



## ULB COVID-19 SAFETY PLAN CHECKLIST

### **General:**

Employers/Producers are required by WorkSafeBC to develop a [COVID-19 Safety Plan](#) that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission. Employers/Producers must involve frontline workers, Joint Health & Safety Committees/or Worker Representatives, and supervisors in identifying protocols for their workplace.

#### [What employers/producers should do:](#)

To help you develop your plan, WorkSafeBC provides information and resources developing a safety plan at [COVID-19 and returning to safe operation](#), including a template for a [COVID-19 Safety Plan](#), and in our [COVID-19 Safety Plan OHS Guideline](#), which includes information on the level of detail required and using supporting documentation.

WorkSafeBC will be reviewing plans of individual employers/producers during their inspections of your workplace. Please be reminded that in accordance with the order of the [Provincial Health Officer](#), this **plan must be posted at the worksite**. During a [WorkSafeBC inspection](#), they will ask employers/producers about the steps they have taken to protect their workers and to see the plan if it has been developed.

**Does your plan make sense? Actsafe's safety advisors can review your safety plan before you head back to production. Upload your plan [here](#) and Actsafe will endeavour to provide feedback within 72 hours.**

### **Responsibilities**

**Employers/Producers** are responsible for the health and safety of their workers, and all other workers at their workplace. They are responsible for completing and posting the COVID-19 Safety Plan and to train and educate everyone at the workplace of the contents of that plan. Employers/Producers are also responsible for having a system in place to identify the hazards of COVID-19, control the risk, and monitor the effectiveness of the controls.

**Workers/Performers** are responsible for taking reasonable care to protect their own health and safety and the health and safety of other people at workplace. In the context of COVID-19, this means workers/performers are responsible for their own personal self-care, which includes frequent hand washing and staying home when sick. Workers/Performers are also responsible for reporting unsafe conditions to their employer/producer, and following the procedures put in place by the employer/producer to control the risks associated with COVID-19. For more information: [What workers should do](#)

## Checklist for Covid19 Safety Plan for ULB Productions

### 1. Complete Risk Assessments to Help Develop Policies and Procedures for the Following:

IDENTIFY SCENES WITH (CHECK ALL THAT APPLY):	SCENE NUMBERS	SCENE DETAILS	STRATEGIES TO MITIGATE RISK
<input type="checkbox"/> Performers in close proximity (<2 m.) without PPE			
<input type="checkbox"/> Singing, yelling, coughing, screaming, exertion, face-to-face dialogue, etc.			
<input type="checkbox"/> Crowds, dancing, party scenes, etc.			
<input type="checkbox"/> Intimacy ( <i>hand holding, kissing, physical touch of any kind, intimate scenes, etc.</i> )			
<input type="checkbox"/> Stunts			

<input type="checkbox"/>	Background Performers			
<input type="checkbox"/>	Minors			
<input type="checkbox"/>	Work with Animals			
<input type="checkbox"/>	Work in vehicles/driving			
<input type="checkbox"/>	Props, Food Props			
<input type="checkbox"/>	Weapons			
<input type="checkbox"/>	Other unique situations (list all)			

## 2. Mitigating the Risks of Covid-19 transmission to Performers - Controls

### Steps to consider to provide 2 meters physical distancing for all Performers **ON CAMERA:**

- Modify camera angles, utilize different lenses, etc.
- Modify the script and/or scenes
- Modify any scenes involving singing, yelling, screaming or high levels of physical exertion (or the acting of physical exertion) and provide more than 2 meters distance between performers.
- Describe in detail in your plan how you intend to film crowd scenes, parties, events, club scenes, weddings, dancing, etc. that involve larger numbers of performers.

### Steps to consider to protect Performers who may need to work in close proximity (< 2 meters) **ON CAMERA:**

- Modify camera angles, utilize different lenses, use plate shots, barriers, PPE, etc.
- Hire performers from the same household
- Use real-life couples for scenes involving touching, hugging, kissing or other intimacy.
- Hire an Intimacy Coordinator for scenes involving touching, kissing or any form of intimate contact
- Create 'teams' or 'pods' of performers to work together exclusively to keep exposures under control
- Consult with the Stunt Coordinator early in pre-productions to discuss/plan stunts and driving sequences that involve more than one performer.
- Describe in detail, any other methods you plan to implement to help keep performers safe.
- Provide and have performers utilize PPE, (face masks, gloves, shields, plexiglass, barriers, etc.) whenever possible.

