



COVID-19 COMPLIANCE OFFICER (C19CO) TRAINING

SYLLABUS - UPDATED MAY 7, 2021

HEALTH EDUCATION SERVICES

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THE COVID-19 COMPLIANCE OFFICER

This newly designated position is responsible for establishing and enforcing COVID-19 safety protocols, training staff, and monitoring compliance on all film, music video, and commercial sets. This position is intended for a person who is educated in the transmission of the COVID-19 virus, disinfection, social distancing, CDC, local, and state guidelines, and other information related to preventing the spread of infection on a film production set. This person is responsible for safety compliance and enforcement of rules.



WHAT IS COVID-19?

A new virus that is thought to originate in Wuhan, China, beginning in early December, 2019. It manifests as a respiratory ailment for the most part, but gastrointestinal symptoms are also observed. It is spread through infected mucous by sneezing, coughing, breathing. It can be aerosolized. Once it enters the body through the lungs, many other organs can be affected and lead to death. It may be transmitted by touching contaminated surfaces and objects and then putting one's hands to eyes, nose, or mouth. Signs/symptoms range from very mild to very severe leading to death

- Enters the body through the mouth, nose, and eyes
- Transmitted from infected person through sneezing, coughing and breathing
- Can also be airborne for minutes to hours
- Also spread by touching contaminated surfaces and touching mouth, nose, eyes
- Once in the body, virus can attack any organ or system but primarily respiratory
- People most at risk: Anyone over 65, anyone with certain underlying health conditions, pregnant women, those who smoke or vape.



WHAT IS COVID-19?

- Symptoms develop within 2-14 days of exposure
- On average people are contagious for 14 days (sometimes longer)
- Wide range of symptoms similar to seasonal flu.
- One unique symptom is sudden loss of taste and smell
- Up to 40-50% positive cases show no symptoms but can still spread the virus.
- There are several prevalent mutations of the virus.
- Best approach to control spread are current protocols and the vaccines



SIGNS & SYMPTOMS

Symptoms develop within 2-14 days, and you are contagious for 14 days.

- Fever
- Fatigue
- Shortness of breath/difficulty breathing
- Cough
- Muscle aches
- Sore throat
- Headache
- Loss of taste/smell
- Runny nose /congestion
- Nausea / vomiting / diarrhea

Sometimes people are asymptomatic and show no symptoms at all: **That's why we have to wear masks.**

WHEN SHOULD A PERSON SEEK IMMEDIATE MEDICAL CARE?

- More severe breathing difficulty
- Persistent pain/pressure in chest
- Confusion
- Inability to wake up or stay awake
- Bluish lips or face

HOPE: THE VACCINE

- The vaccine is currently being distributed across the county.
- There are 255 million people over the age of 18 in the United States
- The vaccines are given in two doses spaced several weeks apart.
- When 70-75% of the population has been vaccinated we should enter “herd immunity”
- If 50 million doses of the vaccine are given per month, it will take over 7 months for 70% of the population to get two doses of the vaccine.

QUESTIONS WE DON'T HAVE ANSWERS FOR:

- How long will acquired (vaccination) and natural (disease) immunity last?
- How long will it take to reach “herd” immunity?
- Will the vaccine continue to be effective against new mutations?
- If not effective, how long to develop/test/produce new effective vaccines?
- When will we be able to shed masks and stop social distancing?

HOW WILL THE VACCINE EFFECT SETS?

- Per LADPH all protocols (Social Distancing, Testing, Screenings) are still in place for vaccinated people.



SHOULD ALL SETS HAVE A COVID-19 COMPLIANCE OFFICER (C19CO)?

Short Answer: Yes.

Just like all sets should have a Producer, 1st AD, Key Grip, Key PA, Set Medic, etc., the COVID-19 Compliance Officer is another necessary crew member.

THE COVID-19 COMPLIANCE OFFICER, DOES NOT NEED TO BE A TRAINED MEDICAL PROFESSIONAL.

WHO MAKES THE BEST COVID-19 COMPLIANCE OFFICER?

- This is a person who needs to have a deep understanding of production.
- A person with the willingness to learn and stay on top of the ever changing guidelines.
- Someone who does additional research and learning beyond just taking this class.

