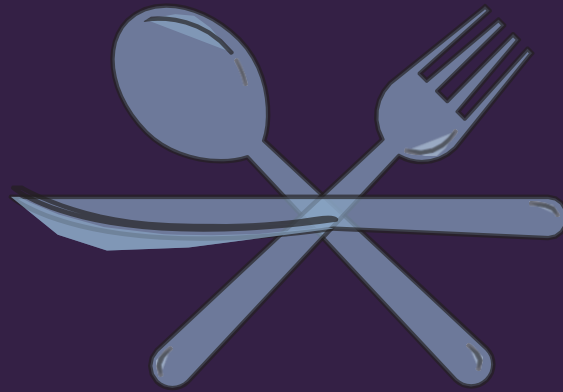


COVID Safe Craft Service Guidelines

CREATED BY THE CRAFT SERVICE COALITION



These guidelines are recommendations for craft service professionals by craft service professionals to enable a sustainable, safe and systematic approach to Craft Service.



Film, Television & Commercial

GUIDELINES



About Us



The Craft Service Coalition is a group designed for Craft Service crew members to come together for the cause of creating a safe work environment as a result of the Covid-19 pandemic.

We share a passion for Craft Services, a desire to promote safety and are here to support innovative ideas and each other.

This coalition was established in April 2020.

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**For more information about us visit contact our administrator visit our
Facebook Group @Craft Service Coalition**

Our Safety Approach

We're all too familiar with the headlines and uncertainties stemmed from the COVID-19 pandemic. Our lives and the way we do business is different. And so is the way we do Craft Service.

We are all part of the solution to this crisis and we take our role in this effort seriously.

We have established a safety approach that aligns our process with industry standards and best practices for food services during and beyond the COVID-19 pandemic to keep food safe and people healthy.



Revised roles
for Craft
Service Team
Members



Thoughtful Set-
up, Signage,
Mobile Food
Ordering



Reduced
Contact with
Food



Increased
Sanitation
&
Awareness



Revised Roles for the Craft Service Team Members

KEY

The Key is responsible for managing food at the trailer for the crew, cast, and teamsters. They prepare the orders received from the crew through online food ordering applications. They handle special requests and package Third- and Sixth-hour snacks, placing all requested items in a designated area for pick up by the Assistant. The Key receives deliveries safely from the shopper, keeping the trailer well stocked. The Key remains stationed at the craft truck or trailer with no contact to set. The Key is the only crew member permitted inside the craft vehicle.

SHOPPER

A dedicated shopper is responsible for purchasing all food and restock items. They will take inventory requests and instructions from the Key. Whenever possible, they will utilize online ordering and curbside pickup to minimize in-store shopping. They will deliver purchased goods to a dedicated drop off area outside the craft trailer where they will prepare (sanitize) purchased items to be loaded into the craft vehicle or onto restock carts for set.

ASSISTANT

The Assistant is the liaison between set and the craft vehicle. They are responsible for setting up the craft area on set, providing restock supplies for the snack, beverage, and sanitation stations. The Assistant will also send out online reminders to the crew once the Third- and Six-hour snacks are ready and deliver prepared food items to the designated pick-up areas.

CONCESSIONS CREW MEMBER

Just like concessions at your favorite show and sporting event, this crew member will provide hydration and snacks to the on-set crew. The online orders will be received on a device by the Concessions crew member who will complete and confirm for pick-up.

Communal coolers and self-serve bowls are a 'thing of the past'.

Coffee machines, snack carts, coolers and ice are restricted access and handled only by Concessions. This crew member does not leave their post.

Online Food Ordering Applications

It is recommended to use an online application that will safeguard the health of your crew on set.

Everyone on set can easily access the online applications on their smart phones. Once the crew members have logged in, they will be able to place orders easily and safely from the menu items.

The Craft Service team will receive contactless orders notifying the crew when the order is ready. The crew member will then pick up the order at the designated pick-up location.

Promoting contactless food ordering by using online applications, will help Cast and Crew abide by critical preventative measures to curb the spread of communicable diseases.





Sanitation & Safety Awareness

PRE-PRODUCTION CRAFT SERVICE

Production office & Construction Mills – Where safety is a concern, separate areas will be mandated. The Key Craft Service members will provide beverages and snacks to the office staff. They can order food from the Key verbally or via online applications. Maintaining social distancing or avoiding gatherings by the Craft Area is mandatory. PPE is required by the Craft Service Crew Members. NO EXCEPTIONS!





Craft Service Signage

SIGNAGE SUGGESTIONS

- 6ft social distancing
- Follow foot traffic flow
- Mask must be worn for pick up
- Sanitizing hands before picking up food
- Craft Service crew only
- Please place orders online
- Application login instructions (eg, QR Code standees)
- Designated eating area





Pre-Packaged Craft

Our goal is to keep all craft service food **pre-packaged** to **avoid any contamination**.

BUT WHAT ABOUT HOT MEALS AND TABLE SNACKS?

Hearty Third Hour snacks will still be fresh, warm and available. Self-serve chaffing dishes are replaced with pre-sealed, individually labelled and portioned containers.





Sanitation & Safety Awareness

SANITATION

There will be a portable hand washing station and an automatic hand sanitizer dispenser at Craft Service.

ONLINE TRAINING

Members of our Craft Service Team ARE RECOMMENDED to complete a food handler's certification course. Online courses covering food safety and serving are also highly recommended.



FAQS

What safety gear is required by Craft Service Crew Members?

Masks and gloves are mandatory. NO EXCEPTIONS!

How will crew order food from the Craft Service truck?

Crew Members can order food from the truck verbally or via online applications. Maintaining social distancing or avoiding gatherings by the truck is mandatory.

How will the crew know what snacks and beverages are available?

Through a printed menu or an online applications menu.