

FILM PRODUCTION GUIDELINES



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE 4 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE IV | ISSUED ON JUNE 22, 2020 | EARLIEST EFFECTIVE DATE JUNE 26, 2020

The Revitalization Phase of the Restore Illinois public health approach to reopening the Illinois economy includes larger gathering sizes, additional businesses reopening and increased capacities. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

This document is applicable to businesses that meet the following criteria:

- Conduct stage and location operations to support the production of film and television:
 - ♦ Examples of covered activities include (non-exhaustive): Fitting and tailoring costume, equipment testing, transportation, lighting, costuming, set dressing, acting, directing, cinematography, sound, video, special effects
- For other activities supporting film production, please refer to the applicable Phase IV workplace guidelines (non-exhaustive):
 - i. [Offices guidelines](#): administrative, clerical, accounting, set and costume design, casting, writing, story boarding, equipment rental
 - ii. [Personal care services guidelines](#): Hair, make-up
 - iii. [Manufacturing guidelines](#): Carpentry, electrical, painting, demolition of sets, site scouting, logistic planning, breakdown of design elements, restoration of property
 - iv. [Restaurant and Bar guidelines](#): Catering
- **Note:** As of release, film production workplaces may operate at maximum of 50% of sound stage or location capacity. Capacity restrictions will be reassessed based on the latest science and public health metrics on an ongoing basis throughout Phase IV

All film production operations are also subject to local permitting authority

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#).
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase IV guidelines
4. Employers should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees and workers who perform work at the worksite (such as temporary or contract workers) should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the [DCEO Restore Illinois guidelines website](#)
2. Employees should follow [CDC travel guidance](#) to protect themselves and others during business travel
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations
4. Employers should clearly explain all paid leave policies and make workers aware that they may be eligible for benefits if they are sick or symptomatic
5. Employers should be aware that the Occupational Safety and Health Act of 1970 and provisions of state law prohibit employers from retaliating against workers for raising safety or health concerns



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the [DCEO Restore guidelines website](#)
 - a. Employers should conduct in-person screening of employees upon entry into workplace to verify no presence of COVID-19 symptoms
 - b. If employee shift is greater than 5 hours, employers should also conduct mid-shift screening to verify no presence of COVID-19 symptoms (in person preferred, though virtually is permitted)
3. If employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days after symptom onset AND until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If employee reports having any COVID-19 related symptoms, employers should encourage employee to contact their health care provider; if multiple employees report having any COVID-19 related symptoms, employers should notify their local health department within three days of being informed of the prevalence of COVID-19 symptoms; if multiple employees test positive for COVID-19, employers should notify their local health department within one day of positive test results
5. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed [according to CDC guidelines](#)
6. Where appropriate, notify employees who have been exposed. Employers should not identify an employee who tested positive by name
7. Any employee who has had close contact¹ with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



ii. Encouraged best practices

1. A one-time nasal swab for RT-PCR testing of all cast and crew should be obtained within forty-eight to seventy-two hours prior to the start of work on set or location

¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to film production:

PHYSICAL WORKSPACE

i. Minimum guidelines

1. Stage and location operations
 - a. Employers should [display signage](#) at entry with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed
 - b. All individuals should maintain 6-ft. of social distancing unless job duty cannot be performed without proximity (e.g. actors performing, hair, make-up, costumes)
 - c. When social distancing is not possible (e.g. performer and make-up artist), proximity or contact should be kept to the shortest amount of time possible and face coverings should be worn by the other cast or crew members
 - d. Hair and makeup application should comply with [Personal care services guidelines](#). Face coverings should be worn by both technician and person receiving services or for services which require person receiving services to remove mask, technician should wear both a face mask and eye protection (e.g., face shield, protective glasses)
 - e. Work locations should be separated into zones with designated working groups. Each working group should have limited in-person interaction with others on stage or location
 - f. Castings should be done by self-tape. If practical, virtual auditions should be used
 - i. If not possible, auditions should be done by appointment only (no open calls) and employers should remove shared items (e.g., magazines) from waiting areas and configure any seating to be 6-ft apart to allow for social distancing. Any surfaces in waiting area (e.g., seats) should be disinfected after use
 - g. Trucks, tents and other areas should be configured to promote social distancing. Where practical, extra trucks and tents should be used to promote social distancing
 - h. Minimize the use of shared work materials (e.g., props) and wherever possible assign talent and crew individualized equipment, scripts, and other materials
 - i. Employers should provide adequate trash receptacles for cast and crew to discard any used PPE
 - j. Crowd scenes should be limited to 50 people or fewer
 - k. For any on stage or location vehicle usage:
 - i. Interior of vehicle should be sanitized before and after use by cast and crew
 - ii. Employers should provide hand sanitizer at the entrance of the vehicle
 - iii. All passengers should wash or sanitizer hands prior to boarding the vehicle
 - iv. Cast and crew should wear masks when in the vehicle
 - v. Vehicles should operate at a maximum of 50% of vehicle capacity
 - vi. If a rider in the vehicle is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed [according to CDC guidelines](#)
 - l. Limit elevator capacity to allow for 6-ft. of social distancing



