



COVID-19 SITE-SPECIFIC PROTECTION PLAN GUIDANCE & TEMPLATE FOR OUTDOOR RECORDING, LIVE-STREAMING, OR BROADCAST EVENTS

UPDATED ON OCTOBER 7, 2020

This guidance is not intended for live performances at [Highly Regulated Vehicle-Based Gatherings](#).

Note: On Friday, August 28, 2020, the State announced a shift from its Monitoring List to a color-coded four-tier Blueprint for a Safe Reopening. In doing so, the State altered the reopening plans for some businesses and activities, opening some that had been prohibited and imposing new standards on others. The State also reiterated that local Health Officers have the power to impose greater restrictions than the State.

Check with the local film office for film permit requirements and additional guidelines.

PURPOSE OF THIS DOCUMENT

The purpose of this document is to provide clear guidance for the creation of a COVID-19 Site-Specific Protection Plan for outdoor recording, live-streaming, or broadcasting events and for this activity to resume in a manner that provides a safe, clean environment for cast, crew, and personnel.

A COVID-19 Site-Specific Protection Plan must be created and implemented for each production location.

Operators in Alameda County are required to post copies of the COVID-19 Site-Specific Protection Plan at their production site. They are **not** required to submit their COVID-19 Site-Specific Protection Plan to the State or the Alameda County Public Health Department for review and approval before the start of production. Operators may reach out to COVIDRecovery@acgov.org for technical assistance.

DESCRIPTION OF A COVID-19 SITE-SPECIFIC PROTECTION PLAN (SPP)

The Site-Specific Protection Plan (SPP) template below is specifically designed for outdoor recording, live-streaming, or broadcast events, and combines state-level guidance published in the California State [Industry Guidance](#) and guidance from the Alameda County Public Health Department.

The [State of California](#) requires all businesses to:

1. Perform a detailed risk assessment and implement a Site-Specific Protection Plan (SPP)
2. Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home when symptomatic
3. Implement individual control measures and screenings
4. Implement cleaning and disinfecting protocols
5. Implement physical distancing guidelines
6. Provide face coverings to workers or reimburse workers for the reasonable cost of obtaining them and employers must provide and ensure workers use all required protective equipment, including eye protection and gloves.

As the COVID-19 pandemic evolves and new local or state Public Health Orders are issued, businesses may need to amend their Site-Specific Protection Plans from time to time to incorporate new requirements. The Alameda County Public Health Department's [COVID-19 website](#) will post updated information and guidance.

GUIDANCE FOR DEVELOPING THE PRODUCTION'S COVID-19 SITE-SPECIFIC PROTECTION PLAN (SPP)

1. Perform a risk assessment of your production practices.
2. Use the template below to create your own SPP by filling in the required details, based on your particular production, to ensure that the safety of cast, crew, and personnel are protected.
3. Finalize your SPP and physically post it at your production site, in a visible location near the entrance where cast, crew, and personnel can easily review it without touching the document; and distribute copies of the SPP to all cast, crew, and personnel.
4. Ensure that signage is posted at the public entrance of each production site to inform the cast, crew, and personnel that they should:
 - Avoid entering or using the facility if you have COVID-19 symptoms;
 - Maintain a minimum six-foot distance from one another;
 - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
 - Wash hands often;
 - Wear face coverings; and
 - Not engage in any unnecessary physical contact.

Sample template is located [here](#).

TOOLS FOR DEVELOPING YOUR SITE-SPECIFIC PROTECTION PLAN

1. COVID-19 Site-Specific Protection Plan (SPP) Template

The Alameda County Public Health Department is providing the template below that can be used by any outdoor recording, live-streaming, or broadcast events in Alameda County to create their own Site-Specific Protection Plan (SPP). It contains all the standard content

already written for you to resume or begin production and prompts you to “fill in the blank” where unique information is required to complete your SPP. The template has been authorized by the County’s Public Health Officer, so you can be confident you are safely re-opening your business if you use this template.

2. California COVID-19 Industry Guidance

Industry-specific guidance has been developed by California for businesses permitted to open per county health rules and can be found [here](#).

3. California COVID-19 Employer Playbook

The playbook includes detailed information on when and how an employer must report a COVID-19 positive employee; what is defined as an outbreak; and guidance for employers who may be considering whether to suspend operations due to COVID-19 spread in the workplace. The playbook can be found [here](#).

4. Alameda County COVID Recovery

The Alameda County Public Health Department will be developing safe reopening guidance for businesses, employers, and employees, along with industry specific guidance and best practices. Guidance and resources will be posted [here](#).

GENERAL EMPLOYEE PROTECTIONS

Employers have an important role in slowing the community spread of COVID-19 by implementing measures to reduce the risk of workplace exposure. Administrative controls, such as remote work and paid sick leave are important preventive measures for controlling the overall spread of COVID-19.

