



COVID-19 Guidance for Film and Television GREY – LOCKDOWN

This document provides public health information, guidance and recommendation on prevention of COVID-19 as issued by Ottawa Public Health and should not be considered a regulatory document. The information included here is intended for readers in Ottawa, Ontario, Canada. For information on regulatory restrictions in place for the regions of Ontario and the City of Ottawa, please see the [Government of Ontario response framework](#) and the [City of Ottawa Provincial and City Rules](#).

The province's [COVID-19 Response Framework](#) has five levels of public health measures **Prevent**, **Protect**, **Restrict**, **Control** and **Lockdown**. This guidance document describes the public health measures for the **Film and Television sector** aligned with the [Reopening Ontario Act](#) and [City of Ottawa specific enhanced measures](#). A time-limited province wide Shutdown beginning on Saturday December 26th at 12:01 am will place us in the **Grey - Lockdown Level**.

Restrictions for Media Industries Sector

Film and television production, including all supporting activities such as hair, makeup and wardrobe:

- No studio audiences permitted on the film or television set
- No more than 10 performers permitted on the film or television set
- Set must be configured and operated in such a way as to enable persons on the set to maintain a physical distance of at least two metres from other persons, except where necessary for the filming of the film or television production
- Persons who provide hair or makeup services must wear appropriate personal protective equipment
- Singers and players of brass or wind instruments must be separated from any other performers by plexiglass or some other impermeable barrier



Restrictions for Concert venues, theatres and cinemas

May open for the purpose of rehearsing or performing a recorded or broadcasted concert, artistic event, theatrical performance or other performance with conditions, including:

- No spectators may be permitted in the concert venue, theatre or cinema
- No more than 10 performers may be permitted in the concert venue, theatre or venue
- Every performer and other person who performs work for the concert venue, theatre or cinema must maintain a physical distance of at least two metres from every other person, except:
 - if it is necessary for the performers or other persons to be closer to each other for purposes of the performance or rehearsal, or;
 - where necessary for the purposes of health and safety.
- Singers and players of brass or wind instruments must be separated from any other performers by plexiglass or some other impermeable barrier.
- Contact information recording required.
- No drive-in or drive-through events

Please refer to [O.Reg.82/20](#) ([Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020, S.O. 2020, c. 17](#)) for details.

Capacity limits

Capacity and gathering limits can be found on the [Ontario COVID-19 Provincewide Shutdown](#) webpage.

Gathering Limits

- Up to 10 performers permitted on set
- 10 people outdoors
- There are different limits that apply to events or gatherings held in staffed businesses and facilities such as performing arts venues, restaurants, cinemas, banquet halls, gyms and places of worship. Please consult the Ontario COVID-19 Provincewide Shutdown webpage for details specific to your establishment.

Employee and customer screening

Your business will need policies and procedures to address the following:

- Active staff screening for signs and symptoms of COVID-19, and
- Preventing staff from working if they show signs and/or symptoms of COVID-19

Ottawa Public Health offers an [employee screening questionnaire](#) that can be used to actively screen each employee before each of their shifts for signs and symptoms of COVID-19.

Recording contact information



Maintain daily records of contact information for all production staff, performers and studio audience members, including date and time at premises. This information may be used for contact tracing by Ottawa Public Health if someone who was present later tests positive for COVID-19.

Safety plan

Workplaces must also prepare and make available a [safety plan](#). This safety plan must:

- Describe measures/procedures that have been or will be implemented in the business, place, facility or establishment to reduce spread of COVID-19.
- Include measures for screening, physical distancing, masks, cleaning, disinfecting and personal protective equipment (PPE).
- Be in writing and made available to any person for review on request.
- Be posted in a visible place to come to the attention of those working or attending the location.

Practice physical distancing

- [Physical distancing](#) The set must be configured and operated in such a way as to enable persons on the set to maintain a physical distance of at least two metres from other persons, except where necessary for the filming of the film or television production.
- Plan and modify the layout of your facility to ensure enough space is provided for all persons to maintain physical distancing.

