

Tuesday, July 28, 2020

## **IATSE Local 80 Crafts Service**

Referring to the guidance found in the Proposed Health and Safety Guidelines for Motion Picture, Television, and Streaming Productions.

During the COVID-19 pandemic, IATSE Local Eighty, through this working group set out to create a plan of action for Crafts Service personnel.

The Working Group used information from the following publications: “Guidance for cleaning and disinfecting from the CDC” and “Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic from the FDA”.

Local 80 Crafts Service personnel have the responsibility of cleaning/sanitizing/disinfecting of worksites as well as to provide food service for the cast & crew on motion picture sets throughout Los Angeles County, and other jurisdictions where Crafts Service personnel are employed through the various Agreements with the employer(s).

Integrate new sanitation standards required due to the COVID-19 pandemic into the daily workflow.

### **I. Guiding Principles**

- A. All state, local, and federal (CDC) public health guidelines will be followed.
- B. To the extent possible, physical distancing of at least 6 feet will be maintained. When physical distancing is impracticable, other risk mitigating measures will be taken.
  - i. limit the number of crew in the craft service areas whether they be rooms, trailers, trucks or tents. Crew should always be following the social distancing guidelines as recommended.
- C. Appropriate and adequate PPE will be provided as necessary. Disposable masks will be replaced, and reusable masks will be cleaned/sanitized/disinfected as necessary.

D. Gloves:

- i. although the continuous wearing of gloves is not a requirement, it is recognized that the wearing of gloves in several circumstances is an effective form of protection.
- ii. gloves provided by the employer are to be worn when handling potentially contaminated equipment or items.
- iii. gloves are to be cleaned/sanitized/disinfected immediately after use. In the event it is impractical to clean/sanitize/disinfect gloves immediately following use, gloves are to be discarded and fresh gloves are to be issued. In the event a person wishes to wear gloves throughout the course of the shift, the guidelines for handwashing/sanitizing shall apply to gloves.

E. Facemasks:

- i. face masks should be worn in accordance with the directives issued by the employer.
- ii. crew member shall be allowed to provide for their own face mask provided said face mask meet the minimum standards required by the employer (bandanas are not considered to be an acceptable face mask).
- iii. face shields may be used in addition to face masks providing that all appropriate recommendations are followed regarding their use.
- iv. employees shall have adequate opportunity to remove their masks and get fresh air.

F. All crew members are to be trained, per the "white paper" recommendations on the proper use of all PPE to be used.

G. Infection prevention measures will be developed and applied along with enhanced sanitation (high-touch wiped down, disinfection of equipment), and hand hygiene (increased access to hand washing stations, alcohol-based hand sanitizer).

H. Employees will wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, after blowing their nose, coughing or sneezing, or after touching high touch surfaces.

I. Personnel will stay home if they are sick.

## **II. Public Health Regulations**

All local public health regulations regarding preparing and distributing food must be followed, including regulations regarding the use of appropriate food service PPE (hair

nets, gloves, and face coverings), safe food temperatures, etc., and all personnel responsible for the preparing and/or distribution of food will be properly certified to do so.

- A. Food and supplies that are delivered to the job site, will be handled by designated individual(s) only.
- B. Appropriate PPE shall be worn when interacting with the delivery person and hand hygiene will be performed after handling the delivery.
- C. Delivered supplies will be disinfected prior to use as recommended.
  - i. staging area to be established for equipment or items that are potentially contaminated.
- D. Handwashing facilities and/or hand sanitizer will be readily accessible.
  - i. recognizing a restroom can act as a choke point for employees, the employer shall ensure that a sufficient number of clean and sanitary restroom facilities are always available.
  - ii. employer shall provide hand sanitizer be placed in the immediate work areas such as carts and/or other places of convenience.
  - iii. hand washing/sanitizing shall take place at the beginning and the end of each shift of work and as needed throughout the day. Members of the crew will be reminded to follow this recommendation through direct communication by the Key Crafts Service Person, or Crafts Service Foreperson.
  - iv. the employer shall provide for handless hand washing stations at or near the work site.
- E. All eating surfaces will be cleaned/sanitized/disinfected and disinfected before and after use.
- F. Eliminate communal “buffet style” food service, including salad bars, trays of food, or any food service that requires sharing of utensils such as serving spoons or tongs.
- G. Meals and snacks will be served in individually packaged or wrapped portions. Avoid shared communal trays or bowls.
- H. Eating utensils shall be disposable and individually wrapped.
- I. Avoid using or sharing items such as condiments such as salt and pepper shakers. These items will be disposable and single serve.

- J. Drinks shall be individually packaged or, if drinks are to be dispensed from a water station, soda fountain, coffee machine or similar equipment, drink containers shall not come into contact with dispensers.
- K. As face coverings cannot be worn while eating, adequate eating space must be provided to ensure physical distancing can be maintained during meal periods.
- L. Establish designated food pick-up zones to help maintain social distancing.
- M. Whenever possible, use of paper will be minimized. Alternatives such as electronic order forms, petty cash forms shall be explored.
- N. Alternatives to petty cash to minimize the need to handle paper money, such as purchase cards.
- O. Visible physical indicators (e.g., cones, duct tape or signage) marking 6 feet of distance will be placed in areas where people must congregate, such as crafts service.

