

GENERAL SAFETY

SFTV adheres to university guidelines in all areas regarding film production and health safety when developing pre-production and on-set filming guidelines. On and off campus COVID filming protocols are informed by county, state, and public health agencies. Due to the nature of film production, SFTV will continue to observe some of the Industry's COVID safety practices. In the event of a COVID outbreak or surge, SFTV will pivot back to stricter guidelines and restrictions. Be aware that other SFTV courses will have their own set of filming guidelines.

- o All students must submit their projects to the Production Administration Team (PAT) for review and the required RISK MANAGEMENT APPROVAL no less than 3 weeks before filming. This lead-time allows for Risk Management to review and ask any questions that require clarity for their approval.
- o Students will use [FilmLA](#) or municipalities not covered by FilmLA to secure off campus locations. Off campus filming requires more lead time to put the necessary approvals in place.
- o For answers about the permitting process and production/location costs, please visit the Student Production Offices on either campus.
- o All SFTV students will be required to earn a COVID Safety and Community
- o Agreement Badge: <https://brightspace.lmu.edu/d2l/home/77763>
 - o (More information in the Covid Safety section below.)
- o Questions? We have answers: Contact us at sftvprodadmin@lmu.edu.

VACCINES and TESTING:

GENERAL

- o These protocols are utilized on projects where cast and crew are made up of LMU students and non-LMU participants.
- o LMU Students NEVER ASK AN LMU STUDENT ABOUT THEIR VACCINATION STATUS.
- o LMU Students will be required to test within 5 days of filming.
- o ALL TESTS ARE REQUIRED TO BE UPLOADED AT LEAST 24-hours before the first day of filming.

FULLY VACCINATED -- NON-LMU Participants

ON Films that can provide proof that all non-LMU participants are fully vaccinated:

- o ALL CAST– Are required to Test 48-72-hrs. before they are required on set AND for in person REHEARSALS. ONLY PCR COVID test results will be accepted. Antigen tests are not accepted.
 - o Negative Test results are to be submitted at least 12-hrs. before call time.
 - o **PLEASE NOTE IF REHEARSALS ARE CONDUCTED IN PERSON, BOTH REHEARSAL AND ON-SET TIME WILL REQUIRE THEIR OWN TEST RESULTS.**
- o Films with NON-LMU PARTICIPANTS who cannot prove vaccination status will be required to have ALL CAST/CREW test. ONLY PCR COVID test results will be accepted. Antigen tests are not accepted.
 - o Tests will be administered NO MORE THAN 72-hrs. before required on-set and submitted at least 12-hrs. before call time.

If Delta variant cases and outcomes increase, a more rigorous testing protocol will be required.

LOCATIONS AND CREW:

CREW – Limited to Approximately 15 cast/crew – Extras dependent on project

- o A Health Safety Supervisor will be required on all sets. This person must be a student. Please see the COVID Safety section for training information. We recommend combining the position of Location Manager and Health Safety Supervisor, **or another position that works with the director through pre-production.**
- o Starting Fall 2021, the position of [LOCATION MANAGER](#) will be required in prep and on-set on most productions, specifically projects filming in locations other than your own home or on campus. This required position will help you better plan and organize your shoot days and is required to enforce the new insurance requirement of documenting your location before and after your shoot.

LOCATION SPECIFIC GUIDELINES AND BEST PRACTICES

- o **NEW PROTOCOL - All students are required to photograph their location before and after filming for insurance purposes.**
- o Locations should be secured from public access, if possible.
- o Outdoor or large open indoor spaces are inherently safer by virtue of the greater capacity to achieve social distancing and ventilation.
- o Locations must have enough space to allow for physical distancing for all cast and crew holding and common areas, craft services/dining, and all other work areas.
- o You must clean and sanitize an interior location before allowing your cast/crew to enter or confirm this has been done.
- o Ample trash cans must be available.
- o Sinks and restrooms must be consistently accessible for routine hand washing and safe bathroom use – unless you are utilizing this location only for a short period of time.
- o Students can conduct Pre-Production activities virtually i.e., location scouting, rehearsals, meetings, etc., following all mask and distancing mandates.
- o DRONES are not covered by SFTV insurance and usage is required on city permits.
- o EQUIPMENT SPECIFIC RESTRICTIONS
 - o Power distribution plan to be reviewed by Lighting & Grip.
 - o Students can search for information on Camera, Lighting & Grip, Production Sound and RECA equipment packages, the Equipment Lottery and department contact information in the [SFTV Production Handbook](#).

