

National Set Medics

COVID-19 Guidelines for TV and Film Productions

Exposure Prevention of COVID-19 and other flu-like viruses on the set

The Set Medics' Manual

Your job as the Set Medic or “The Health Safety Manager” is to help coordinate and execute the guidelines set forth by the production. These are the guidelines provided to the production company. We’ve added notes for the set medic’s in Red. These notes will outline your COVID duties while on set.

Question? Concern? Call our COVID-19 Consultant Hot Line: Dan White at

844-738-6334 x812

(do not give this phone number to the client, it is only Set Medics only)

Introduction: Foundation of our services

These guidelines are compiled based on the [CDC](#), the [Opening America Again](#) guidelines and National Set Medics in-filed experience.

National Set Medics, a non-union set medic organization with a database of over 6,400 registered EMT’s, Paramedics, firefighters and RN’s spread out in all 50 states and every major city. One of NSM’s highest profile clients include Discovery’s Naked and Afraid (*both domestic and international*).

During this shutdown NSM has been scanning over a thousand construction workers a day at several sites across the country; including Amazon’s new million-square-foot warehouse currently under construction in Dallas, Texas. NSM employs their own COVID-19 specialists and medical director to help put together these best practices. NSM’s Specialist spent the month of February treating actual COVID-19 patients as part of a governmental response team. Their Medical Director is currently an emergency room doctor at a south Florida hospital and his resume includes Professor of Emergency Medicine and Hospitalist Services at the Medical College of Georgia and 14 years as Chairman, Curriculum and Examination Board for the US Special Operations Command.

Both are on-call 24/7 if our on-set medic needs guidance.

NSM is monitoring the COVID-19 crisis closely. Due to the quickly evolving nature of the situation, we reserve the right to update, change or modify any of these guidelines or policies at any time. Any updates, changes or modification will be effective immediately upon notice to the Production Company.

Terms: Use the correct terms when talking to the client

- Disinfection: Cleaning or wiping down a surface with appropriate wipes or cleaners (See Cleaning)
- Decontamination: The process of bringing an outside organization to “decontaminate” a location per CDC recommendations.

COVID-19 Guidelines for TV and Film Productions cont.

PRE-PRODUCTION GUIDELINES

You will help enforce these guidelines. Inform the production company for any recurrent violations

- 1) **Six-foot distancing** is maintained at all possible times (*See Social Distancing*)
- 2) **Face Coverings** are required when working in close proximity to others. While working alone, in an office or private bay the face covering may be removed. (*See Face Covering Policy*)
- 3) **Safety Meeting:** National Set Medics will provide a tele or video conference with each production at the production's request. This may also include pre-recorded tutorials.
 - a) The live conference will allow the production personnel to ask questions, voice concerns and apprise NSM of special situations for help and guidance.
- 4) Guests are not permitted into the workspace unless they are given authorization from the production company and follow all guidelines.
- 5) Work bays and offices are not to be shared with other professionals if at all possible. When a change of personnel is needed, the new person using the space is responsible for thoroughly disinfecting of all surfaces including keyboards, seats, desks, light switches, etc.
 - a) *See Cleaning and disinfect your personal equipment*
 - b) Please refer to the manufacture's documentation for proper cleaning of electronic equipment.
- 6) When a shared office is necessitated, the six-foot rules applies to desk placement and all surfaces need to be wiped down every 2-3 hours.

PRODUCTION GUIDELINES

- 7) **Safety meetings** to include COVID-19 precautions and who to contact for additional questions, in most cases this will be the National Set Medic.
 - a) Social Distancing Reminders on all call sheets and Safety Meetings
 - b) **You will be expected to speak at this safety meeting. The cast and crew will turn to you for guidance and information so be sure to know all the following line items.**
 - i) **Every production is different. It is up to the production to decide what procedures they want to follow. We do not dictate what they have to do – only advise.**
 - ii) **It is your job to provide guidance and help implement procedures (based on this document) with the production company**
- 8) Cast and Crew should be required to wash their hands each time they enter the site and periodically throughout the day (*typically 2-3-hour intervals*). Additional wash and sanitation stations are recommended whenever possible. **Encourage them that washing hands is by far the best procedure and should be done as much as possible.**
- 9) **Six-foot distancing** is maintained at all possible times **This isn't possible for all jobs – use your common sense and lead by example.**

COVID-19 Guidelines for TV and Film Productions cont.