We suggest taking additional Covid related courses (linked in our resources) provided by:

- Johns Hopkins University
- World Health Organization
- OSHA



HOW MANY COVID-19 COMPLIANCE OFFICERS SHOULD BE ON SET?

The Covid-19 Compliance Officer (C19CO) should be a:

- Stand alone crew position
- With no other on set responsibilities.

Larger sets will require a team of Covid-19 Compliance Officers:

- We suggest 1 officer for every 20 people.
- A **Key Covid-19 Compliance Officer** should manage their team and be point of contact for production.
- All Covid-19 team members should be trained.

WHEN SHOULD THE COVID-19 COMPLIANCE OFFICER BE ENGAGED?

We suggest a Covid-19 Compliance Officer be thought of as a key department head. This means they should be a part of:

- Tech Scouts
- Prepping Crew the day before the shoot
- Shoot Days
- Wrap

HOW WILL THIS ROLE BE IMPACTED ONCE A VACCINE HAS BEEN WIDELY DISTRIBUTED?

- It will take many months for the population to be vaccinated, meaning the CCO will need to be present on set for some time.
- It is unclear when local health departments will change requirements.
- Moving beyond the current pandemic, a need for our communal work environment to stay hygienic is clear. Keeping our sets sanitized is now a clear priority.



**THE COVID-19 COMPLIANCE OFFICER IS A
STAND ALONE POSITION ON SET.**

**A Covid-19 Compliance Officer
SHOULD NOT be asked to do any other duties on set.**

**A Set Medic, Producer, 1st AD, Director, Etc should work in
conjunction with a Covid-19 Compliance Officer.**

No position on set should replace a Covid-19 Compliance Officer.



GENERAL RESPONSIBILITIES OF CAST & CREW

- Stay Home If:
 - Feeling ill
 - Out of the country within past 14 days
 - Been in close contact with COVID-19 patient
- Follow all established set protocols
 - Guidance of compliance officer
 - Disinfecting of equipment
 - Social distancing
- Practice good hygiene
- Do not share:
 - Materials such as scripts
 - Personal Equipment
 - Food/beverage

**It is their responsibility to notify Producer / UPM /
Company if you test positive for Covid-19 within
14 days of wrap date.**



AT THE TIME THEY ARE HIRED, THE CCOs NEED TO CONFIRM THE FOLLOWING WITH THE PRODUCER / PRODUCTION COMPANY:

They will develop Covid-19 protocol for the shoot.

They will follow all local, state, and CDC guidelines for operating their production.

They will enforce guidelines on their set and work with the Covid-19 Compliance Officer to manage compliance on their sets.



BEFORE THE SHOOT

- Work with production company to:
 - Develop Covid-19 Protocol. Send to local health dept if required (Currently required in LA County). Work with production company, to develop Covid-19 Protocol. Make sure the producers, production company, etc will work with you to develop one, you do not want to work with a company that does not want to follow local / state / or CDC guidelines.
 - Limit crew size; spread prep and shoot to multiple days to limit personnel exposure.
 - Understand that time is needed on each day to account for Covid-19 compliance protocols
 - Procure PPE and sanitation supplies for the duration of the shoot.
 - Have outdoor base camps / dining / and gear storage at all locations.
 - Limit hired Extras & Audience members to under 50 people per LADPH orders. No general public.



BEFORE THE SHOOT

- Plan with production management team to:
 - Schedule CCO Pre-Call Time
 - Stagger Call-Times of all essential personnel.
 - Designate Screening location
- Set up professional cleaners to sanitize locations before first shoot day and after each shoot day.
- Set up Covid-19 testing for all personnel - if required (Currently required in LA County)
- Send screening survey, testing information, and Covid-19 Protocols to all cast & crew so all know their responsibilities.



START OF THE SHOOT DAY

- Be first person on set (pre-called) and be present during all working hours.
- Set up COVID-19 signs and social distancing before general crew call.
- Before general crew call-time ensure hand washing stations and hand sanitizers are located around your shooting location in abundance.
- Have hand sanitizer inside and outside of bathrooms for hands to be sanitized before and after using restroom.
- Screen all pre-called crew before they enter location.
- Screen all cast, crew, and clients as they enter location.
- Create Roster List of all on-set attendees per shoot day. Everyone who steps onto set should be listed for reference.
 - Name, Contact, Time of Arrival
- Walk through rules with cast, crew, client, and visitors during morning Safety Meeting (discussed later).