RESTRICTIONS

- o NO Visitors Allowed on-set!
- o Cast and Crew are to be reduced to approximately 15 maximum per day.
- o Extras limited to 10, however we encourage you to utilize crew as extras – **MUST BE PRE-APPROVED.**
- o Close contact is defined as being less than 6-feet from another person for **NO MORE THAN 15** minutes in a 24-hour period.

CLOSE CONTACT PROTOCOLS

- o **ALL PROJECTS**
 - o All Cast and Crew must wear face masks when working BOTH INDOORS AND OUTDOORS.
 - Except for short periods of time when CAST members need to complete a scene on camera or retouch make-up/hair.
 - o All Crew WILL maintain 6-feet social distancing.
 - (Except for short periods of time to complete a task.)
- o **PROJECTS WITH FULLY VACCINATED CAST AND CREW**
 - o CAST SHOULD AVOID CLOSE CONTACT
 - Except for short periods of time pre-approved by PAT in your approval meeting
- o **PROJECTS WHERE NOT ALL NON-LMU PARTICIPANTS ARE FULLY VACCINATED:**
 - o All CAST **WILL** maintain 6 feet social distancing for all work.
- o Actors are required to come camera ready. *No on-set Hair/Make-up allowed*

- NO use of minors under 12 years of age. Please follow local [Minor Labor Guidelines](#). Minors who are not vaccinated will not in any capacity, including as performers, be allowed on set. Children under 12 years of age are not currently eligible for vaccination.
- AUDITIONS are to BE COMPLETED VIRTUALLY.
- **SAG:** Please be aware that the use of SAG actors will require longer lead-time for SAG signatory project approval including more rigorous testing, hiring of a Certified Compliance Officer, and additional location safety approvals.
- Scenes of intimacy and simulated sex to be reviewed and approved individually by the Production Administration Team. An Intimacy Coordinator or on-set Intimacy Training may be required.
- All Cast and Crew are required to wash hands with soap and water or sanitize every three hours while working.
- Meals are to be served in individual containers. When eating or drinking, Cast and Crew must maintain at least SIX feet distance from others. It is preferred to take meals outdoors and away from others, if possible.
- Limit sharing of equipment, props, wardrobe, or tools.
- No use of Smoke or Fog devices on campus will be permitted.

COVID SAFETY:

- ALL NON-LMU STUDENTS MUST RECEIVE SPECIAL PERMISSION AND COMPLETE THE [VISITOR LION HEALTH CHECK](#) BEFORE ENTERING CAMPUS OR SET!!!
 - https://mylmu.co1.qualtrics.com/jfe/form/SV_cSJcwtaeisusMSx
- All LMU students must complete a revised SFTV COVID Safety and Community Agreement Badge before filming. This badge: <https://brightspace.lmu.edu/d2l/home/77763>
 - Prepares students for the new working environment we're in today.
 - Serves as training for the Health Safety Supervisor role.
 - Only LMU students can serve in the role of the modified HSS.
 - The /HSS position is responsible for enforcing all COVID-19 safety protocols on-set and serves as the liaison with PAT and the university in the event of a positive case or outbreak.
 - AGAIN - If you are a SAG Signatory project, SAG may require a professional Covid Compliance Officer.
- ANY CAST/CREW who are exposed to COVID-19 in the last 10 days and not vaccinated with an approved exemption, must quarantine, and get tested.
- ANY CAST/CREW who are exposed to COVID-19 in the last 10 days and are vaccinated, you do not need to quarantine unless you develop COVID-19 symptoms. In alignment with updated guidance from public health authorities, you must confirm your negative COVID-19 status through PCR testing 3-5 days after exposure.
- ANY CAST/CREW who test positive for COVID-19 or are symptomatic, return or remain home immediately and contact the COVID Support Team, regardless of vaccination status.
- **Exposure or Confirmed COVID Positive**

If a cast or crew member has been exposed to someone with COVID-19, are currently being tested, or have tested positive for COVID-19, please contact the COVID Support Team.

Immediately at COVIDSupportTeam@lmu.edu or 310.568.6868. This is to ensure LMU can provide you with support, take the necessary precautions to limit exposure on campus, and provide guidance for those affected by COVID-19.

PAT has created a Safety Hotline for students to report any unsafe, risky or inappropriate actions. If a student feels that production or COVID safety guidelines are not being followed, they can make a report by calling or emailing the SFTV Safety Hotline:

(310) 258-2686, sftvsafetyhotline@lmu.edu



Filmmaker Agreement

PROJECT TITLE: _____

Dates of Production: _____

Filmmaker's Name: _____

SFTV sets must be workplaces free of discrimination of all types of abusive, offensive, or harassing behavior. SFTV has a SAFETY HOTLINE (310-258-2686) where you or any cast/crewmember have the responsibility to report behavior or instances that are unsafe or violate SFTV Production / COVID policies. We will hold you and your crew to high professional and ethical standards even as you learn and navigate the complexities of film production.

A Health Safety Supervisor HSS, who is an LMU student, must be on every film. Combining the position with a Location Manager position or UPM/Producer is encouraged, but the HSS duties are required.

As the Filmmaker of this project, I promise to:

- Be prepared and organized.
- Only film scenes and actions that have been approved by the SFTV Production Administration Team (PAT).
- Treat all crew/cast members and the public with respect.
- Work no more than 12 hrs a day.
- Provide crew/cast with nourishing meals (including craft service, lunch, and/or dinner) and restroom access.
- Ensure all cast and crew have transportation.
- Before starting your filming for the day, hold a Safety Meeting with the AD to review the day's work, safety issues and answer any crew questions.
- Treat your location with respect – leave it as you received it and be mindful of the public and neighbors.
- Distribute, at minimum, the following days CALL SHEETS to all cast and crew, including attachments that clearly outline reporting instructions, work expectations for the day, special instructions for equipment use, weather notations, safety bulletins, and COVID Safety expectations.

Hold your crew to the following standards

- honor their commitment to you and to work all agreed-upon days
- arrive on time and ready to work
- work, as directed until "wrap" is called or 12 work hours have elapsed.
- Stay updated on Call Sheet instructions and updates.

EVERYONE MUST:

- Adhere to the LMU SFTV Production safety procedures**
- Adhere to COVID safety Guidelines, Community Updates, Agreements**
- Treat others the way you would like to be treated.
- Wear proper footwear and clothing. Keep in mind that you are going to be on your feet for a long, long time. Make sure to bring protective equipment like gloves, sunglasses, and a hat.
- Carry a "set bag" that contains rain gear and cold weather gear. The weather can change. Be prepared.
- Cast and crew should only use cell phones for work-related texts and calls while on set.

SIGNATURE: _____

Date: _____

Failure to adhere to the LMU SFTV Production safety procedures, COVID safety Guidelines, Community Updates, and Agreements will result in disciplinary action, including grade reduction, fines, loss of equipment, facilities, or screening privileges; course failure, suspension or expulsion from the University.

Production Safety Training Program

In our ongoing efforts to mirror industry practices and to emphasize safety on set, we have created a [Production Safety Training Program](#). As students, you are both required and expected to embrace “safety first” as your on-set mantra.

What does the Production Safety Training Program entail?

The program consists of five training sessions that address key safety issues. Four of these are mandatory and one is optional. Refer to the table below to learn which sessions you’re required to complete.

For each session, you’ll either attend a live presentation* (dates TBA) or watch online via your Brightspace page. (search for “**SFTV Production Safety Training**”). Each session is followed by a quiz. Once you pass the quiz, you’ll earn a badge for that session. Your earned badges are visible in your Brightspace account.

How does the Production Safety Training Program affect my work at LMU SFTV?

Your projects will not be approved by the Production Administration office until you’ve earned the required badges. The Production Administration office will confirm your badge status during your project approval meeting. If any badges are missing, you’ll need to earn them in order to get your project approved.



