



The University of Texas at Austin
Radio-Television-Film
Moody College of Communication

'22

COVID-19 SAFETY GUIDELINES

Spring 2022 Safety Guidelines for Production in a Pandemic

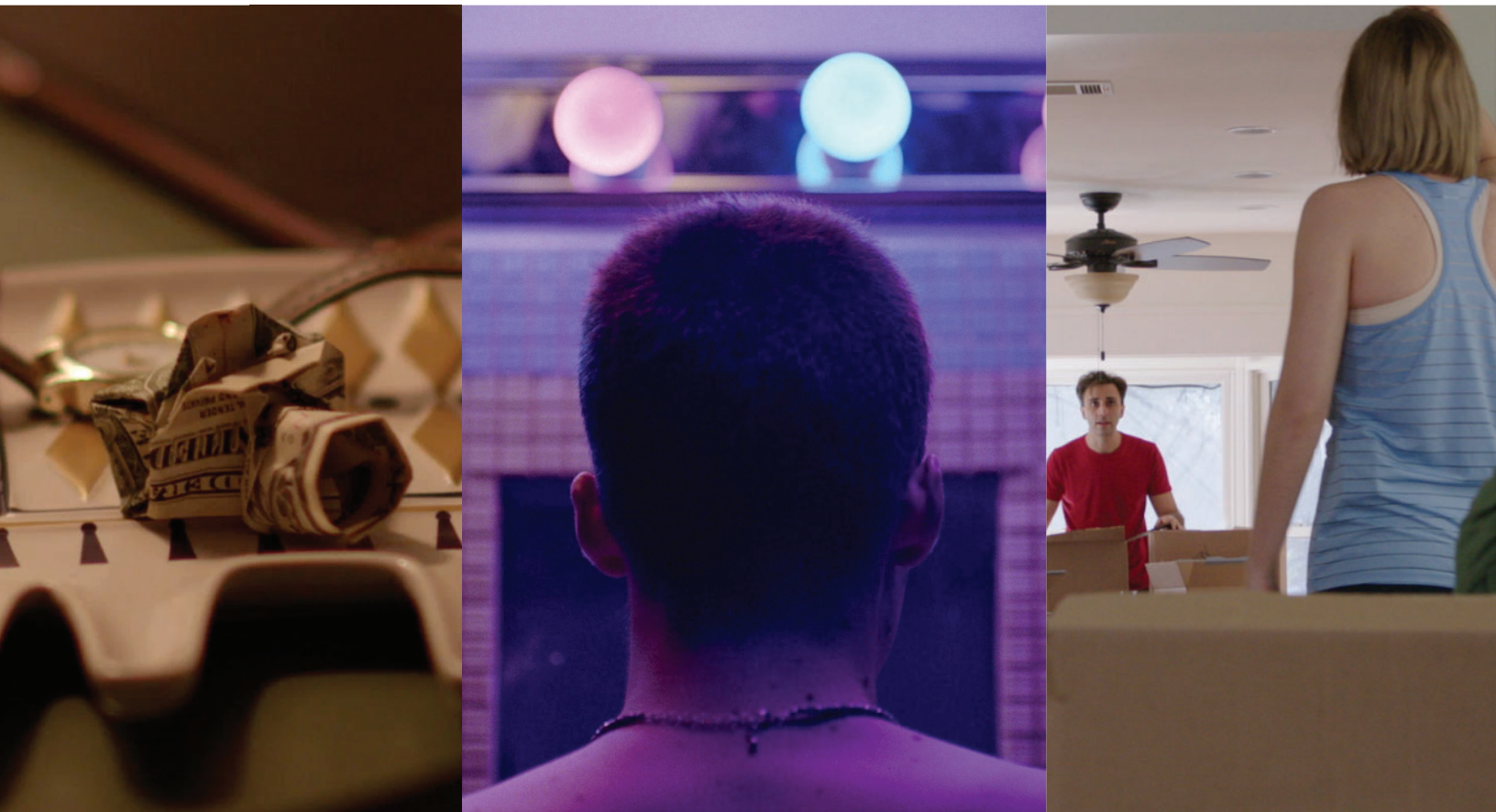


TABLE OF CONTENTS

INTRODUCTION	3
GENERAL SAFETY GUIDELINES	4
NARRATIVE & DOCUMENTARY PRODUCTION GUIDELINES	5
Production Guidelines	5
Post-Production Guidelines	7
CONCLUSION	8
REFERENCES	8

THE DEPARTMENT OF RADIO-TV-FILM

**COVID-19 SAFETY
GUIDELINES
INTRODUCTION**

The Department of Radio-Television-Film is committed to the health and safety of all its students. During the current COVID outbreak, the following protocols cover aspects of our student film productions.

It is important to have universal procedures and protocols for production that all students follow. To keep the RTF community safe, students must be confident that everyone around them is operating under the same health & safety guidelines.



GENERAL SAFETY GUIDELINES

While it's not possible to eliminate the spread of COVID-19, it is crucial to minimize the spread as much as possible. To ensure student and faculty safety, all productions must adhere to the following Basic Safety Practices, which have proven to effectively reduce the chances of transmitting COVID-19.

Testing

- All shoots should strive to be industry-standard. UT will provide free testing to all members of cast & crew—both students and non-students—prior to production.
- Students and faculty will be required to stay home if they have symptoms of or test positive for COVID-19.
- Reference: <https://protect.utexas.edu/health-and-wellness/>

Vaccination

- Vaccines have been shown to be safe and effective at preventing people from contracting the virus and at preventing serious illness if they develop a breakthrough infection. All students, cast and crew ages 12 and older are strongly encouraged to receive the vaccine.

Social Distancing

- The CDC does not recommend social distancing if everyone present is vaccinated. However, for children younger than 12, the CDC recommends 3 feet between children if masked. Six feet is recommended if unmasked and tested.
- In interior locations UT recommends 125 sq. feet per person to allow for proper social distancing.

Personal Protective Equipment (PPE)

- All shoots should strive to be industry-standard. Even if all cast and crew are vaccinated and tested, a mask needs to be worn at all times on set. Face coverings must be cleaned or replaced after use, may not be shared and should be properly stored or discarded.
- Reference: https://healthyhorns.utexas.edu/images/pdf/Social_Distancing_Cloth_Masks_8.5x11_V2.pdf

Daily Screening and Temperature Checks

- The production should have daily temperature checks prior to beginning the day.

Hygiene & Disinfecting

- We recommend that hand sanitizing stations be available on set.



NARRATIVE & DOCUMENTARY PRODUCTION GUIDELINES

Meetings

- When possible, crew meetings should be conducted virtually. If in-person meetings are necessary, local social distancing and PPE guidelines must be followed, along with set guidelines.

Locations

- It is recommended to use outdoor locations whenever possible.
- As much as possible, productions should use interior locations to which the student has direct access (i.e.: an apartment, house or CMB Studio).
- Other locations will need to observe local restrictions.

- Social distancing & PPE guidelines must be followed at all times.

Catering

- Cast and crew are encouraged to bring their own reusable bottle for beverages.
- Space must be made for cast and crew to observe distancing while eating meals.
- Dining outdoors is preferable to indoors.

Transportation

- Encourage individuals to drive alone to-and-from set.
- If individual private transportation is not possible, ensure that all occupants wear face coverings.



PRODUCTION GUIDELINES CONT'D

Departments

Departments should touch only their own equipment. Sharing equipment between departments should be kept to a minimum.

Hair, Makeup and Wardrobe

- If on-set makeup is required, personnel must wear PPE.
- All makeup supplies must be single-use and never shared.
- Cast may temporarily remove their PPE if it interferes with a core activity, such as hair, makeup, or wardrobe.

Sound

- Lavalier mics should be labeled with the name of each user and only used for that person for the entirety of that day, then cleaned and prepped for use the next day. Lavs should always be assigned to the same person for shoots over multiple days.
- Allow talent to affix their own lavalier mic, or one designated sound person should wear PPE when assisting talent with mic.

POST- PRODUCTION GUIDELINES

Editing Lab Guidelines

- Students must work individually at their station and avoid congregating in the hallway or entrance of the lab.
- Spray sanitizer and wipes will be available so students can wipe down keyboards, mice and desks between uses.
- Every student must supply their own headphones or earbuds. Headphones will not be provided.



SAFETY GUIDELINES CONCLUSION

RTF is proud of the original, creative work of its many talented students. We consider these guidelines absolutely necessary, not only to maintain the safety and health of our community, but also to maintain the high-level of production that our students are known for. With these protocols in place, RTF remains committed to supporting student production, along with the health and safety of our students, staff and faculty during the 2021-2022 school year.



REFERENCES

1. *About Covid-19. CDC*
<https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html>
2. *COVID-19: Georgia Best Practices for Film and Television*
<https://www.georgia.org/covid19filmguide>
3. *Guidelines on Preparing Workplaces for COVID-19*
<https://www.osha.gov/Publications/OSHA3990.pdf>
4. *Covid 19 Safety Protocols. SAG*
<https://www.sagaftra.org/news-events/news/covid-19/safety-first>
5. *Film Florida: Recommendations for Clean & Healthy Production Sets*
<https://filmflorida.org/wp-content/uploads/2020/05/FF-Clean-Healthy-Set-Recommendations-05-01-2020.pdf>