### **III. Work Site Cleaning, Sanitizing & Disinfecting Practices**

- A. Crafts Service Personnel will routinely cycle through the worksites cleaning/sanitizing/disinfecting.
  - i. a person or people should be designated for the purpose of cleaning/sanitizing/disinfecting equipment as needed and appropriate throughout the shift of work.
  - ii. a roving craft service person should be assigned to the to the rigging crews for cleaning/sanitizing/disinfecting high-touch areas that the rigging crews may be using, the cleaning/sanitizing/disinfecting of equipment and all work areas that the rigging crew may use during the shift of work.
- B. Hand hygiene will be performed frequently and before beginning new tasks.
  - i. employer shall provide hand sanitizer be placed in the immediate work areas such as carts other places of convenience.
  - ii. hand washing/sanitizing shall take place during the beginning and the end of each shift of work and as needed throughout the day. Members of the crew will be reminded to follow this recommendation through direct communication by the Key Crafts Service Person, or Crafts Service Foreperson.

- C. If an interior location is required for shooting, time will be allotted for the proper cleaning/sanitizing/disinfecting prior to pre-production crew and production cast and crew entering the facility.
- D. Time will be allotted for the proper cleaning/sanitizing/disinfecting prior to pre-production crew and production cast and crew entering sets and stages.
- E. Material Safety Data Sheets for all cleaners and sanitizers will be readily available.
  - i. training and education on the proper materials to be used shall be provided by the employer. Said training shall include the proper use of cleaning/sanitizing/materials appropriate for the equipment and other items being cleaned/sanitized/disinfected.
  - ii. all crew members are to be trained on the proper cleaning/sanitizing/disinfecting and sanitizing procedures as per the white paper.
  - iii. at the beginning of each shift a safety and protocol meeting will be held for the use of PPE and for the distribution of approved PPE for shift of work.
  - iv. personnel will always wear appropriate PPE for the chemicals being used for cleaning/sanitizing/disinfecting.
- F. Physical distancing will be practiced to the extent possible.
- G. Clean/sanitize/disinfect all work areas & high-touch surfaces as needed.
- H. Any shared equipment will be cleaned/sanitized/disinfected by dedicated personnel prior to reuse.
- I. Tools and equipment used throughout the course of the shift shall be cleaned/sanitized/disinfected between shifts
- J. Equipment and items used by other departments or individuals outside the craft service department are not to be placed back into service until such time as that said equipment or items have been cleaned/sanitized/disinfected.
- K. Special attention is to be paid to equipment that is in common areas.
- L. When using high lift, control panel and safety guard rails are to be cleaned/sanitized/disinfected prior to and after use.
- M. Hand tools must be cleaned/sanitized/disinfected between use. A procedure shall be developed on each production to ensure adherence to this practice.
- N. Each employee will be watchful for equipment that may have become contaminated and will report to the Key Crafts Service Person, or Crafts Service Foreperson any equipment that may have become contaminated.

- O. Clean visibly dirty surfaces with soap and water. Clean surfaces and objects using soap and water prior to disinfection.
- P. Use the appropriate disinfectant (EPA approved disinfectants).
- Q. Examples of frequently touched surfaces and objects that will need routine disinfection: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, ice chests, coolers, toilets, faucets and sinks, touch screens, Dressing Rooms/Trailers, Wardrobe Rooms/Trailers, Hair & Makeup Rooms/Trailers and all work areas used by multiple personnel.
- R. Consider what items can be moved or removed completely to reduce frequent handling or contact from multiple people.

#### **IV. Personal clothing and effects.**

- A. Personal tools shall not be shared among employees. If in the event a personal tool is used by someone other than the owner of the tool, said tool must be cleaned/sanitized/disinfected before further use.
- B. A secure space must be designated for the storage of personal clothing and effects for employees separate from the placement of personal tools.

#### **V. Personnel:**

- A. The Key Crafts Service Person, or Crafts Service Foreperson shall engage the producer or their representative in discussions regarding the appropriate number of personnel needed to safely clean/sanitize/disinfect work areas & equipment prior to work being preformed in those areas.
- B. The Key Crafts Service Person, or Crafts Service Foreperson shall engage the producer or their representative in discussions regarding continuous employment of day players in order to ensure continuity of known personnel on the set.
- C. Any event additional manpower is required, attempts first be made to secure the additional manpower for from other crafts service crew members on said production.
- D. When requested to self-drive from one location to another, mileage is to be paid at the current rate determined by the IRS, or an agreed-upon car allowance is to be paid. All self-drive it is to be "on the clock", and at no time is a crew member to self-drive without being properly compensated.
- E. Off production crafts service personnel should work with the same team and that team should always work together in order to reduce the contact with other crew

members and reduce the threat of exposure to other teams. In the event a member becomes infected with COVID-19, a team member is to be sent home until cleared to report to work.

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#### Important Links

1. Industry wide White Paper  
<https://www.csatf.org/industry-wide-labor-management-safety-committee-task-force-whitepaper/>
2. FDA Guidance  
<https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-updelivery-services-during-covid-19>
3. CDC Guidance  
<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
4. EPA Guidance  
<https://www.epa.gov/coronavirus>