COVID-19 Agreements	General Production Safety	Lighting and Grip Safety	Truck Loading Safety	Assistant Director Certification
All SFTV students and non-student cast & crew must earn this badge	All incoming & current students in PROD and WPTV must have this badge	All incoming & current students in PROD and WPTV must have this badge	All incoming & current students in PROD and WPTV must have this badge	Assistant directors <u>only</u> (both students and non-students)
Where: Brightspace	Where: Brightspace	Where: Brightspace	Where: Brightspace	<p><u>Students:</u> Brightspace</p> <p><u>Non-students:</u> A link will be sent, as well as the quiz via email</p>

YOU WILL ALSO FIND LOCATION MANAGER TRAINING IN THIS BRIGHTSPACE COURSE

FIND LIVE or VIRTUAL TRAININGS SCHEDULE in the [SFTV PRODUCTION HANBOOK - CALENDAR](#)

(12) Hour Maximum Work Rule
As of October 2018

As stated in the Production Handbook under the “Safety & Violations” section, SFTV has a twelve-hour maximum workday rule.

-the workday starts at call time (if the location is outside the 30-mile zone*, then travel time to and from the location is considered work time)

-the workday ends when all the equipment has been loaded or stored and the cast and crew leave to go home (see travel time above)

-a maximum of one hour of meal time is the only time that is deducted from the work day. Most productions choose to break for ½ hour meal. In other words, if you break for a ½ hour, your work day can be a total of 12 ½ elapsed hours.

-Whether your crew is lighting, shooting, scouting or just hanging out waiting for the perfect light, this is all considered time.

-building long “breaks” into your schedule does not grant you permission to extend your shooting hours beyond 12 (i.e. no “split days”).

-every student has the right to leave and is not obligated to work beyond the elapsed 12 ½ hours

-to report work hour concerns or any other safety issues, please call the SFTV Safety Hotline at **310-258-2686** or email sftvsafetyhotline@lmu.edu

*The LMU 30-mile radius is used to determine driving distances for crew members. The center of the studio zone is University Hall.

CALL SHEETS – EXPECTATIONS:

- AT THIS LEVEL YOU ARE EXPECTED TO COMPLETE THE 2 PAGE CALL SHEET.
- THE EXCEL SPREADSHEET REQUIRES SOME TIME TO LEARN AND DO WELL
 - SO GIVE YOURSELF TIME – USE AN AD THAT KNOWS THE PROGRAM
 - ASK FOR HELP AT EITHER OF THE SPO OFFICES – DON'T WAIT UNTIL THE LAST MINUTE!
 - UPLOAD CALL SHEETS IN A PDF – COMBINING BOTH SIDES

YOU WILL FIND THE TEMPLATE AND EXAMPLE IN THE HANDBOOK:

<https://sftvproductionhandbook.lmu.build/index.php/2021/06/11/forms/>

YOU MUST SUBMIT YOUR CALL SHEET(S) ON YOUR PRODUCTION PORTAL IN SFTV ON TAP BY 9AM THE DAY YOU PLAN TO PICK UP EQUIPMENT.

YOUR CALL SHEET IS A CULMINATION OF THE WORK YOU HAVE DONE TO THIS POINT TO PREP YOUR PROJECT AND THE WAY THE INDUSTRY COMMUNICATES THE EXPECTATIONS FOR THE DAY. IT EXEMPLIFIES YOUR PROFESSIONALISM AND YOUR PREPARATION.

PLEASE INCLUDE ON YOUR CALL SHEET THE LION HEALTH CHECK FOR NON LMU CAST/CREW: https://mylmu.co1.qualtrics.com/jfe/form/SV_cSJewtaeiusMSx



THE SAFETY MEETING

The First Assistant Director, acting as the Safety Officer for the production, will hold a safety meeting prior to the beginning of each day's filming. The meeting may be brief and informal, but the following should be discussed:

- Emphasize the importance of safety on the set and everyone's responsibility for maintaining a safe workplace.
- Remind crew they are allowed to work a **maximum of 12 hours** (not including meal breaks.)
- Remind crew the **SFTV Safety Hotline phone & email** are located at the top of the call sheet to report any safety concerns.
- Locate: **emergency exits, fire extinguisher(s) and the First Aid kit**
- Inform the crew of the **location of the nearest hospital**
- Review any special issues pertaining to the day's filming- in particular, any stunts or special effects and refer to any applicable Safety bulletins.
- If filming on location, make the crew aware of indigenous critters and plants that may be hazardous
- Check that all crewmembers are wearing appropriate clothing (open toed sandals, high heels, etc. are NEVER appropriate for any crew member- including the Director and Producer) for the weather and climate.
- Solicit safety concerns from crewmembers. If there are any, the First Assistant Director will address them to the satisfaction of the crewmember before any work begins.
- Add a brief synopsis of the day's schedule (timeline of scenes, lunch and wrap estimates)