DURING THE SHOOT

- Min 3x a Day - disinfect high-touch points surfaces (door handles, faucets, etc.) We suggest every hour on the hour.
- Enforce social distancing.
- Assure good ventilation of location – open doors and windows when possible.
 - Box Fans & HVAC systems can spread Covid-19; follow EPA / CDC guidelines for ventilation systems and the proper filtration.
- Staff monitoring:
 - Masks continuously worn properly.
 - Food/beverage consumed in designated locations only (Including Water)
 - Throughout the day pass out wipes to crew to sanitize their workspace and equipment.
- Screen all cast and crew halfway through the shoot day screen for any new potential symptoms.
- Report to producer any non-compliance issues



END OF EACH SHOOT DAY

- Assure crew sanitize all equipment being packed away or being wrapped.
- Assure all walkie-talkies and batteries have been sanitized.
- Coordinate outside janitorial company to come in for deep cleaning and sanitizing.



AFTER WRAP

- Send all health screening questionnaires to producer / production company within 24hrs of production wrap.
- It is the production companies responsibility to store this information **securely** to keep information private.
- Production should **NEVER** put this information in a Wrap Book.
- It is the **crew member's responsibility to notify** the production company's point of contact (producer, HOP, UPM) if they test positive within 14 days of the production.
- It is the production company's responsibility to **notify all cast & crew** of possible exposure. It is also their responsibility to notify the local health department if more than 3 people tested positive from any given production.

Please note: The point of contact can be the **COVID-19 COMPLIANCE OFFICER**, pending their arrangement with the production company to manage this after wrap. We suggest an additional day rate for the Covid-19 Compliance Officer for any additional days worked beyond the scope of the shoot.

KIT & SUPPLIES

IT IS THE PRODUCTION COMPANY'S RESPONSIBILITY TO PAY FOR ALL TESTING, PPE, AND CLEANING SUPPLIES.

SUPPLIES LIST

- Disposable Masks 3x the amount of cast & crew members per day.
- Nitrile Gloves
- Hand Sanitizer - 60% Alcohol by Volume
- EPA N - Cleaning / Disinfecting Supplies / Wipes
- Privacy Folders to store Screening Surveys
- Masking Tape (Blue) and marking equipment
- Covered Trash Cans with foot pedals
- Portable Hand Washing stations
- KN-95 Masks for use when Screening & Cleaning

THE COVID-19 OFFICER CAN ALSO SOURCE AND SUPPLY ITEMS, AND OFFER A KIT FEE TO BE NEGOTIATED WITH PRODUCTION BASED ON SUPPLY COST.

GENERAL KIT LIST

- Infrared Thermometers
- All needed signs (we suggest laminating)
- Tape Measure
- Ipads / Tablets
- Wristbands - Per Day
- Nitrile gloves
- Masks
- Goggles or face shields
- Gowns
- KN-95 Masks for use when Screening & Cleaning

Biohazard Equipment is not required

QUARANTINING & COVID-19 TESTING

- COVID-19 testing and quarantine may be required by the health department, union, production company, agency and/or studio.
- LA County DPH now requires **PCR testing** to be collected 48-72 hours before the start of **ALL productions**. Weekly testing is required for longer term projects. More frequent testing for higher-risk activities and people working in close contact.
- Concierge testing, community testing and on-set testing is available
- Only Emergency Use Authorization (EUA) tests should be used.



KEEPING INFORMATION CONFIDENTIAL

- It is important to keep **all screening documents confidential** and private.
- Please put all screening documents inside of an envelope that can be sealed or stored safely on your tablet or laptop.
- Use discretion when relaying information to the Producer or Unit Production Manager when informing them that someone did not pass the screening protocol.
- Ask them to keep the information as confidential as possible while informing any crew members that need to be informed.
- HIPAA Law applies to medical professional offering medical diagnosis and services. The Covid-19 Compliance officer is **NOT** diagnosing anyone.