Employers should follow [State, Cal/OSHA](#), and [CDC guidance](#) regarding workplace measures to reduce the spread of COVID-19, make reasonable accommodations for people with underlying health conditions, and provide necessary equipment and supplies to prevent illness and injury, including access to cleaning and handwashing supplies and breaks for handwashing, provision of personal protective equipment if required by your industry, and appropriate training. All employers must comply with guidance issued by the [California Blueprint for a Safer Economy](#), all [Local Health Officer Orders](#), and applicable federal, California, and local provisions for paid sick leave for individuals who cannot safely work for reasons related to the COVID-19 pandemic. If you fail to do so, you may be out of compliance with state and local Health Orders.

RETURN TO WORK

The Alameda County Public Health Department (ACPHD) has a blanket [Isolation/Quarantine Order](#) in place. This means that someone testing positive for COVID-19 is required to isolate, meaning they MUST stay home and away from others for a period of at least 10 days based on the [Home Isolation Instructions](#).

ACPHD will follow up with every case reported to identify their contacts, and those contacts are required to quarantine, meaning they MUST stay home and monitor themselves for symptoms for 14 days after their last exposure. ACPHD is not providing return to work documentation for cases or contacts. To facilitate a faster return to work, employers should not require employees who have been isolated/quarantined under the Isolation/Quarantine Order to provide test results or a doctor's note to [return to work](#).

HEALTH AND SAFETY REQUIREMENTS

In addition to preparing, posting, and implementing this COVID-19 Site-Specific Protection Plan required by the Order, each producer must address each item below in the COVID-19 Site-Specific Protection Plan.

1. Section 1 – Requirements for All Outdoor Recording, Live-Streaming, and Broadcast Events:
 - 1.1. Only outdoor recording, live-streaming, and broadcast events are permitted.
 - 1.2. Audience members are prohibited, and production/performance must be closed to the public.
 - 1.2.1. Live streaming, recording, or broadcasting outdoor performances should not be done in a location or in a manner that might encourage the public to gather. The location must take measures to prevent the public from gathering to view the performance, such as limiting the performance to private and secured property or taking other steps to limit access to the performance area.
 - 1.3. Designate a site-specific COVID-19 supervisor to monitor and implement COVID-19 infection prevention procedures and to manage COVID-related issues among workers.
 - 1.3.1. The site-specific COVID-19 supervisor is responsible for establishing and enforcing COVID-19 safety protocols, training staff on protocols, and monitoring compliance.
 - 1.3.2. If feasible, experts with experience in infection control are consulted in creating and reviewing infection control protocols for new productions, to revise established protocols, and generally provide consultation for the site-specific COVID-19 supervisor.
 - 1.3.3. The site-specific COVID-19 supervisor maintains, secures, and protects the privacy of any records created during their work.
 - 1.3.4. The site-specific COVID-19 supervisor should be on site whenever possible when production work is being performed, particularly during on-site or on location filming.
 - 1.3.5. The site-specific COVID-19 supervisor supports:
 - 1.3.5.1. Employee, vendor and visitor health check processes upon arrival at the workplace. Records must be kept private and secure at all times.
 - 1.3.5.2. Management of complaints and suggestions for improving COVID-19 related procedures.
 - 1.3.5.3. Protocol and workflow assessment for all work to assure physical distancing, infection control, and disinfection.
 - 1.3.5.4. Procedures for an employee with signs compatible with COVID-19, and/or an employee who tests positive for COVID-19.
 - 1.4. Production offices must comply with the [State's Office Workspace Guidance](#).

2. Section 2 – Additional Requirements for Outdoor Music Production:

- 2.1. Audience members are prohibited, and production/performance must be closed to the public.
- 2.2. All sessions should be booked in advance with the expected number of participants recorded at booking to ensure that physical distancing can be maintained. A visitor log should be maintained with name and contact information of all participants.
- 2.3. Sheet music and other paper materials should be for single use and not collected at the end of the session. Personnel distributing materials should sanitize hands immediately prior to distribution.
- 2.4. Wherever feasible, everyone involved in the performance should use their own equipment including cameras, headsets, microphones, consoles. If equipment must be shared, it should be sanitized between each use.
- 2.5. Distance markers must be provided to indicate adequate social distancing. Microphones, consoles, and other equipment must be set up to facilitate physical distancing.
- 2.6. Performers and other participants must wear face coverings whenever not performing, and to the greatest extent practicable while performing. Performers unable to wear a face covering while performing (e.g., wind and brass instrument players, vocal performers) must adhere to a minimum of 8 feet of distance from persons who are not members of the same household, unless the performers are separated from others person by Plexiglas or other impermeable barriers.
- 2.7. Talent must arrive with hair and makeup done. If hair and make-up adjustments are unavoidable during the session, the individuals providing these services are required to wear face coverings and face shields and to wash or sanitize hands and tools between clients.
- 2.8. Contractors should accept tax forms and other collectively bargained forms digitally, or via mail.
- 2.9. As much as feasible all financial transactions should be arranged in advance or following the session through contactless systems. Transactions or services that can be offered remotely should be moved on-line.

COVID-19 SITE-SPECIFIC PROTECTION PLAN (SPP)

Business name:

Business address:

Address/location of the production:

Approximate gross square footage of the production space:

Estimated number of cast, crew, and personnel to be on site at production:

Estimated start and finish dates of the production:

The person(s) responsible for implementation of this Plan is:

Name:

Title:

I, _____ certify that all cast, crew, and other on-site personnel have been provided a copy of it and have reviewed it and received training as required in this SPP.

Name:

Signature:

Alameda County Shelter in Place Order & Face Coverings Order

- Employer has read the [Alameda County Shelter in Place Order](#) to determine if the business is allowed to reopen.
- Employer has read the [Alameda County Face Coverings Order](#) and is complying with and implementing measures identified in the Order.

Individual Control Measures and Screenings

- Employees whose work duties can be conducted remotely are doing so and will continue to do so until the Shelter in Place Order is lifted, with particular consideration for employees above the age of 60 and those with underlying health issues who are at increased risk for more severe disease if infected.
- The names, date, time, location address, and contact information of all participants in all production sessions are recorded for later reference, in case anyone involved in the production becomes ill with COVID-19 symptoms, tests positive and/or have come into close contact with an infected employee at the production site.

- All cast, crew, and personnel are provided with temperature and/or symptom screenings at the beginning of their shift. The individual conducting the temperature symptom screening avoids close contact with cast, crew, and personnel to the extent possible. Both screeners and employees wear face coverings during each screening. See screening guidance [here](#).
- The production provides all personal protective equipment (PPE) and infection prevention supplies needed on the job, including face coverings, hand sanitizer, disinfectants, and (when needed) gloves, mobile handwashing stations, face shields and other equipment and supplies, at no cost to the employee. Cast, crew, and personnel may bring their own masks, provided they meet face covering specifications requirements and are not shared with others.
- Personnel are provided with and use protective equipment when offloading and storing delivered goods.
- Personnel inspect deliveries and perform disinfection measures prior to storing goods in warehouses and facilities.
- All cast, crew, and personnel are required to wear cloth face coverings whenever they are in contact with others unless the production activity does not allow for the wearing of a face covering. These instances should be of short duration and with as much physical distancing as possible.
- When a production or scene requires close, prolonged contact, cast members and other participants should be tested for COVID-19 immediately before the production and retested periodically when productions lasts multiple weeks. Participants will maintain themselves as a “social bubble” for the duration of the portion of the production that requires close, prolonged contact and will maintain social distance from all others.
- Any of the cast, crew or personnel who are sick or exhibiting symptoms of COVID-19 are directed to stay home and follow the Alameda County Public Health Department’s Criteria for Returning to Work after Isolation or Quarantine guidelines located [here](#).
Please note: Employees who self-quarantine and who are not ill do not need a doctor’s note to return to work after staying home for 14 days. If any employee has been isolated because they were diagnosed with COVID-19, they may return to work once they meet the criteria described in ACPHD’s return to work policy [here](#). Repeat testing for COVID-19 is not required before an employee can return to work.
- Cast, crew, and personnel are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government the [Families First Coronavirus Response Act](#) and employee’s rights to workers’ compensation benefits and presumption of the work-relatedness of COVID-19 exposures occurring between March 19 and July 5 pursuant to the Governor’s Executive [Order](#) N-62-20. Productions located in Oakland are subject to Oakland’s Paid Sick Leave [ordinance](#).

Describe the types of protective equipment provided to cast, crew, and personnel at this production site:

Describe additional control measures you are implementing at this production site:

Cleaning and Disinfecting Protocols

- Sets, production spaces, and the entire facility are cleaned and sanitized at least daily, with restrooms and frequently touched areas/objects cleaned more frequently. Commonly used surfaces are frequently disinfected.
- All shared touchable surfaces/objects are cleaned and sanitized between each use.
 - All shared equipment, microphones, and tools must be disinfected after each use.
 - All shared clothing must be cleaned after each use.
 - All wigs or other shared prosthetics must be disinfected after each use.
 - Frequently touched objects (e.g., tables, doorknobs or handles, printers, props, common equipment) are disinfected using EPA approved disinfectants before and after filming or recording sessions, group editing, or other meetings. Such surfaces should be cleaned at least three times a day.
- Hand washing facilities are always available and stay operational and stocked. Additional soap, paper towels, and hand sanitizer are supplied when needed.
- Hand sanitizer will be provided where production facilities, sets or filming locations do not have indoor plumbing.
- Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.
- Cleaning products are used that meet the Environmental Protection Agency (EPA)'s- approved for use against [COVID-19 list](#).