**LION HEALTH CHECK
COVID SYMPTOM CHECK
HSS ON-SET Check-In Process**

BEFORE ENTERING SET:

ALL PARTICIPANTS SHOULD COMPLETE THE LION HEALTH CHECK – THIS IS FOR EACH DAY OF Filming: https://mylmu.co1.qualtrics.com/jfe/form/SV_cSJcwtaeiusMSx

If the health check was not completed – please ask the following questions to complete the Health Check Sign-In Process:

v Have you been in contact with an individual confirmed or suspected to have COVID-19 within the last 10 days?

➤ Yes/No

**IF YOU ANSWER YES TO THE QUESTION ABOVE
PLEASE CONTACT THE COVID SUPPORT TEAM
immediately at COVIDSupportTeam@lmu.edu or 310.568.6868.
You should not be on set unless cleared by the team.**

v Are you currently under quarantine or isolation, or have you been tested for COVID-19 within the last 10 days DUE TO THE PRESENCE OF SYMPTOMS OR EXPOSURE TO AN INDIVIDUAL WHO IS POSITIVE FOR COVID-19 (even if the result was negative)?

➤ Yes/No

**IF YOU ANSWER YES TO THE QUESTION ABOVE
YOU SHOULD NOT ENTER THIS FILM SET**

v Did any of the following symptoms first appear within the last 10 days?

- Fever of 100.4 or higher, chills, body aches
- Cough, shortness of breath or difficulty breathing
- Nausea, vomiting, diarrhea
- New loss of taste or smell
- Not Applicable - IF NONE OF THE ABOVE

IF YOU CHECK ANY SYMPTOM – YOU SHOULD NOT ENTER THIS SET

v In the past 10 days, have you travelled to destinations outside of CA for nonessential purposes?

- YES. I am not fully vaccinated, and I did not quarantine
- YES. I am not fully vaccinated, but I did complete a 10-day quarantine OR a 7-day quarantine and have a negative COVID test 3-5 days after my return
- YES. I am fully vaccinated
- NO

**IF YOU CHECK THE FIRST OPTION, PLEASE GO HOME
IMMEDIATELY AND QUARANTINE.
THE SECOND “YES” SELECTION WOULD REQUIRE A PRE-APPROVAL BY PAT.**

**PLEASE MAKE SURE THAT THE LMU COVID SAFETY BULLETIN
IS AVAILABLE ON-SET FOR REVIEW.
You can find the COVID Safety Bulletin in the Safety Bulletin section of the student handbook: <https://sftvproductionhandbook.lmu.build/index.php/2021/06/11/forms/>**



CERTIFICATES OF INSURANCE & STUDENT LIABILITY POLICY

If requested, a Certificate of Insurance can be provided to an **off campus location, city government or any rental company or individual**. The LMU Risk Management office issues these certificates. You do not need a certificate of insurance to shoot on campus.

Please Note: Even with proper insurance coverage **if any equipment is lost, damaged or stolen or a location sustains damage you will be responsible for the first \$3,500/\$5,000 per incident. (\$3,500 equip/props and \$5,000 third party damage).** Any amount above these amounts may result in an insurance claim which will be handled by our risk management team.

Failure to secure a filming permit will render your LMU insurance **null and void**. That means if anything is lost, stolen, broken or damaged- or if anyone gets hurt- you will be responsible **for all expenses**.

If you have any questions, please contact Laura Greenlee or Deb McClune in Communication Arts 118.

You can also contact Nancy Rubio in Risk Management 310 338-1829 for any questions.

I have read and understood the above-mentioned Guidelines for Insurance and agree to comply.

Print Name

Signature

Date



REQUEST FOR CERTIFICATE OF INSURANCE

Project Name: _____

Director: _____

Insurance is for:

- Shoot Location
 Equipment Rental
 Other

*If other please specify: _____

Dates of Shoot:

Pick-Up & Return Date of equipment:
(if applicable)

Certificate Holder Name:

(Who is asking for the certificate i.e. Sony Props, City of Santa Monica, John Doe, etc.)