SCREENING PROCEDURE

- Screening procedure instructions should be emailed with the call sheet so crew is aware of their responsibilities and of check-in location
- Have a screening table set up - and enforce social distancing during the screen process.
- Post the screening procedure at entry of location
- All personnel subject to the same screening in accordance with the ADA / CDC
- Have either hand sanitizer or a hand washing station available for each person to use prior to entering the set.
- All screening information to be stored and kept private to protect people's confidential information.
- Information given to production company at the end of the shoot for storage. Records should be kept sealed and stored.

PLEASE WEAR GLOVES, KN-95 MASK, AND FACE SHIELD / EYE PROTECTION WHEN SCREENING CREW.



SCREENING PROCEDURE: MASKS

PROVIDE CLEAN NEW DISPOSABLE MASK TO ALL CAST & CREW.

ALL CAST & CREW MUST WEAR SURGICAL STYLE DISPOSABLE MASKS WHILE ON SET.

- No personal masks or face coverings should be worn on set.

MASKS MUST BE CHANGED IF:

- If it's been worn for 6-8hrs
- If it's been contaminated with bodily fluids.
- If it's been put down on a table or other location.



SCREENING PROTOCOLS: TEMPERATURE

- Use an infrared thermometer to take temperatures of all people arriving to location.
- Use discretion when taking temperatures of cast & crew.
- Please follow the temperature taking instructions provided by the manufacturer of the device.
- A safe temperature range is **below 100.4** degrees.
- A temperature of **100.4 or above** is a potential risk, and this person should be removed from set.
- A person with a reading **above 100.4** could be tested again after 10 minutes if showing not signs or symptoms.



SCREENING PROTOCOLS: ENTRY SCREENING QUESTIONNAIRE

Have either hand sanitizer or a hand washing station available for each person to use prior to entering the set. Provide mask.

In addition to the temperature screening, ask these questions on the screening survey (in resource link).

1. Have you experienced any of the following symptoms in the past 48 hours:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea ?

2. Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed a COVID-19 case or with anyone who has any symptoms consistent with COVID-19?

3. Have you been, or are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?

4. Are you currently waiting on the results of a COVID-19 test?

Each person should sign their screening survey.



SCREENING PROTOCOLS: ENTRY SCREENING

- If any of the answers are **“YES,”** or the person has any of the signs/symptoms, the person must leave the set immediately to protect others.
- Any person who is denied entry should be encouraged to contact their healthcare provider.
- Notify the producer or production manager of any staff not permitted on site.
- Everyone admitted to set should be added to the roster.
- For those who are admitted, wrist bands (or stickers) should be applied – a different color for each day attesting to them having permission to be on set - or dated with the current date of screening



POSITIVE TEST PROTOCOL WHILE ON SET

- Isolate person, have them leave set, and advise them to contact their Healthcare Provider.
- Close set or specific area for 24 hours.
- Clean set or area thoroughly by professional company.
- Maintain confidentiality, and notify all “close contact” staff. Have them speak to Healthcare Provider regarding testing and quarantine.
- Set or specific area can be reopened after decontamination
- Staff not in close contact may return to set upon reopening

Close Contact is defined as people who have been less than 6 feet away from one another or haven't worn masks, for a duration of 15 minutes or more.



RETURNING TO THE SET AFTER EXPOSURE

Always consult local, state, CDC, industry guidelines for updates. These notes are based on current CDC guidelines.

After case of COVID

- No fever for 24 hours (without a fever reducing medication) AND
- Minimum of 10 days from the onset of symptoms
- Improvement of COVID 19 symptoms

After hospitalization or severe COVID 19 illness

- On advice of physician (bring note)

After testing positive but asymptomatic

- At least 10 days from the date of the test

After close contact with person who tests positive

- Quarantine for 14 days after last exposure

Crew members should consult with their healthcare provider regarding testing prior to returning to work.



CREW TRAINING

DURING THE SAFETY MEETING, TRAIN STAFF ON HOW TO BE COVID COMPLIANT:

- Signs and Symptoms of Covid-19
- What to do if you are sick
- Protocols and updates
- PPE
- Social distancing
- Hand-washing and sanitizing
- Disinfecting of equipment and spaces
- Masks must cover mouth and nose at all times to be effective.
- Hands must be washed / sanitized for 20 seconds.
- Hands must be washed before and after donning /doffing masks
- Maintain 6 feet of separation whenever possible.
- Respect each other at all times.