Modify the space

Modify and arrange site/floor plan to maintain physical distancing and reduce contact.

- Design traffic flow that encourages one-way movement with prominent signage and/or floor markings.
- Ensure alcohol-based hand rub is available.
- Increase floor marking and signage to allow people to find rooms and amenities more easily.
- Ensure enough space for people in high traffic areas and places where people may gather.
- Identify areas where crowding and bottlenecks are common, such as lobbies, washrooms, and use staff or barriers to redirect people who may gather in these areas.

Manage lines & Avoid Congregation

- Post [physical distancing signs](#) at all entrances, service desks or otherwise.
- Place visual markers spaced two metres/six feet apart (e.g. tape on the floor, pylons, signs) to encourage physical distancing and guide customers.
- Encourage the use of masks/face coverings.

- Assign staff to monitor lines and to make announcements reminding performers and staff to keep two metres/six feet apart.

Use of masks

- All staff and artists must wear a mask or face covering indoors, as per [City of Ottawa bylaw](#) and [O. Reg. 364/20](#), except when necessary for the purposes of rehearsing or performing.
- Owners and operators must develop a policy and protocols on the wearing of masks, as per [City of Ottawa bylaw](#), and train staff on the policy and protocols. More information is available [on Ottawa Public Health's COVID masks webpage](#).

Use of Personal Protective Equipment (PPE)

- Persons who provide hair or makeup services must wear appropriate personal protective equipment.
- Singers and players of brass or wind instruments must be separated from any other performers by plexiglass or some other impermeable barrier.
- The employer must determine what PPE is required and ensure that it is worn by workers.
- Educate staff on the [proper use and disposal of masks](#) and PPE.

Enhance cleaning and disinfection

- Review Public Health Ontario's [Cleaning and Disinfection for Public Settings](#) fact sheet.
- Refer to Health Canada's [list of hard surface disinfectants for use against COVID-19](#).

Employee Health and Safety

- Ensure production staff and performers are trained on proper [hand hygiene and respiratory etiquette](#)
- Advise all staff and performers to report illness to their supervisor/manager and to stay home if sick.
- [Screen](#) all staff and performers for COVID-19 symptoms daily before starting each shift using a screening tools such as the Ottawa Public Health [Employee Self-Screening Questionnaire](#)
- If staff become ill with [symptoms of COVID-19](#) while at work, they should go home right away and [self-isolate](#). Instruct staff to review [OPH's website and seek testing](#).
- Consider grouping the same staff and artists together in cohorts to limit the overall number of contacts.
- Remind everyone to practice physical distancing, wear cloth masks while in the community and engage in frequent hand washing to decrease risk of contracting COVID-19.



- If possible, everyone should travel to the set alone or only with members of their household. Those using a ride sharing service should wear a cloth mask and keep windows open while in the vehicle.
- Staff/performers must use a mask at all times when in the premises.
- In the event that a person receiving hair or makeup services is medically exempt from wearing a mask, the service provider should wear eye protection (face shield/goggles) for the duration of the service, in addition to a medical mask.
- Develop a contingency plan for absenteeism.

Other resources

- See recommendations from the province here: [Guidance on Health and Safety for Television Film and Live Performance Sector](#)
- [Canadian Media Producers Association: COVID-19](#)
- [Creative BC: Motion Picture - Resources for COVID-19 Updates](#)
- [Creative BC: Information + Resources](#)
- [FilmOntario: COVID-19 Update and Resources](#)
- [Ministry of Labour, Training and Skills Development Safety Guidelines for the Film and Television Industry in Ontario](#)
- [Ministry of Labour, Training and Skills Development: Film and television industry health and safety during COVID-19](#)
- [Ontario Creates: COVID-19 Reopening Guidelines & Resources](#)

More information

For more information, visit our website at ottawapublichealth.ca/WorkplaceCOVID19

Last updated: Dec 30, 2020