stages for nightly disinfection**
- **Portable UVC lamps for disinfecting specific areas**
- **Daily disinfecting of all ancillary rooms**
- **Periodic daily sanitizing of all high-touch areas**
- **Hand sanitizing stations on all stages**
- **Touch-free restroom facilities**
- **BLT rental gear sanitized before being released**
- **PPE equipment and supplies available**
- **Ancillary rooms are clearly marked for maximum occupancy**
- **Covid-19 signage and protocols conspicuously posted on all stages**
- **Daily temperature and wellness checks for all BLT employees**
- **BLT employees capable of working from home are doing so**

# **What You Can Do (suggestions)**

- **Send a digital copy of "Reopening Protocol for Film Production: Appendix J" to your cast and crew prior to the start of your production (included with our contract)**
- **Use digital paperwork whenever possible**
- **Daily screening station for cast and crew with temperature checks and Covid-19 questionnaire required for entry to facility**
- **Separate employees and work stations with 6 feet of distance whenever possible**
- **All off-camera personnel should wear a face mask at all times within facility**
- **Discourage sharing of tools and equipment**
- **Consider staggering call times based on departments when possible**
- **Only essential personnel should be on or near the set at any time**
- **Consider minimizing number of on-set agency and clients by using video streaming**
- **Consider a Covid-19 Compliance Officer for large multi-day productions**

# **What Your Departments Can Do (suggestions)**

## **General Crew**

- **Consider individual walkie-talkies to minimize face to face conversations**
- **All equipment, tools and supplies should be sanitized prior to shoot and periodically thereafter**
- **Departments may only touch their own items whenever possible**
- **Encourage frequent hand-washings by all**
- **Encourage social-distancing whenever possible**

## **Camera and Sound**

- **Encourage equipment sanitizing before being handed off**
- **Encourage social-distancing to the extent possible**
- **Consider boom-mics whenever possible**
- **Crew not immediately needed should remain to themselves**
- **Workstations should be 6 feet apart whenever possible**

# **What Your Departments Can Do (suggestions)**

## **Hair Makeup & Wardrobe**

- **Consider having talent do their own hair and makeup whenever possible**
- **Hands must be washed and all tools must be sanitized for each and every talent**
- **Hair, Makeup and Stylists must wear both face-masks and face shields while working on talent**
- **No talking when talent is without a face-mask**

## **Catering and Craft Services**

- **Meals should be individually wrapped with no crew self-service**
- **Consider staggered lunch times with spacious tables and strict social distancing**
- **No eating or drinking on set to discourage masks being removed**
- **No buffets allowed and no communal food or drink service**
- **Craft service items should be individually wrapped and single serve only**

# **Thank-you**

**Thank-you for your conscientiousness and taking the time to read this**

**Thank-you for allowing us to collaborate with you**

**Thank-you for your friendship**

**Thank-you for trusting us**

**BLT Studios and all of us here are committed to your health and well-being and we want to create with you again in the safest way possible**

**Welcome Back**