ALL SAFETY TRAINING MEETINGS SHOULD BE DOCUMENTED BY TIME / DAY AND ADDED TO THE PRODUCTION REPORT



HOW TO WEAR A MASK

- Fully over Chin, Mouth, and Nose
- New masks should be provided to crew at start of the day to ensure the masks are clean.
- Disposable masks should be changed every 8hrs
- Masks must be worn.



SETTING UP SOCIAL DISTANCING

- Post social distancing signs
- Only essential crew and talent allowed on shooting set:
 - Who is essential: Only crew needed at the time of filming.
- Before the first person arrives on set, mark 6 foot spacing with blue tape between:
 - Work stations
 - Break/dining areas
 - Video Village
 - Conference Areas
 - Tents
 - Trailers
- 8 feet of distance:
 - Talent not wearing masks - if creative allows
 - Musicians not wearing masks
 - Brass / Wind sections
 - Vocalists
- On-screen talent in close contact with other talent should be tested prior to the shoot, as well as periodically during course of the production.
- Talent should always be informed of the scenes they will be filming in advance to ensure they are comfortable.



SETTING UP SOCIAL DISTANCING

- Plastic barriers can be used to separate sections but does not replace the need for masks or social distancing.
- Crew should wear face shields whenever working in close contact with talent without masks. Los Angeles County also asks that crew in close contact with talent should be tested regularly.
- Traffic arrows should be placed in narrow hallways and dedicated entrance and exits
- Clients / visitors should be given space away from set or given a remote feed.



SETTING UP SOCIAL DISTANCING: WIRELESS

Wireless equipment can play a huge part in helping with social distancing on set. Not all shoots can afford to be fully wireless: but here are ideas on what to encourage production to offer:

- Individual wireless monitors for Client, Director, DP, 1st AC
- Wireless Follow Focus
- Wireless Zoom Control

REMOTE PRODUCTION

When possible, encourage production to offer remote production options for client and crew members who do not need to be present on set. There are many options available now for people to no longer travel to location and work from the comfort of their own home. Remote Video Village solutions are affordable and easy for nearly any size production.



SETTING UP SOCIAL DISTANCING: MEALS

**ALL CREW MUST WASH / SANITIZE HANDS
BEFORE AND AFTER CONSUMING FOOD OR
BEVERAGE**

CRAFT SERVICES

- Make everything individual single servings, including beverages
- Eliminate all shared food bins.
- Coffee in travelers or carafes should be served by one person wearing gloves, mask and face shield.
- Eliminate coolers on set, and have beverages in small bins.
- Use touch-less water dispensers or foot pump water fountains to fill canteens. (All Canteens should be disinfected when they come to set)

**ALL CREW MUST WASH / SANITIZE HANDS
BEFORE AND AFTER CONSUMING FOOD OR
BEVERAGE**

MEALS

- Eliminate buffet style meals and switch to box or pre-packaged meal when possible.
- It is acceptable for food to be served by sole individual in gloves, mask and face shield, as long as long as food is away from crew.
- Create separation at tables by having more tables, and enforcing social distancing.
- Stagger meal breaks when possible.
- Tables & Chairs should be sanitized after each use.

**ALL FOOD & BEVERAGE TO BE
CONSUMED IN DESIGNATED AREAS
ONLY!!!**



SETTING UP SOCIAL DISTANCING: TRANSPORTATION

TRAVEL VANS:

- Use higher capacity vehicles
- Limit capacity to 50%
- Make more trips or have additional vehicles
- Open windows during transit
- Mark capacity on side of van
- Vans should be disinfected between trips

- Sanitize van after each use

- Hands should be sanitized before and after entering and existing vehicles

When possible encourage production to offer solutions for cast or crew to drive alone.



