



ACTRA Alberta COVID-19 Best Practices Guidelines

July 20, 2020

Protecting ACTRA members from the spread of COVID-19 in the workplace presents many unique challenges. As performers in film, TV, videogames, commercials, animation, and other aspects of recorded media. ACTRA members often work in vastly different work environments, including audition facilities, sound stages, city streets, private homes, sound booths and motion capture studios.

The nature of their work as actors, stunt Performers, background Performers, singers, dancers, and more, is quite broad. Performers may travel nationally or internationally for work and regularly find themselves working alongside cast and crew that have travelled to Canada from abroad.

The following document outlines ACTRA Alberta's policies and practices to provide a safe working environment for all productions. ACTRA Alberta reserves the right to adapt this best practice guideline document at any time.

Employers must ensure they are abiding by any orders, notices or guidance issued by Alberta Health that are relevant to the workplace (sets).

Production has an obligation to ensure Performers feel safe in a work environment. Performers should feel comfortable voicing their concern about health and safety standards and Production should make best efforts to resolve any issues.

Productions are required to send a copy of their COVID-19 health and safety policy to ACTRA Alberta in advance of Performers providing services. Productions are also strongly encouraged to include the safety plan when sending out breakdowns to Agents / Breakdown Services / Casting Workbook.

The measures in ACTRA Alberta's Best Practices Guidelines represent a partial (non-exhaustive) list of ACTRA safety requirements and are supplemental to the health, safety and working provisions contained within ACTRA's collective agreements (such as, but not limited to):

- No reprisal against a performer who refuses a booking or leaves work due to health or safety concerns
- Applicability of Cancellation and Postponement fees as per section A19 and Article 12 of Appendix 20 in the Independent Production Agreement (IPA), Section 15 of the National Commercial Agreement (NCA), Section 18 of the Audio Code, and the relevant articles on Cancellation and Postponement in the applicable ACTRA Videogame Agreement(s)
- Applicability of Appendix 30 of the IPA and Appendix R of the NCA

Notification

To ensure all relevant Provincial, Municipal public health policies and ACTRA Best Practices Guidelines are in place, Production must inform ACTRA of any intended work with Performers a minimum of two

(2) business days before the call time for any work (i.e. auditions, rehearsals, recording, etc.).

Notification must include (but is not limited to):

- Name of project
- Name of performer(s)
- Date (audition dates, shoot dates)
- Location of the set(s)/studio (s)
- A copy of their COVID-19 health and safety policy to ACTRA Alberta in advance of Performers providing services
- Name and contact information of individual (s) responsible for Covid-Safety on set
- Number of crew required/to be present, and
- Any other pertinent information that should be considered

General

ACTRA Alberta Best Practices Guidelines or Production's Best Practices / Safety Guidelines (approved by ACTRA Alberta) must be circulated to all cast and background prior to work and should be distributed with the call sheets.

1. No person(s) having tested positive for COVID-19, awaiting test results, or showing symptoms should be present in any work environment. Employees must isolate if sick or symptomatic.
2. As per Alberta Government regulations, any person having traveled abroad or having been in contact with a person who returned from abroad in the past 14 days, should not be employed on the production before having completed a 14-day quarantine, during which time no symptoms have presented themselves.
3. Should any worker on the Production test positive for COVID-19, ACTRA Alberta and all Performers must be notified.
4. A person having tested negative for COVID-19 can return to work after a minimum 14-day period, on the condition no symptoms have presented themselves.
5. Production shall have a strategic plan, in the event of a COVID-19 related interruption of work.
6. Personal Protective Equipment (PPE) must be used by workers (except where it would limit the ability to perform) and should be readily available.
7. PPE use and re-use should follow the recommendations established by the government and health organization.
8. A two (2) metre social distancing rule should be applied whenever possible.
9. When in contact with a Performer or equipment to be used by a Performer (i.e. props, microphone, costume, etc.), workers must use PPE.
10. All equipment, tools, surfaces and common areas must be cleaned/sanitized before the start of the workday and between each use.
11. Enhanced sanitization equipment must be accessible in all areas of the work environment. Such equipment should include, but is not limited to:

- a. Antiseptic gel dispensers – minimum 60% alcohol required
 - b. No-touch taps for hand washing (wherever possible)
 - c. Disposable hand towels or non-touch electric hand dryers
 - d. Disinfectant cleanser wipes
 - e. Open (no-touch) trash disposal bins for tissues and paper towels
12. Hand washing or applying hand sanitizer must be mandatory when:
- a. Arriving and leaving the work environment.
 - b. Before and after rest periods, meal breaks and comfort breaks.
 - c. Before and after any contact with a Performer (or in fitting a Performer with equipment, make-up, props, costume, etc.).
13. An infographic should appear above each sink detailing the correct 20-second handwashing procedure, as recommended by Alberta Health Services.
14. Workers should be regularly reminded of sanitization rules and the rules must be displayed in several places in the work environment.
15. “Closed set/studio” standards should be employed to reduce the number of people physically working in the environment, using essential workers only.
16. Paper documents (contracts, call sheets, sign-in sheets, etc) should be issued electronically.
- a. If paper is essential, the documents must not be transferred between workers.
 - b. Performers should have their own pen / pencils if required to sign vouchers, sign-in sheets, etc.
17. Whenever possible, staggered call times should be employed to allow for social distancing and time for proper sanitization of a work environment.
18. Performers engaged for a table read or rehearsal should be wearing masks or socially distanced from other performers. All other participants (Director, Producers) must be wearing a mask.

Casting / Auditions

19. Remote casting should be employed whenever possible in lieu of in-person auditions.
20. When in-person auditions are required, Production must:
- a. Assign arrival times for Performers. Do not allow Performers to enter the facility until the scheduled time.
 - b. Handwashing or sanitizing stations must be available
 - c. No shared paper sides
 - d. Surfaces or props touched by a performer should be disinfected between auditions
 - e. Audition sign in sheets should be completed digitally
21. Meetings, readings, and rehearsals shall be conducted virtually.
22. Before accessing a work environment, all workers must complete a questionnaire confirming the following statements:
- a. The worker has not travelled outside of Canada in the past 14 days;
 - b. The worker does not have flu symptoms or is known to be associated with Covid-19;

- c. The worker, to the best of their knowledge, has not been in contact with a person infected with Covid-19 in the past 14 days;
- d. The worker consents to comply with all health and safety measures in the workplace.

23. The worker is obligated to inform Production immediately of any changes to the above statements.

Transportation

24. Transport vehicles must be disinfected before and after Performers enter and exit the vehicle.

25. The number of passengers in a vehicle must be limited to accommodate social distancing measures.

27. All passengers must wear PPE.

28. All items that a passenger brings into a vehicle, including garbage, should be removed by that individual and not left for the driver (or anyone else) to clean up.

29. All vehicles shall be thoroughly disinfected at the start or end of each day.

Catering and craft services

30. Ensure appropriate physical distancing is maintained in food service and eating areas. Consider configuration of tables and seating to ensure distancing is maintained.

31. Mealtimes/breaks should be staggered to limit the number of workers physically in the environment.

32. Workers should be provided with single use water bottles or have access to touchless water filling stations to refill their own water bottle.

33. Eliminate self-serve / buffets. Snacks, catered meals, and utensils provided to performers must be individually packaged.

34. No personal containers to be used at catering or craft service.

Make-up, Wardrobe and Hair

35. Whenever possible, wardrobe should be selected from the Performer's personal collection.

- i. The Performer's time coordinating with Production in the selection of wardrobe shall be reflected in the work report and paid accordingly.

36. Crew in Make-up, Hair and Wardrobe shall wear PPE at all times while working with Performers.

37. Only **one** Performer shall be in the make-up trailer at a time.

38. Make-up equipment (i.e. brushes and sponges) must be sanitized before and after each use and are not to be shared between Performers. Disposable equipment is suggested.

39. Performers required to do their own make-up or hair shall have that time reflected in the work report and paid accordingly.

40. Wardrobe and period Wardrobe arriving from abroad must be quarantined for at least 5 days.
41. Adequately vent all work areas.
42. Avoid sharing make-up between Performers

Rest Areas / Background Holding

43. Social distancing rules (2 metres) should be maintained and clearly designated with floor markings.
44. Performers in holding areas must use PPE.
45. Trailers must be sanitized before being used by a Performer.

Shooting

46. When possible, technicians should instruct Performers on how to attach recording equipment themselves.
 - a. If this is not possible, the technician shall employ PPE while in contact with Performer.
47. When possible, Performers should be allowed to use PPE during setup, and for as long as possible until they are required to remove the equipment.
48. When possible, filming should attempt to accommodate social distancing rules (2 metres).
49. When possible, limit the number of takes.
50. Keep make-up and hair touch-ups to a minimum.

Stunts

51. Allocate time to adequately clean and disinfect stunt equipment.
52. Require any individuals who interact with a performer at a distance of less than 2 metres to wear a PPE and wash/sanitize hands.
53. Where performers agree to touch one another during a scene, performers must wash or sanitize their hands immediately before and after each take.
54. Limit the repetition of physical touching, as much as possible.

Child Performers

55. Virtual / remote tutoring should be considered.
56. When possible, tutoring locations should not be used for other purposes. Tutoring locations should be appropriately disinfected between each use.

57. Interaction between child Performers should be limited as much as possible.

58. Parents / Guardians of child Performer should wear PPE.

End of day (wrap)

59. Performers should remove their own make-up.

60. When possible, Performers who require use of the same wardrobe over multiple days should wrap their own wardrobe in a sealed bag.

61. Performers should be encouraged to sign-out using their own pens. Production should have a supply of individual pens for Performers who have not brought their own. Pens should be sanitized after each use.

Voice Recording Production

1. Production shall appoint a person responsible for health and safety to ensure that all recommendations & regulations, (including the flow and distancing of people), are being respected, in addition to ensuring that all work environments are fully equipped with necessary PPE and sanitization equipment.

Production

2. Only one (1) Performer should be in a sound booth at a time.

3. When more than one Performer and/or the Voice Director are required in the sound booth, social distancing rules (2 metres) must be respected.

4. Specialized equipment (i.e. mics, mic filters, podiums, headphones, etc.) must be disinfected before and after use by a Performer.

a. Disposable mic and headphone covers are advised.

5. When possible, Performers should be encouraged to employ their own equipment (i.e. headphones, pens/pencils, water bottles, etc.).

6. There should be **no sharing** of equipment.

REMINDER:

The above measures represent a partial (non-exhaustive) list of ACTRA safety requirements and are supplemental to the health and safety provisions contained within ACTRA's collective agreements such as, but not limited to applicability of Appendix 30 of the IPA and Appendix R of the NCA.

ACTRA reserves the right to modify this guideline as needed to ensure proper health and safety standards on ACTRA productions.