2. Craft services and catering

- a. Catering to the stage or location should comply with [Restaurant and Bar guidelines](#)
- b. Buffets and self-service food stations (e.g. hot and cold bars, bulk items, baked goods) should adhere to additional minimum guidelines:
 - i. Patrons may self-serve food if hand sanitizer stations are located at both ends of the buffet or self-service station and signage is posted to require hand sanitizing before each visit to a station
 - ii. If areas are not configured for self-service, designated staff (e.g., buffet attendant) should serve onto patron's plate wearing appropriate face covering and gloves, while maintaining 6-ft social distancing with patrons and other employees
 - iii. Separate buffet stations should maintain 6-ft distancing and allow for social distancing between patrons throughout establishment
 - iv. Impermeable barriers should be put in place between servers and patrons; patron and servers should not exchange or pass the same plate multiple times
 - v. Queue points should be established 6-ft apart with markers to encourage social distancing
 - vi. Queue should be limited to patrons in respective party to the extent possible
 - vii. Utensils used for serving should be changed hourly
- c. Meals and snacks should be served in individually packaged or wrapped portions
- d. Eating utensils should be disposable and individually wrapped
- e. Use of shared food items, such as menus or condiments, should be eliminated. Items should be disposable and single serve
- f. Areas for meal service should be configured to allow for 6-ft. of social distancing between cast and crew

ii. Encouraged best practices

- 1. Display visual markers 6-ft. apart at any queue points or points of congregation
- 2. If practical, modify traffic flow to minimize contact (one-way traffic, designated entrance and exit)
- 3. If practical, use equipment that is most compliant with social distancing and hygiene (e.g. use boom mics instead of lav mics)
- 4. Implement measures to minimize scenes with close contact between performers, such as amending scripts or use of digital effects
- 5. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical
- 6. Prioritize locations where filming can be done at a distance from the general public
- 7. Designate multiple viewing monitors for non-essential individuals to review footage
- 8. Food and drink should only be consumed in designated areas to ensure that face coverings are worn consistently
- 9. Where practical, cast should bring their own props (e.g., cell phone) and costumes to avoid sharing



DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with [CDC protocols](#) on a weekly basis
2. Clean and disinfect common areas (e.g., restrooms) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every two hours recommended for high-traffic areas
3. Employers should provide hand washing or sanitization stations that are easily accessible from anywhere on the stage or location and have a plan in place for ensuring all stations are adequately stocked at all times
4. All equipment (e.g., props, tools), shared clothing, wigs or other shared prosthetics, and set materials should be sanitized before and after each use
5. All individuals should wash or sanitize hands before and after handling shared equipment
6. Stages and locations should be cleaned every night after wrap
7. Cast and crew should frequently wash hands (e.g., upon arrival; after blowing nose, coughing or sneezing; after using the restroom; before and after eating or drinking; after contact with animals or pets; after handling shared equipment; after cleaning or disinfecting equipment or workspaces)
8. All required disinfecting, cleaning, or sanitizing activities to be conducted by employees should be within their normal workday or during otherwise compensated time



ii. Encouraged best practices

1. Provide cast and crew with portable hand sanitizer

STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Maximum 50% of sound stage or location capacity
2. Any activities that can be done virtually, should be done virtually (e.g. production meetings, table reads, casting sessions)
3. Employers should design a plan to allow for social distancing within the workplace and if needed, designate employee(s) to monitor capacity limits and social distancing
4. Employers should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft. or greater by removing/decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements
5. Meal times, shift start/end and other large group activities should be staggered to limit congregation



ii. Encouraged best practices

1. Minimize the number of in-person interactions among employees
 - a. If an in-person meeting is necessary, limit to 50 people with social distancing
2. If practical, implement touchless check-in for talent
3. Cast that are minor children may be accompanied by up to two (2) adults such as a parent, guardian and/or educator. Children should stay with their parent or guardian and remain masked, when not on set
4. Cast and crew should stay on location during the workday, including all breaks

EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or visitor to enter, or while requiring them to wait in a designated area, employers should ask whether external supplier or visitor is currently exhibiting COVID-19 symptoms
 - a. If possible, employers should take external supplier or visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Employers should keep log of all external suppliers who enter premises
3. Suppliers and visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
4. Non-essential visitors to stage and location should be limited
5. Live audiences should comply with [Theaters and Performing Arts guidelines](#)

ii. Encouraged best practices

1. Limit contact between external suppliers/ visitors and employees



If you have questions or need additional support:
 Please call our hotline at 1-800-252-2923
 or e-mail us at ceo.support@illinois.gov
 or return to illinois.gov/businessguidelines

Additional Resources:

- [CDC Interim Guidance for Businesses and Employers](#)
- [CDC Workplace Decision Tool](#)
- [IDPH Releasing COVID-19 Cases and Contacts from Isolation and Quarantine](#)
- [IDPH Testing Guidance](#)
- [IDPH FAQs](#)
- [Symptoms of Coronavirus](#)
- [IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- [CDC Guidelines on Cleaning and Disinfecting Your Facility](#)
- [CDC Guidance on Cleaning Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [EPA Disinfectants for Use Against SARS-CoV-2](#)