

COVID-19 Procedures and Protocols (as of 6/17/2020)

Dave Moser Photography LLC places the highest priority on the health, safety, and well-being of our community as well as maintaining a safe and healthy workspace. We are taking additional measures to protect you, our coworkers, and our families from the spread of the novel coronavirus, COVID-19. These Procedures and Protocols are a key part of our overall strategy and commitment to maintaining a healthy workplace in line with recommendations from [The Centers for Disease Control and Prevention](#) (CDC), the [Occupational Safety and Health Authority](#) (OSHA), [Pennsylvania Government](#) (PA.gov), and [National Set Medics](#). Protocols may scale with the size of production and are constantly evolving based on the information we have. The below protocols are for a full production shoot and some guidelines listed for specific crew may not apply to smaller productions.

Clients Please Consider

Flexibility and compassion need to be at the forefront of everything from pre- production through delivery. Given all of the new protocols for health and hygiene on set, it is reasonable to expect many aspects of set life taking more time. Additional equipment and production may also be needed to maintain a safe environment.

To allow for a calm and careful approach to production, we are recommending limiting the workday to a *maximum* of 10 hours on set in order to keep the crew rested and immune systems strong. Also consider a reduced daily shot count to accommodate potentially shorter and slower days, which may also affect the total number of shoot days.

We will continue to evaluate our practices in light of what is necessary for cast and crew to feel and remain safe, healthy, and comfortable on set.

General Protocols

- All persons on set are urged to take [preventive measures](#) (including: wearing face masks, social distancing, periodic washing of hands, disinfecting surfaces, etc.) in accordance with CDC guidelines to avoid exposure to or infection by the virus causing COVID-19.
- Limited cast and crew. Only essential personnel allowed on set (determined by Dave Moser Photography LLC and client in accordance with guidelines).
- All equipment and commonly used areas will be [disinfected and sanitized](#) before usage, between uses, and at the end of each day. Disinfectant spray/wipes and sanitizer will be available in addition to sink or hand washing station with soap.
- If any person becomes sick or exhibits symptoms of COVID-19 throughout the day, the person will be sent home immediately. If someone tests positive for COVID-19, consider having the site decontaminated by a company that specializes in decontamination. (This should only total one, maybe two days of downtime.) Notify all, but limit mandatory quarantine/testing only to those who worked in especially close proximity to the affected individual. Be sure to follow any local or governmental guidelines and requirements.



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Arrival On Set

- Everyone on the call sheet will have scheduled staggered arrival times and practice social (6+ foot) distancing.
- When appropriate, a [medic](#) will be available and responsible for taking temperatures and verifying that health questionnaires have been filled out prior to arriving on set. They will also go over all expected health protocols with every visitor to the set each day.
- Temperatures will be taken at the beginning, middle, and end of day.
 - Anyone exhibiting [symptoms of respiratory illness](#) / COVID-19 will not be allowed in and must go home.
 - Everyone will be required to wash their hands or use sanitizer upon entering.
- Health Questionnaire completed and verified. Those who have symptoms consistent with COVID-19 will not be allowed on set.
 - Workers at Higher Risk who believe they may be at increased risk for complications from COVID-19 due to underlying health conditions or age are urged to consult their physician about additional steps to protect their health.
- COVID-19 Liability Release Waiver for Clients and/or COVID-19 Assumption of Risk for Cast & Crew completed and verified.

Production Sanitation

- It is recommended that everyone bring their own personal protective equipment (PPE) from home (e.g. masks, face coverings) and wear them at all practical times. However, we will have disposable masks available.
 - [Gloves](#) are not recommended unless you are the medic, handling food or disinfecting equipment. Poor glove practices result in a less sanitary site. Good glove policy requires the wearer to change gloves every time a new item is handled and thus impractical on the set. There is a false sense of security with gloves – It protects the person wearing the gloves at the time but increases the spread to everything and everyone else. Good hand washing (20+ seconds with soap) is more efficient to stop the spread and better practice overall.
- Cast and crew will be required to wash their hands with soap and water periodically (recommended every 1-2 hours).
 - Hand sanitizer with at least 60% alcohol will also be available in multiple areas on set. It is still recommended to wash hands periodically as it is more effective than hand sanitizer.
- Larger Productions will have one dedicated PA / crew member whose sole purpose is to focus on COVID-19 protocols, including cleaning and disinfecting.

Equipment Handling

- ONLY the individuals who work with specific gear should handle that gear.



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- Photographer/Assistant handles camera equipment
 - Digital Technician handles computer equipment
 - Grips/Assistants handle grip equipment
 - Prop Master handles props and so on.
 - All cast and crew will be responsible for [cleaning and disinfecting](#) their own gear. All should wear gloves when doing this.
- Additional monitors or tablets should be provided so client or art directors can approve images or footage while maintaining a distance.
 - Clients should have a dedicated but separate space
 - For clients that do not wish to attend the shoot, a remote feed will be made available so they can review and approve remotely.

SPECIFICS FOR LARGER PRODUCTIONS

Below are guidelines for larger productions, and may not apply to smaller productions.

Craft Services & Catering

- Craft service crew will be required to use gloves when handling food.
- In order to limit the amount of contact with the craft service table or cart, the craft service department will be the only person(s) allowed to touch the craft service table and cart. A barrier will be set up between crew and any craft service cart
- All foods will be individually wrapped or boxed and individually sealed meals will be distributed. Only individually wrapped utensils will be provided for any dining scenario.
- Gloves and/or a grabber should be used to grab any food or beverage.
- Meal times will be staggered to maximize social distancing

Wardrobe & Props

- All rented wardrobe will be cleaned and disinfected before and after use.
- Please note that some vendors will no longer accept returns
 - Consider having talent work in their own clothes—they can work with the stylist and virtually shop through their closets
- ONLY the individual talent (preferably) and stylist will handle wardrobe.
- All props will be disinfected (with consideration of lasting damage) before and after handling by talent.
- No one but the prop stylist and the talent may handle props



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Hair and Makeup

Consider having talent show up with their own make-up.

- PPE must be worn during the entirety of any person to person contact, ie: gloves and masks. Face shields recommended.
- Only one talent in the makeup area at a time
- Hair and makeup area to be disinfected in between each talent
- All makeup should be prepped into individual containers per talent
- Only remove talent mask when essential for makeup. Talent to remove their own makeup to reduce contact
- All reusable tools, brushes, combs, etc must be disinfected in between uses

Locations

- Private locations will require cleaning crews before and after shooting
- ONLY essential people will be allowed in a private location.
- Locations must be selected to limit base camp moves
- Driving individually will always be recommended on tech scouts and driving between locations.
- Shoes off and stored outside on all residential shoots or booties required.

Casting Plan

- When possible, we will cast from card submissions.
- Once the short list of talent options is selected, talent will submit a current video shot of themselves for further review.
- If live casting is required, only one talent is allowed in the casting room at a time. The others will wait at the recommended social distance.
- Clients should always select a minimum of two backup talent whom we will have on hold in the event the hero becomes unavailable
- Both Hero talent and backup selections will be called the day before they are due on set to check their health and availability.



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Thank you and be safe. We look forward to making images with you!

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