- a) Six-foot markers, when possible and at areas where queue lines are expected to form.
 - b) No congregation rules in or around the star wagons, craft services; anyplace without good ventilation.
- 10) **Face Coverings** are required when working in close proximity to others. While working alone, in an office or private bay the face covering may be removed. **Use your common sense and lead by example**
- a) Face Covering Policy:
 - i) Fit snugly but comfortably against the side of the face.
 - ii) Be secured with ties or ear loops.
 - iii) Include multiple layers of fabric.
 - iv) Allow for breathing without restriction.
 - v) Be able to be laundered and machine dried without damage or change to shape.
 - vi) Learn more here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
 - b) Crew members that are required to touch or be in very close proximity to talent such as makeup, wardrobe or sound department will be required to wear a full shield face covering and wear gloves when appropriate. (see Glove policy)
 - c) The Production company will make available CDC approved face coverings to all cast and crew and face shields to those needing them per production company.
 - i) Cast and crew may use their own face covering/mask and/or face shield provided that The device is accordance with CDC recommendations (See Face Coverings)
- 11) **National Set Medics: This is what our corporate office provides**
- a) National Set Medics will be engaged as medical advisor on each production to provide the following services:
 - i) Provide Covid-19 safety orientation to the crew in preproduction.
 - ii) Be on call to consult with production company in the event a particular health risk has been identified and to provide related services on a case-by-case basis, e.g. work with local authorities to procure Covid-19 tests for anyone exhibiting symptoms, attend to talent or crew required to quarantine and advise on the need for decontamination of locations.
 - (1) There is an additional consultant charge.
 - iii) Provide on-set medic services on a case-by-case basis.
 - b) When a National Set Medic is on set, they perform five main rolls: **This is your job**
 - i) Respond to and triage any emergency or non-emergency medical situations.
 - ii) Scan all cast and crew for temperature, look for signs/symptoms of COVID-19 or any other illnesses that might affect the personnel on site.
 - iii) Help monitor and enforce the guidelines set forth in this document and any specific requirements of the local authorities.

COVID-19 Guidelines for TV and Film Productions cont.

- iv) Consult and partner with the “Sanitation Supervisor”
- v) Liaison between Cast/Crew, Producers and National Set Medic on-call resources as needed.

12)The Sanitation Supervisor: You are not responsible for wiping down surfaces or cleaning but you are tasked with helping the Sanitation Supervisor perform their duties. Keep an eye on them and make sure they are doing things correctly. Answer questions and you can even help out.

- a) The production company will be responsible for designating a Sanitation Supervisor and providing the necessary supplies to fulfil their duties. (see cleaning supplies) The production company may hire out this service to professional company in full or in part.
- b) The Sanitation Supervisor will not be responsible for “Decontamination” The process of a “CDC Decontamination”, if the need may arise, is complex and must be performed by a professional company approved for such an operation.
- c) The Sanitation Supervisor would be responsible for:
 - i) Wiping down all public surfaces periodically with appropriate wipes. (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets and sinks)
 - ii) Disinfecting the set between takes at the discretion of the production company.
 - iii) Assuring all the cleaning stations are stocked and working.
 - iv) Monitoring and reminding the cast and crew to wash their hands, obey the face covering and 6-foot distance rules. Reporting any repeat violations to the production company for discipline.
 - v) Maintaining a “cleaning log” with Time, Location and Procedure done.

13)Department Pods: To the extent possible, each department will segregate in “department pods”. The purpose of Department Pods/zones are to reduce cross contamination. Understand this concept so you may help advise where needed. Not all production will be able to accomplish this so use your common sense and lead by example

- a) A pod is any dedicated spot for that department to claim as their own which is separated by at least 6 feet from all other personnel. It may include or not include a barrier depending on the resources available at the time.
- b) Each department is responsible for cleaning their own equipment, tools and personal belongings. The Sanitation Supervisor will not enter the pod unless requested by the production company.
- c) No inter-pod visits – other departments are not allowed into another department’s pod and visa-versa. Any joint venture must be performed outside both pods, in a neutral location.

14)Talent are never to be touched ungloved by the crew. A fresh set of gloves are mandatory for each interaction. Demonstrate and instruct proper donning and doffing of Gloves

- a) **Gloves on during your approach to talent – Gloves off on your departure from talent**
 - i) This glove policy is only if you are expected to or might need to physically touch the talent – not for conversation
- b) Talent are to follow ALL the same policies in this document except when they are on-camera.

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- i) The Sanitation Supervisor will disinfect a Talent's pod at the request of the production company. Usually while the talent is on set.
- 15) Craft services and meals** **Craft services are very up to speed with their needs. Little to no guidance will likely be needed from you.**
- a) No buffet style meals or communal drink dispensers
 - b) Per person packaged meals for cast and crew
 - c) Stagger meals when possible and separate chairs by 6 feet/checkerboard format.
 - d) Any food handlers need to wear gloves and replace them per the glove policy
 - e) Craft services
 - i) No finger foods or community bins.
 - ii) No communal ice bins. Any ice needs to be single served to avoid cross-contamination.
 - iii) Items such as sunblock should not be shared or if necessary, use gloves.
 - iv) All food should be in its original factory packaging.
 - v) Craft Services personnel are responsible for disinfecting their area including. The production company may assign this task to the Sanitation Supervisor in some circumstances.
- 16) Transportation** **Help educate and instruct - Use your common sense and lead by example. Drive your own vehicle at all times possible.**
- a) Limit one person per row in the transportation van (checkered formation) and avoid combining department pods per transport. Continue wearing face coverings.
 - b) Department pods should not otherwise travel with other department pod members when at all possible.
 - c) Reduce long drives with multiple people in the same vehicle. And, if this is not possible, separate passengers by production pod.
 - d) Provide air travel or hire locally when at all possible when it comes to long-distance company moves.
 - e) Drivers should avoid sharing vehicles, if a vehicle needs to be shared it is the responsibility of the new driver to wipe down all surface including the steering wheel and driver's compartment.
 - i) It is productions responsibility to provide the appropriate cleaners for this task.
 - ii) It is the drivers' responsibility to notify the Sanitation Supervisor when supplies run low (not empty).
 - iii) It is the Sanitation Supervisor's responsibility to deliver the cleaning supplies to the drivers upon request.
 - f) Drivers Responsibilities:

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- i) Drivers have a hands-off policy to persons and equipment unless they are dual-role such as a Production Assistant driving the vehicle.
- ii) Drivers must wear face coverings whenever there are passengers aboard (regardless of the 6-foot rule). Passengers must do the same. Drivers are required to wear face coverings for 15 minutes prior to accepting a passenger.
- iii) Drivers are responsible for wiping down seats, handles and other commonly touched surfaces with appropriate disinfection wipes between transports. This includes their steering wheel and drivers' compartment.

17) Off Duty - Use your common sense and lead by example.

- a) Cast and crew are required to maintain social distancing and face covering wearing precautions while off duty
- b) Cast and crew are obligated to inform the producer of any potential contaminations regardless of any presentation of symptoms.
 - i) This is not intended to remove or document the incident; it is to foster trust and openness by opening a dialogue if needed.
- c) Avoid double occupancy hotel bookings if at all possible unless they are family.
- d) Avoid congregating in indoor venues where social distancing is not practical (e.g. crowded bars and restaurants).

POST PRODUCTION GUIDELINES

18) Post production rules are the same as Pre-Production rules with the exception of a tele or video conference with National Set Medics unless requested.

Policies and Procedures

Social Distancing - Do your homework, know the signs and symptoms, read the links. You are being paid extra to know these details.

19) Cast and crew are advised they may be higher risks for some "Higher Risk Individuals"

- a) "Higher Risk Individuals" are described by the CDC as Individuals who are 65 or older and/or individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.
- b) Link to more information: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Higher-Risk>

20) Maintain a distance of 6 feet from other persons even with a face covering when at all possible.

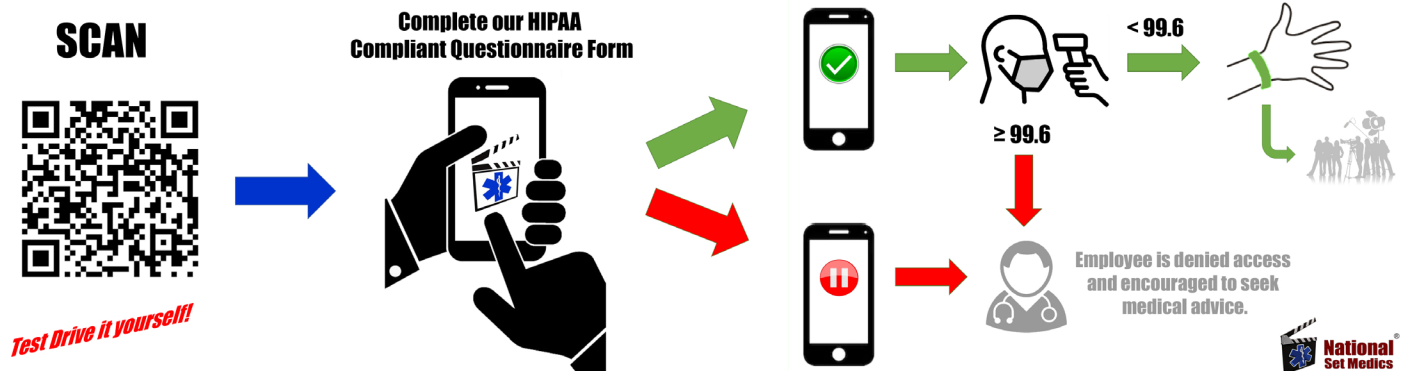
21) For seating provide a 6-foot distance using a checkerboard format.

22) Areas of high concentration, que lines and frequent use areas, consider placing visual markings.

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- a) Try to select areas of frequent use in well ventilated areas. For instance, two box fans, one to pull, one to push the air.

Daily Scanning Procedure **This is going to be your primary duty**



Your production will have one of three questionnaire options 1) They will not use any questionnaires, 2) they will use their questionnaire or 3) They will use our on-line questionnaire.

If they use their questionnaires, ask them how they want it done.

Below is the process for using our on-line questionnaire. Scan the QR code and test it yourself so you know how it works. Or go here: <https://www.nationalsetmedics.com/covid-questions-test-page/>

Each cast/crew must present you with a Green check mark “success” page on their phone or computer. Check the name and date. The name must be correct and the date must be recent – within a few hours.

If they show you a Red Pause button, you have to separate them from the population and inquire further on why they got a Red Pause button. You do not have access to their answers so you have to investigate from the beginning in private and protect yourself with PPE

Take their temperature. If they have a green check mark and they are less than 99.6 degrees give them a wrist band (some productions won't do wristbands)

If their temperature is 99.6 degrees or higher, give them 15 minutes to cool down in a cool place. If after 15 minutes they are still over the threshold, inform the production company so they may release the person. At no time is anyone allowed in if they are 100.4 or higher.

The production company sends people home, we only test and advise.

If you have a question or concern call our in-house COVID Consultant Dan White at 844-738-6334 x812 (do not give this phone number to the client, it is only for you)

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- 23) A link and/or a QR code is provided for each production. The cast and crew will access the questionnaire every day before work.
- The form is HIPAA compliant and maintained by National Set Medics.
 - If the personal questions are successful, they are provided a “Production Pass”
 - The cast or crew member will display the “Production Pass” to the crewmember dedicated to confirming compliance each morning.
 - The Pass includes the members name, time and date.
 - Upon the display of the “Production Pass”, the designated crew member will do a visual check of the person and take the individuals temperature.
 - There is a set-up and download fee for the use of this system.
 - The designated crew member will rescan each person after lunch and as necessary throughout the day; taken note of any significant temperature changes and/or presentations.

Failing the test or questionnaire?

- 24) Failing the questionnaire or temperature check is not necessary an automatic denial.
- 25) People who fail the questionnaire will be directed what to do next. In most cases, this will result in non-admission to the site pending additional information or documentation.
- 26) National Set Medics’ current temperature threshold is 99.6°F. **We suggest 99.6 but some productions use 100.4, follow their wishes but never more than 100.4**
- 27) People with a temperature of 99.6°F or higher are given a 15-minute break to rule-out exertion and retested.



- If the second test is above the threshold, that person is not allowed on site and instructed to visit their medical provider for evaluation.
 - The individual will not be allowed back on set until **This is a production thing, not us. Do not give policy advice.**
 - They provide a letter from their doctor
 - They no longer present with signs or symptoms.
- Why a 15-minute cooldown break?** A hard-working individual or one with many layers of clothing may show an elevated temperature. Once layers are loosened up and exertion stops a healthy person’s temperature will return to normal. An individual sick with a virus (COVID-19 or seasonal flu) will retain their elevated temperature after a 15-minute cool down period.

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28) WHY 99.6°F and why multiple temperature tests per day?

- a) Normal body temperature ranges from 97.5°F to 99.5°F (36.4°C to 37.4°C). It tends to be lower in the morning and higher in the evening. CDC considers a fever to be 100.4°F (38°C) or higher. A person with a temperature of 99.6°F to 100.3°F has a **low-grade fever**.
- b) We chose 99.6° because people who take antipyretics (fever reducers) such as Tylenol or Ibuprofen can reduce a fever by 2° putting the person over the 100.4° threshold. CDC also recommends that an older person with 99.6° and symptoms be considered for COVID-19 training. Therefore, we recommend you place your threshold to 99.6°.

Cast and Crew Personal Responsibilities **Keep an eye on people throughout the day. Don't be afraid to recheck someone who looks sick.**

All cast and crew members are reminded to take personal responsibility for the following:

- 29) If you are feeling sick or have a temperature over 99.6 don't come in. You will be sent home by the medic before your day starts.
- 30) If you have been around someone who is sick "tested positive" with COVID-19 do not work unless it has been more than 14 days from your last contact.
- 31) Practice Good Hygiene.
 - a) Washing your hands often with soap and water is the best! Hand sanitizer is a good substitute till you can get to soap and water. (*Lotion is a plus to avoid dry/cracked hands*)
 - b) Avoid touching your face.
 - c) Sneeze or cough into a tissue, or the inside of your elbow.
- 32) Disinfect frequently used items and surfaces as much as possible. Especially your personal equipment and property around you & cell phones.

Glove Procedure **Demonstrate and instruct proper donning glove use and doffing of Gloves**

- 33) Gloves **are not recommended** for standard crew. Exceptions include the medic, crew touching talent, food handlers or using disinfecting equipment.
 - a) **Poor glove practices** result in a less sanitary site. Very few people are properly trained in proper glove practice. Good glove policy requires the wearer to change gloves every time a new person or task is handled and thus impractical on the set for most positions.
 - b) Good handwashing is more than sufficient to protect yourself.
- 34) Gloves can act as a vehicle for the transmission of micro-organisms so must be applied just before you perform your task and removed as soon as the episode of your task is completed AND prior to leaving the area.

35) **Glove application procedure**

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- a) Your Gloves are not sterile but they are considered “clean” when removed from the manufacture’s container. They are also considered “clean” when moved from the manufacture’s box to your pocket or designated carrying case.
 - i) Dispose of any gloves that have fallen on the ground or that came in contact with an unclean surface.
 - ii) Dispose of any damaged gloves
- b) Apply a new set of gloves if the current gloves get contaminated.

36) Glove use procedures Demonstrate and instruct proper glove use including donning and doffing.

- a) Never touch more than one person with a set of gloves including yourself.
- b) Do not clean, wash or use hand sanitizer on your gloves, these will degrade the integrity of the glove material.
 - i) If you feel the need to clean, wash or use hand sanitizer, change your gloves with new gloves.

37) Glove removal procedure

- a) Remove the gloves in a manner that leaves them inside-out.
- b) Avoid touching your own skin with your gloved finger.
- c) Immediately dispose the used glove into a trash bin
- d) Immediately wash your hands with soap and water or use hand sanitizer.

38) Your National Set Medic can demonstrate these procedures for you.

Displaying COVID-19 symptoms/COVID-19 positive test results **If this happens call our COVID Hotline ASAP**

- 39) In the event a cast or crew member displays symptoms of Covid-19, the producer shall immediately contact a designated representative of National Set Medics or the Productions company’s head of Business Affairs and Operations. National Set Medics shall assist with arrangements for a local COVID-19 test and approve arrangements for quarantining
- 40) In the event a cast or crew member receives a positive test result for COVID-19.
 - a) The proper authorities will be notified per local and current governmental requirements at the time.
 - b) The production Company and National Set Medics shall confer on appropriate next steps, including, as necessary, arranging for appropriate local medical care, quarantining additional cast/crew and decontaminating prior locations.

Cleaning and disinfect your personal equipment? **This includes you. Lead by example.**

- 41) Wear disposable gloves to clean and disinfect.

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- 42) Lysol/Clorox wipes and sprays work great, so does alcohol sprays greater than 60%.
- 43) Check your product if “human coronavirus” is listed as a target pathogen.
- 44) The EPA has a list of acceptable disinfectants that kill the virus:
 - a) <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- 45) More information from the CDC:
 - a) <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>