Address:

City, State, Zip:

Please include specific insurance requirements

Please email this completed form to Nancy Rubio
Nancy.Rubio@lmu.edu 310-338-1829

In the event Nancy is out of the office you can send requests to Douglas
Moore - Douglas.Moore@lmu.edu

INJURY/ACCIDENT ON SET

Call Douglas Moore
IMMEDIATELY!

(424) 702-7595 CELL

douglas.moore@lmu.edu

Workman's Compensation Insurance info:

Trumbull Insurance Company # 72WE AM3MAM

SFTV INJURY / ACCIDENT REPORT

The Hartford Insurance Company Policy #72WE AM3MAM

EMAIL TO DOUG MOORE IMMEDIATELY: DOUGLAS.MOORE@LMU.EDU

Also email to SFTV Production Office and your faculty member.

(NOTE: TAKE PHOTOGRAPHS AND/OR VIDEO OF ACCIDENT SCENE)

PRODUCTION TITLE: _____ TODAY'S DATE: _____

INJURED'S NAME: _____ CAST/CREW/OTHER? _____

DATE OF INJURY: _____ TIME: _____ AM/PM

ADDRESS OF INJURY: _____

INJURED PART OF THE BODY

(CHECK ALL THAT APPLY)

- | | | | | | |
|---------------------------------------|---|---------------------------------------|---------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> HEAD | <input type="checkbox"/> CHEST | <input type="checkbox"/> SHOULDER | <input type="checkbox"/> WRIST | <input type="checkbox"/> NECK | <input type="checkbox"/> RIB |
| <input type="checkbox"/> BACK | <input type="checkbox"/> CHIN | <input type="checkbox"/> ELBOW | <input type="checkbox"/> PELVIS | <input type="checkbox"/> ANKLE | <input type="checkbox"/> KNEE |
| <input type="checkbox"/> NOSE | <input type="checkbox"/> TOE | <input type="checkbox"/> EYE | <input type="checkbox"/> MOUTH | <input type="checkbox"/> TOOTH | <input type="checkbox"/> BUTTOCKS |
| <input type="checkbox"/> FOOT | <input type="checkbox"/> EAR | <input type="checkbox"/> CHEEK | <input type="checkbox"/> THORAT | <input type="checkbox"/> ABDOMEN | |
| <input type="checkbox"/> UPPER ARM | <input type="checkbox"/> FINGER/DIGIT _____ | <input type="checkbox"/> BACK OF HAND | | | |
| <input type="checkbox"/> LOWER ARM | <input type="checkbox"/> UPPER LEG | <input type="checkbox"/> LOWER LEG | | | |
| <input type="checkbox"/> PALM OF HAND | <input type="checkbox"/> OTHER _____ | | | | |

IF ILLNESS, DESCRIBE: _____

IF OTHER, DESCRIBE: _____

GIVE DETAILS AS TO HOW INJURY OCCURRED (be exact):

SFTV INJURY /ACCIDENT REPORT

Was injured person treated on set only? _____

Type of treatment? _____

Was injured person taken for medical care? _____

Name and address of medical facility: _____

Planned hours of the shoot: _____

What Time of Day did Injured Person Start Work: _____

Was injured person a student? _____ Where? _____

Was injured person paid to be on set? _____ How much? _____

INJURED PERSON'S INFORMATION:

ADDRESS: _____

CELL PHONE: _____

EMAIL: _____

DATE OF BIRTH: _____

SS# _____

WITNESS: _____ CELL PHONE: _____

WITNESS: _____ CELL PHONE: _____

CORRECTIVE ACTION

TAKEN: _____

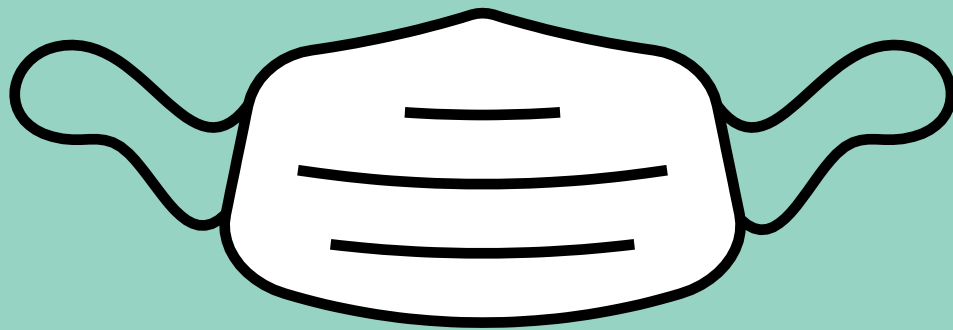
DIRECTOR SIGNATURE: _____

DIRECTOR CONTACT INFORMATION:

EMAIL: _____ CELL PHONE: _____

SFTV INJURY /ACCIDENT REPORT

**ALL CREW
MUST WEAR
FACE COVERING**



Health
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YOU ARE **NOT** PERMITTED TO ENTER SET IF:

- You are ill with signs of COVID-19
- You have tested positive within 14 days
- You are still under a 14 day quarantine



Health
Education
Services

healtheducationservices.net

PROCEDURE FOR SYMPTOM CHECKS

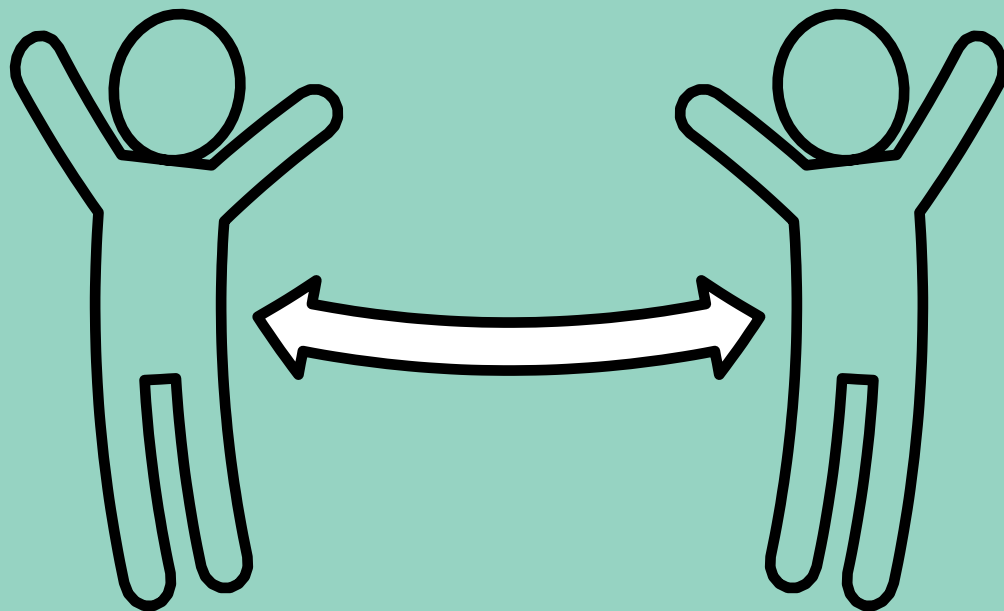
- Wash or sanitize hands
- Apply provided mask
- Allow temperature check
- Answer questions
- Sign and date Symptom Survey
- Sign Daily Attendance Roster If Cleared



PRACTICE

SOCIAL DISTANCING

6 FEET APART



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**REGULARLY WASH
OR SANITIZE
YOUR HANDS FOR
20 SECONDS**



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AFTER YOU'VE FINISHED SHOOTING

You have **5 business days** from completion of principal photography
UPLOAD TO YOUR SFTV ON TAP PROJECT PORTAL YOUR:

Sign in/out sheet and health check-in

You should retain the **originals** of these documents for your files.

Failure to comply will affect your insurability for future projects (that is, you **will be denied LMU insurance**, have to purchase your own from an outside broker – and it's not cheap).

Non-compliant students will have an administrative “hold” put on their records and be **unable to register or graduate** until they have cleared the hold.

If you have questions, contact:

Deb McClune

310 338 1941
dmcclune@lmu.edu
CA 118

Laura Greenlee

310 338 2973
laura.greenlee@lmu.edu
CA 118B

Jenny Manriquez

310 338-1615
jenny.manriquez@lmu.edu
BRY 267C

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