Describe the location(s) where the disinfectant and related supplies are available to employees:

Describe the location(s) where hand sanitizer effective against COVID-19 is available to employees:

- Cast, crew, and personnel are provided adequate breaks and time to implement cleaning practices before, during, and after shifts.
- All contracts, scripts, music sheets, and any other documents that are normally shared are either distributed digitally, or are printed and individually assigned to cast, crew and musicians to avoid sharing.
- Where feasible, cast bring their own props (e.g. cell phone) and costumes to avoid sharing.
- All props, and set materials are disinfected before first use on the set, and between uses by different cast

members.

- Costumes must be disinfected before first use and are not to be shared by different cast members or handled by personnel, unless first disinfected.

Schedule for Disinfecting High Traffic Areas and Commonly Used Surfaces

Fill in the fields below with the schedule for how often each area is disinfected. Mark N/A for all that do not apply to your specific production site and add any that are missing to “Other”.

Common Areas:

Restrooms:

Commonly touched surfaces:

Handwashing facilities:

Other:

Custom equipment and tools (i.e. pallet jacks, ladders, supply carts):

Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:

Additional measures that have been taken at this production location:

Physical Distancing Guidelines

- All cast, crew and personnel are to be instructed to maintain at least six feet distance from each other and all other people, unless applicable guidance calls for a greater distance.
- Whenever possible, production teams of the smallest size feasible are formed. Teams access set or studio areas at different times with minimum overlap or intermingling.
- Only essential cast, crew, and personnel are on site at any time.
- Production or editing meetings are limited to essential personnel only and are held in areas where physical distancing can be maintained.
- All cast and musicians performing work in which they cannot wear a face covering (e.g. cast members, wind and brass instrument players, singers) maintain a minimum of 8 feet of social distancing during rehearsal or performance, unless absolutely unavoidable.

- Rehearsals that are not part of work associated with a specific production are not allowed.

- All shop (props, costume, design, electrical equipment, etc.) and manufacturing locations on the lot will work with clients on an appointment-only basis to prevent formation of lines or groups. Shopping is performed virtually as much as possible or is limited to one client at a time.
- Make up artists and hair stylists are required to wear both face coverings and face shields while providing their services. They are also required to wash or sanitize hands and tools between clients.

- Meal breaks and break areas are managed to allow employees to eat on premises in designated areas where they can remain six feet apart.

- Buffets and communal food or drink service are not permitted.

- Tape or other markings have been placed at least six feet apart in high traffic areas or walkways. Furniture is placed a minimum of six feet apart. Stairwells and walkways are designated and marked as one directional, wherever possible.

- The total numbers of people allowed on the production area is limited to allow for six feet of space between all people. Maximum capacity should be posted throughout. Smaller areas for offices, film and sound editing, etc. should have a maximum capacity posted to allow for six feet of physical distance.

- All desks or individual workstations are separated by at least six feet or employees otherwise maintain six feet if workspace is limited. Physical partitions are used if workstations and/or employees cannot physically distance.

- Cast, crew, and personnel are informed that they should not carpool to and from the jobsite, except among those living within the same household unit.

- If vehicle shuttles are used to transport cast, crew, and personnel to or from the production at the beginning of

the work shift, symptom checks should be conducted before employees board the shuttle.

- Anytime a shuttle is used before after or during the shift, employees should maintain 6 feet of distance while waiting in line and on the shuttle. Physical distancing on the shuttle may require a reduction in allowable shuttle capacity. Face coverings must be worn on shuttles or any shared transportation, in compliance with the Face Covering Order.

Please provide a depiction of the layout of the production site, illustrating physical distancing measures:

Notification of COVID-19 Positive Case at your Worksite

- The State requires employers to notify the Alameda County Public Health Department when there is an outbreak at the worksite.
- Employers must use this [form](#) to report cases within 48 hours and provide additional information when requested by the Alameda County Public Health Department.

For questions related to positive employees in the workplace, please contact the COVID Workplace Response Team at COVIDworkplace@acgov.org or (510) 268-2101.

Training

Employees have been trained on the following topics:

- Information from the [Centers for Disease Control and Prevention \(CDC\)](#) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on the CDC's webpage.
- The vulnerability of those 60 years of age or older and people with chronic medical conditions, and the need to practice particular caution to protect these groups.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
- Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
- The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
- Proper use of face coverings, including:**
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.
 - Face coverings to be washed after each shift.

Other worksite training measures taken: