

SPRING
2022

INTERMEDIATE/ADVANCED ON-SET FILMING GUIDELINES PRODUCTION ADMINISTRATION TEAM (PAT) PROD 390/392, 490/492 (SCWR681 AND PROD 670)

Date of Guidelines:
AO 01.11.22

We expect you to act professionally and we will treat you as “professionals in training”. A mutual understanding of expectations between you and the film school promotes an open and healthy environment for you to create your best work.

PLEASE REVIEW THE STUDENT CODE OF CONDUCT, AND ACADEMIC HONESTY POLICY. ANY VIOLATION OF POLICY WILL BE DIRECTED TO THESE DEPTS FOR REVIEW. (SEE LAST PAGE OF THIS DOCUMENT)

These protocols are approved for student productions as of the date of this document. They are subject to change at any time and are dependent on University, Higher-Ed, county and municipal COVID and public safety directives.

Please refer to the [SFTV Production Handbook](#) for more information on [safety guidelines](#), [SFTV policies](#), [equipment](#), [set operations](#), and [best practices](#).

APPROVAL PROCESS

- All projects (script and production plans) must first be approved by your professor.
- **ALL PROJECTS – both NARRATIVE and DOCUMENTARY are required to attend the virtual PRODUCTION SCHEDULING MEETING – FRIDAY, JANUARY 14, 1PM – 2PM.** Here’s the [Zoom Link](#).
- All projects will be allowed to schedule ONE weekend only – 3 days.
 - Documentary projects are the exception.
- There will be no more than 5 (five) 390 and 3 (three) 490 NARRATIVE shoots on any weekend.
 - Documentaries will be allowed to schedule throughout the semester BUT AS NOTED ABOVE will need to schedule at least a weekend #1 during the production scheduling meeting on JANUARY 14th.
- All projects require RISK MANAGEMENT APPROVAL no less than 3 weeks prior to filming. This lead-time allows for the Risk Management to review and ask any questions that require clarity for their approval.
- **No less than 3 Weeks** before filming, students will request approval by submitting required production documents through the [SFTV On Tap project approval link](#), the new online submission portal, and scheduling an Approval Meeting with PAT using [Bookings](#). (6) documents are required at the time of submission:
 - Approval from your professor (use Coversheet link below)
 - Script (properly numbered, with [coversheet](#))
 - Budget (draft is fine)
 - One-Line Schedule (draft is fine)
 - [Cast and Crew List](#) (committed so far)
 - [Filmmaker Deal Memo](#)

Any concerns about your project should be discussed with PAT and your professor **BEFORE** you lock your script or production plan. Your point person for such questions and for the approval process is determined by your course:

[BOOKINGS with Laura Greenlee for the 400 level and Deb McClune for the 300 level projects.](#)



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PERMITTING PROCESS

- Students will also use [SFTV On Tap to secure on campus locations](#).
- Students will use [FilmLA](#) or municipalities not covered by FilmLA to secure off campus location permits. Off campus filming requires more lead time to put the necessary approvals in place. [FILM LA HANDBOOK INSTRUCTIONS](#)
- For answers about the permitting process and production/location costs, please visit the Student Production Office on either campus.
- Questions? We have answers: Contact us at sftvprodadmin@lmu.edu.

VACCINATIONS AND TESTING

VACCINATIONS

- **All NON-LMU cast are to be FULLY VACCINATED to work on your set. NO EXCEPTIONS:**

- **LMU students** - VAX CARDS ARE NOT REQUIRED to be UPLOADED for your project

TESTING – SPRING 2022 – DOUBLE TESTING REQUIREMENT

- **LMU CREW:** will be required to take and submit TWO NEGATIVE COVID TEST RESULTS:
 - TEST ONE: required ON-CAMPUS PCR test within 5 days of the first day required on set.
 - TEST TWO: Students can utilize the ON-CAMPUS test center for their 2nd PCR test 48-hrs before the first day required on set OR an ANTIGEN TEST no more than 24-hrs before required on set.
- **ALL CAST – LMU or NON-LMU:** will be required to take and submit TWO NEGATIVE COVID TEST RESULTS:
 - TEST ONE: ONLY a PCR TEST WILL BE ACCEPTED administered 48-72-hrs before the first day required on set.
 - TEST TWO: A PCR TEST administered within 24-48-hrs OR an ANTIGEN TEST no more than 24-hrs before required on set.
- **NON-LMU CREW** will be required to take and submit TWO NEGATIVE COVID TEST RESULTS:
 - TEST ONE: ONLY a PCR TEST WILL BE ACCEPTED and administered 5-days before the first day required on set.
 - TEST TWO: A PCR TEST administered within 24-48-hrs OR an ANTIGEN TEST no more than 24-hrs before required on set.

NOTE: ALL AUDITIONS and REHEARSALS are required to be conducted virtually. There are no on campus rehearsals or auditions.

- A **DEDICATED** Health Safety Supervisor with no other role will be required on all sets. This person must be a student. Please see the COVID Safety section for training information. **THIS PERSON MUST BE A PART OF PRE-PRODUCTION PLANNING AND WORK WITH THE 1ST AD AND DIRECTOR TO COORDINATE AND COMMUNICATE VACCINATION AND TEST COMPLIANCE; HEALTH CHECK IN'S AND COVID SAFETY ON SET.**



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RESTRICTIONS

- NO Visitors Allowed on-Set!
- Cast and Crew are to be reduced to approximately 15 maximum per day.
- Extras limited to 5, however we encourage you to utilize crew as extras.

CLOSE CONTACT PROTOCOLS

Close contact is defined as being less than 6-feet away from another person for NO MORE THAN 15 minutes in a 24-hour period.

○ **ALL PROJECTS**

- All Cast and Crew must wear face masks when working BOTH INDOORS AND OUTDOORS. The only exception is short periods of time when CAST members need to complete a scene on camera or retouch make-up/hair.
- **NOTE: All Crew WILL maintain 6 feet social distancing - Except for short periods of time to complete a task.**
- **ALL CAST SHOULD AVOID CLOSE CONTACT** - Except for short periods of time pre-approved by PAT in your approval meeting.

ALL PROJECTS

- SAG signatory sets are discouraged on projects at the 390 level.
- 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.
- 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. See Handbook [section](#). ANY SCENE OF EXTENDED CLOSE CONTACT WILL REQUIRE ADDTL TESTING.
- 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.
- Limit sharing of equipment, props, wardrobe, or tools.
- No use of Smoke or Fog devices on campus will be permitted AND approval off campus is on a case-by-case basis, depending on location.

ALL NON-LMU ON-SET PARTICIPANTS REQUIRE DEAN APPROVAL TO BE ALLOWED ON CAMPUS. The process will be shared in the approval meeting.

PLEASE GO TO THE [SFTV PRODUCTION HANDBOOK](#) TO REVIEW OTHER PRODUCTION ELEMENTS THAT MIGHT REQUIRE ADDITIONAL BUDGETING, CREWING, LEADTIME AND SCHEDULING CONSIDERATIONS.

REVIEW EQUIPMENT AVAILABILITY and RESERVATION PROCESS [here](#).
No camera or lens rentals will be covered by SFTV insurance for 390/392 projects.



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LOCATION SPECIFIC GUIDELINES AND BEST PRACTICES

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 & after your shoot.

- **All students are required to photograph their location before and after filming for insurance purposes. REVIEW TRAINING for more information.**
- 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 & crew holding and common areas, craft services/dining, & 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.
- DRONES are not covered by SFTV insurance & usage is required on city permits.
- EQUIPMENT SPECIFIC RESTRICTIONS
 - Power distribution plan to be reviewed by L&G.
 - 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**.

SAFETY HOTLINE

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

COVID-19 SAFETY

- ALL NON-LMU STUDENTS MUST RECEIVE SPECIAL PERMISSION AND COMPLETE THE **VISITOR LION HEALTH CHECK** BEFORE ENTERING CAMPUS
- **All LMU students must complete the revised 2021/2022 SFTV COVID Safety and Community Agreements Badge before filming. (If you completed the COVID Safety Badge in Fall '21, you do not need to retake the training.)**
 - The training prepares students for the new working environment we're in today.
 - Serves as training for the Health Safety Supervisor role.
 - 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.
 - **We are using Lion Health Check as a pre-screening tool for ALL cast and crew participants.**
 - **All LMU students and non-LMU participants approved to enter SET must complete the Lion Health Check and attest to being fully**



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vaccinated. This attestations must be completed prior to entering our sets, both on and off campus.

- When an LMU or non-LMU participant is approved in Lion Health Check for access, an email confirmation with a Green Checkmark is sent. Each participant must show their Green Checkmark to the HSS before entering set. Reminder: Non-LMU participants also require dean approval to come to campus. This will be discussed at your approval meeting.

COVID-19 SAFETY

- **Where can I get information about LMU isolation or quarantine instructions?**
Please refer to the isolation/quarantine instructions found [here](#).
- **What should I do if a friend or family member notifies me that they are COVID positive after I have spent time with them?**
If you or someone on your cast/crew are a close contact to a positive case – you have been within 6 feet for a cumulative period of 15 minutes over a 24-hour period -- get tested, and contact COVIDSupportTeam@lmu.edu or 310.568.6868.
- **May I attend class, be on set, or go to work if I am COVID positive?**
No. Anyone who tests positive must [isolate](#) and may not leave their home or come to campus until cleared by the COVID Support Team (unless they are obtaining essential medical care).
- **What should I do if I receive a positive COVID test result?**
Individuals who receive a COVID positive test, regardless of vaccination status, should [self-isolate](#) and contact the COVID Support Team at COVIDSupportTeam@lmu.edu or 310.568.6868. The COVID Support Team will provide you with individualized instructions and support in addition to conducting a contact investigation.
- **What should I do if I have COVID symptoms or just don't feel well?**
If you or anyone on your cast/crew do not feel well and you are confident you have not been exposed to a positive COVID case in the last two weeks, please follow these [instructions](#).
- **How is the COVID Support Team notified of a positive case?**
The COVID Support Team is automatically notified of positive results from tests collected at the LMU or LLS Testing Centers. Individuals who are tested off campus are expected to contact the COVID Support Team as soon as they receive a positive result. The COVID Support Team is available 7 days a week and may be reached at COVIDSupportTeam@lmu.edu or 310.568.6868 from 8:30am – 8:30pm.
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Violations to SFTV Policies and Guidelines, LMU Student Code of Conduct and LMU Academic Dishonesty Policy

ALL SFTV Students are responsible for knowing and adhering to the guidelines set forth in the [SFTV Student Handbook](#) and the appropriate filming guidelines. A mutual understanding of expectations between you and the film school promotes an open and healthy environment for you to create your best work.

It is incumbent on the filmmaker to create a working environment where all cast and crew understand and follow the policies and guidelines established by SFTV. You'll find that if you simply begin with [SFTV's On Set Best Practices](#) which includes Set Etiquette, Covid Safety and On Set Best Practices, you can most likely avoid falling into violation waters.

SFTV sets must be workplaces free of discrimination of all types of abusive, offensive, or harassing behavior. We have provided for you a [Crew Deal Memo](#) and an [Actor Release/Agreement](#) that will assist you in communicating your expectations and your responsibilities.

Violations will be reviewed by Production Administration and SFTV Faculty to determine a course of action. Violating SFTV specific policies and guidelines could result in sanctions of grade reduction, fees and financial responsibility, and loss of access to equipment and facilities. Violations of [LMU's Academic Dishonesty Policy](#) or the [LMU Student Code of Conduct](#) will be reviewed by the appropriate University department to determine what sanctions will be imposed.

We cannot outline all potential violations here. Please use this page as a resource for a better understanding of the sanction and/or a remedy that might be employed for specific violations.

- A violation of some of the guidelines listed in this document can result in SFTV Fines outlined BY DEPARTMENT in the Student Handbook. This primarily pertains to damage, loss of equipment or disrespectful/negligent treatment of same equipment or to facilities.
- For violations of unacceptable treatment of fellow students, cast/crew, or the public while filming, we will refer such violations to LMU's [THE STUDENT CODE OF CONDUCT](#). Additionally:
 - Filming without a permit - Section III – R - Unauthorized presence in or use of University Premises, facilities or property including, but not limited to, classrooms, labs, study rooms, University-assigned housing, roofs, balconies, ledges and trellises, for any unsanctioned activities
 - Not abiding by these guidelines - Section III – F Failure to comply with the directions of a University official including, but not limited to, University administrators, faculty and staff,
- EXAMPLES of violations that will be referred to the [ACADEMIC HONESTY](#) Department:
 - B. Definitions of Academic Honesty and Dishonesty. Academic honesty requires that all members of the LMU community act with integrity, respect for their own intellectual and creative work as well as that of others, acknowledge sources consistently and completely, act honestly during exams and on assignments, and report results accurately
 - **FRAUD** Presenting forged signatures or documents as authentic. Any forged document – i.e., COVID test results, Health Sign-In sheets will be referred to this university process.
- Student failure to follow through with the commitments made to actors and/or crew (i.e., credit, contracts, budget) will also be referred to this university process.

The above are just examples of a few types of violations. Your professionalism can keep us all safe and avoid any of the above sanctions. THANK YOU – PAT TEAM



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