EQUIPMENT

- Assign tools, duties + supplies to specific crew members. Avoid direct handoffs
- Specific departments are responsible for handling their own gear
- Departments + Individuals are responsible for sanitizing their own equipment
- No walkie talkie sharing
- Sanitize replacement batteries between uses
- Camera Equipment is to be handled by Camera Dept.
- Work with Camera House to ensure that rental, pickup & drop offs are in line with safety guidelines and procedures



ART DEPARTMENT

- Receive approval from agency/client prior to shoot date.
- Consider additional prep + strike days to limit crew size.
- Allow additional time for props to be sanitized before and after each handling by talent.
- Coordinate handling of accessories with wardrobe dept to limit exposure.



WARDROBE

- PPE must be worn during person to person contact with talent.
- Masks are required. Face shields are strongly recommended.
- Only stylist + individual talent are to handle wardrobe when possible.
- Encourage use of rental houses/online shopping for wardrobe pulls.
- Wear PPE when visiting any rental houses or retail stores.
- Allow additional time for delivery delays.
- Review all vendor return/exchange policies.
- Encourage remote wardrobe reviews via video conference.
- Sanitize all accessories, jewelry, handbags, etc between uses.
- Arrange for talent to arrive in their own wardrobe when possible.
- Used wardrobe should be bagged up individually by talent



TALENT

- Consider alternative shot set ups/angles to allow for maximum distance between talent.
- All necessary documents (payroll, sign in etc) to be distributed and collected digitally.
- Maintain distancing guidelines and sanitation procedures in any talent holding areas.
- Consider limiting the number of extras.
- All talent is to wear PPE on set whenever possible.
- Allow additional time for permit review & approval.
- Notify guardians to not bring non essential persons to set.
- Provide PPE that fits minors.
- Provide ample space for schooling.
- Avoid doing HMU on set unless absolutely necessary.



CASTING

- Encourage remote casting sessions and callbacks when possible.
- If in-person casting is a must, set up studio to ensure each talent & attendee can maintain 6ft distance from one another. Talent must honor their scheduled appointment time to be seen.
- Use digital means to sign in talent, gather sizing info and distribute any materials, questionnaires etc.
- Minimize number of personnel in contact with talent.
- Consider private, outdoor casting facilities .



DISINFECTING PROTOCOL

For the protection of the person tasked with disinfection, gloves may be worn. Eye protection and gowns may be used for splash protection for spray or liquid disinfectants. First clean all surfaces that will be disinfected with soap and water. This removes grease and dirt and will make disinfection more effective. Wipe down all surfaces at beginning of day, at least every couple of hours, as permitted, and the end of day with an appropriate EPA approved disinfectant. Surfaces to be included are toilets, faucets, sinks, appliances, counter tops, phones, doorknobs, light switches, chairs, table tops, computers - all high touch areas. It is recommended to wipe in the same direction like shoveling snow rather than wiping back and forth which just moves the germs around. Remove gloves so as not to contaminate your hands and dispose or properly

DISINFECTING PROTOCOL

- Please ask crew to follow guidelines created by their departments union, even if crew is non-union.
- Arrange for deep cleaning by professional cleaners daily.
- Leave all locations, stages, and sets sanitized.
- Wear gloves and mask for disinfecting with wipes
- Wear gloves, KN-95 mask, Face Mask, and gown while disinfecting with spray applications.
- Disinfect high touchpoint items 3x or more times a day
- Clean surface with soap and water first

USE EPA LIST N DISINFECTING PRODUCTS

- Follow directions for contact time
- See guide “6 Steps for Safe & Effective Disinfectant Use” in resources
- See Resources for EPA List N
- Assure that disinfectant is ok to use on surface before applying



HOW LONG DOES THE VIRUS LEAVE ON SURFACES

- Glass - 4 days
- Plastic - 2-3 days
- Steel - 2-3 days
- Cardboard/paper - 1 day
- Copper - 4 hours
- Air - 3 hours

There are many variables that can effect this:

Temperature, humidity, ventilation, viral concentration in the droplet.

KEEPING A SANITARY SET

- Assign walkie-talkies to individual crew members for duration of production
 - No sharing of walkies
- Eliminate paper as much as possible on set, and require everyone to have their own paper items if needed.
- Provide no touch trash canisters
- Assign crew to manage specific items on set to limit people handling items
- Shared props / materials to be disinfected before and after use



THANK YOU

HEALTH EDUCATION SERVICES

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