### Steps to consider to manage the interactions and physical distancing for crew and Performers **OFF CAMERA:**

#### Does your plan include:

- Procedures in place for Hair, Make Up, Costumes and how they interact safely with performers
- Procedures from WorkSafeBC's "[Personal Services](#)" Guidelines for Hair & Make-up procedures
- Procedures to manage Performer interactions with other crew like Directors, ADs, camera ops, DoPs, sound dept., etc. to ensure there is no physical touching and that PPE is being used near performers.
- Safe handling procedures for props and/or weapons.
- Provision of dedicated training/rehearsal areas for stunts that allows for ample room and ventilation.
- Sufficient space/time to delineate the stunt rigging area/footprint to prevent departmental crossover.
- Procedures around the use of company transportation.
- Supply PPE to all crew (face masks, gloves, shields, plexiglass, barriers, etc.) to wear around performers whenever possible.

#### Other areas to consider to provide physical distancing:

- In cast green room and/or rest areas
- In lunch or break tents/areas
- In BG holding areas (at least 5 sq. meters of unencumbered space per person = 2m. distancing)
- Providing extra storage/rack space for the required amount of costume changes that Background Performers are required to bring.

#### Considerations for sanitation & hygiene measures:

- Hand washing and sanitization stations in all work areas
- Policies around when cast & crew must wash their hands
- Cleaning and disinfecting protocols for:
  - Common areas and surfaces
  - Wardrobe, accessories, and props
  - Stunt pads, harnesses, stunt mats, and rigging equipment
- Provide cleaning supplies and the training for those using them

**What safety protocols have been put in place for food preparation and serving?**

- Refer to WorkSafeBC's Guidance for [Restaurants, cafés, pubs, and nightclubs](#)
- Hand washing stations or hand sanitizers must be present at craft services and catering areas
- Post signs reminding individuals to wash/sanitize hands and maintain 2m. distancing.
- Hire individuals with safe food handling training (i.e. caterers, food service personnel, etc.)
- Implement procedures for the safe preparation, transportation, storage and serving of any food/drinks to be used as props

**If Minors are engaged, consider protocols to address their specific needs:**

- Communications should be oriented to their age group to follow COVID-19 protocols.
- Provide separate holding areas on set for child performers and their parent/guardian.
- Ensure appropriate sizes of PPE are made available for child performers and that they are appropriately trained in their use. PPE must also be provided to parents/guardians.
- Children under the age of 2 should not wear masks.
- Minors should avoid hair and make-up sessions.
- Provide a video monitor to allow parents/guardians to observe the Minor with physical distancing. Alternatively, provide space for parents/guardians to maintain physical distancing from others while keeping within sight and sound of the Minor.
- Careful planning and risk mitigation should be implemented when working with infants (< 1 yr. old)
- If tutoring is required, use online platforms with secure WIFI whenever possible. If in-person sessions must be held, provide a clean, sanitized, ventilated space that allows for physical distancing.

**3. Develop Policies & Procedures to Protect Cast & Crew****What screening and/or testing do you have in place? Who can be at work?**

- The PHO & BC CDC have issued [guidance for self-isolation](#), which **MUST** be in your policies:
  - Anyone with [symptoms of COVID-19](#) in the last 10 days must self-isolate at home; (list symptoms required)
  - Anyone under direction of the PHO to self-isolate must follow those instructions
  - Anyone who has arrived from outside of Canada must [self-isolate for 14 days and monitor](#) for symptoms
- If you intend on implementing screening and testing measures, ensure that your procedures are compliant with the BC legal framework (including but not limited to, BC Human Rights, Employment Standards, applicable union collective agreements, privacy laws and existing and future Provincial Health Officer orders)?
- Are your policies inline with [PHO advice to businesses seeking to conduct private testing of asymptomatic employees](#)
- Your screening policies must accommodate workers with pre-existing conditions or disabilities

**Do your policies address illness that arises in the workplace?**

- Policies around privacy for testing and collected information as per privacy laws.
- Establish private, secure setting for testing to be done.
- Protocols to manage a situation where a worker does not pass screening.
- Plans for retesting
- A designated isolation area has been established.
- Workers feeling unwell know who to contact and there is a plan on how they will get home.
- Establish sick leave pay or policies

**Other important policies, procedures and/or resources that should be in place:**

- Policies around visitors
- Policies around personal pets on sets
- Violence in the Workplace protocols current to address risks related to Covid-19.
- Procedures and Resources in place to address Mental Health issues in the workplace.
- Updated procedures for First Aid Attendants - [OFAA protocols during the COVID-19 pandemic](#)

**4. Communication of Safety Plan - Policies, Procedures, & Training****How are you communicating your policies and procedures to cast and crew?**

- Hire a "Safety Supervisor" to oversee the implementation and compliance of your Safety Plan.
- Send your Safety Plan to cast & crew with sufficient time to review them
- Post your Covid-19 Safety Plan on your website and/or in the workplace so that it is readily available for workers, others attending the workplace and the public ([PHO ORDER](#))
- Post signage including occupancy limits, handwashing practices, distancing reminders, etc.
- Outline the process for workers to refuse unsafe work
- Identify who should workers contact if they have questions, and how.

