

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.

- 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.
- 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.
- For answers about the permitting process and production/location costs, please visit the Student Production Offices on either campus.
- All SFTV students will be required to earn a COVID Safety and Community Agreement Badge: <https://brightspace.lmu.edu/d2l/home/77763>
 - (More information in the Covid Safety section below.)
- Questions? We have answers: Contact us at sftvprodadmin@lmu.edu.

VACCINES and TESTING:

GENERAL

- These protocols are utilized on projects where cast and crew are made up of LMU students and non-LMU participants.
- LMU Students NEVER ASK AN LMU STUDENT ABOUT THEIR VACCINATION STATUS.
- LMU Students will be required to test within 5 days of filming.
- 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:

- 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.
 - Negative Test results are to be submitted at least 12-hrs. before call time.
 - **PLEASE NOTE IF REHEARSALS ARE CONDUCTED IN PERSON, BOTH REHEARSAL AND ON-SET TIME WILL REQUIRE THEIR OWN TEST RESULTS.**
 - 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.
 - 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

- 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.**
- 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

- **NEW PROTOCOL - All students are required to photograph their location before and after filming for insurance purposes.**
- Locations should be secured from public access, if possible.
- Outdoor or large open indoor spaces are inherently safer by virtue of the greater capacity to achieve social distancing and ventilation.
- 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.
- You must clean and sanitize an interior location before allowing your cast/crew to enter or confirm this has been done.
- Ample trash cans must be available.
- 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.
- Students can conduct Pre-Production activities virtually i.e., location scouting, rehearsals, meetings, etc., following all mask and distancing mandates.
- DRONES are not covered by SFTV insurance and usage is required on city permits.
- EQUIPMENT SPECIFIC RESTRICTIONS
 - Power distribution plan to be reviewed by Lighting & Grip.
 - 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

- NO Visitors Allowed on-set!
- Cast and Crew are to be reduced to approximately 15 maximum per day.
- Extras limited to 10, however we encourage you to utilize crew as extras – **MUST BE PRE-APPROVED.**
- 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

- **ALL PROJECTS**
 - 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.
 - All Crew **WILL** maintain 6-feet social distancing.
 - (Except for short periods of time to complete a task.)
- **PROJECTS WITH FULLY VACCINATED CAST AND CREW**
 - **CAST SHOULD AVOID CLOSE CONTACT**
 - Except for short periods of time pre-approved by PAT in your approval meeting
- **PROJECTS WHERE NOT ALL NON-LMU PARTICIPANTS ARE FULLY VACCINATED:**
 - All CAST **WILL** maintain 6 feet social distancing for all work.
- 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_cSJcwtæisusMSx
- 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