**Establish plans for training:**

- Staying home when sick
- Illness prevention in the workplace
- Supervisors on monitoring workers workplace to ensure policies and procedures are being followed
- Proper use of all types of PPE (use, donning, doffing, disposal, etc.)
- Hygiene protocols
- Any other policies or procedures for all workers to be in compliance with your Safety Plan.

**5. Monitor the Workplace & Update Plans as Needed****Establish processes to identify areas of concern and a process to address them**

- Ensure that workers are involved in this process and can raise safety concerns.
- Ensure a "Worker Health and Safety Representative" (*for workplaces with 10 to 20 workers*) or a "Joint Health and Safety Committee" (*for workplaces with 20+ workers*) are involved to address concerns of cast and crew.
- Productions with fewer than 9 workers must also have a way for workers to raise health and safety concerns at the workplace.
- Schedule to review and update your Covid-19 Safety plan regularly

## **FOR MORE INFORMATION**

- For the latest guidance, please see the health information from the [British Columbia Centre for Disease Control](#) , [HealthLinkBC](#) , [Public Health Agency of Canada](#) and the latest news from the [government of British Columbia](#).
- **Self-assessment tool** - The BC Ministry of Health has developed an online [BC COVID-19 Symptom Self-Assessment Tool](#) to help people determine whether you need further assessment or testing for COVID-19.

## **IF YOU HAVE QUESTIONS OR CONCERNS:**

- Workers and employers with questions or concerns about workplace exposure to COVID-19 can call [WorkSafeBC's Prevention Information Line at 604.276.3100](#) in the Lower Mainland (toll-free within B.C. at 1.888.621.SAFE). You can speak to a prevention officer to get answers to your questions, and if required, a prevention officer will be assigned to assess the health and safety risk at your workplace.
- For productions that do not have WorkSafeBC coverage, please contact UBCP/ACTRA at (604) 689-0727.
- **ACTSAFE** - Actsafe's safety advisors can review your safety plan before you start production. Upload your plan [here](#) and they will endeavour to provide feedback within 72 hours.

## **RESOURCES:**

[British Columbia Motion Picture Industry COVID-19 Safety Guidelines](#)  
***Coalition Pandemic Production Guide – link coming soon!***

### **WorkSafeBC Guidance for:**

- [Motion picture and television production: Protocols for returning to operation](#)
- [Restaurants, cafes, and pubs](#) - additional protocols for food services.
- [Personal services establishments](#) - additional protocols for hair & makeup services.
- [Office protocols](#) - pertaining to office spaces.

### **WorkSafeBC Resources Info sheets**

- [Preventing exposure to COVID-19 in the workplace: A guide for employers](#)
- [COVID-19: A guide to reducing the risk](#)
- [COVID-19 Safety Plan](#)
- [COVID-19 Safety Plan app](#)
- [OFAA protocols during the COVID-19 pandemic: A guide for employers and occupational first aid attendants](#)
- [Inspections during the COVID-19 pandemic: Frequently asked questions for employers](#)
- [COVID-19 health and safety: Designing effective barriers](#)
- [COVID-19 health and safety: Cleaning and disinfecting](#)
- [COVID-19 health and safety: Selecting and using masks in non-health care settings](#)

## WorkSafeBC Posters for the Workplace

- [Help prevent the spread of COVID-19: Cover coughs and sneezes - Poster](#)
- [Help prevent the spread of COVID-19: Entry check for visitors - Poster](#)
- [Help prevent the spread of COVID-19: Entry check for workers - Poster](#)
- [Help prevent the spread of COVID-19: How to use a mask - Poster](#)
- [Help prevent the spread of COVID-19: Handwashing - Poster](#)
- [Help prevent the spread of COVID-19: Occupancy limit - Poster](#)

## Protecting Mental Health

Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 outbreak. Mental health is just as important as physical health, and employers should take measures to support mental well-being. Some resources to assist with maintaining mental health in the workplace:

- [Calltime Mental Health](#) – for all BC film industry workers to get quick access to their union benefits plans and other excellent, relevant resources.
- [COVID-19 Psychological First Aid Service: Information and Signup](#) (BC Psychological Association) – Free virtual counselling provided by registered psychologists.
- [COVID-19: Staying Well In Uncertain Times](#) (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak.
- [Managing COVID-19 Stress, Anxiety and Depression](#) (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.
- [Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#) (World Health Organization) –developed by the WHO’s Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak.
- [Mental Health and COVID-10](#) (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation.
- [Taking Care of Your Mental Health](#) (COVID-19) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak.